

## BEST PRACTICES FOR USING “WORK AGAINST”

Work against is normally used on Distribution Setup if the employee’s salary is funded partially by the position or the employee’s distribution is to be different than the position for a certain period of time and the position is to retain its “base” funding.

If work against is checked on the employee’s Distribution Setup:

- Any changes to the employee’s salary or distribution will only change the employee’s salary/distribution.
- The position budget amount and distribution will not change and will show in a separate section.
- The position budget amount and distribution have to be manually updated if needed.

If work against is not checked on the employee’s Distribution Setup:

- Any changes to the employee’s salary or distribution will automatically update the position.
- The employee’s salary and distribution (assignment) matches the position budget and distribution.

NOTE: Override Position Data on Job is sometimes referred to as work against and is used when changing the employee’s job attributes: Department, Job Code, Std. Hrs/FTE or Step, to be different than that of the position; however, it is only an override for these attributes and has no effect on the distribution or position budget.

### EXAMPLES OF WHEN WORK AGAINST IS USED ON DISTRIBUTION SETUP

**SPA, EPA Faculty, EPA Non-faculty, Post Docs, CVM House Officers:**

1. When an administrative/temporary supplement is added to the employee’s job, it changes the position budget amount and/or FTE. If you use work against, then the addition of the supplement will only change the salary and distribution of the employee and not that of the position. The position stays at its “base” funding. NOTE: The work against needs to be checked on Distribution Setup before supplement is loaded on employee’s job data so the position budget does not change. Once the supplement is removed from job, add a row to Distribution Setup to uncheck work against to return the employee’s distribution to same as position.
2. When a faculty member is put on release time, it changes the position amount and FTE of the original project(s) unless you have the employee as work against the position. If you use work against, it will then only change the distribution of the employee and not that of the position. When the employee comes off release time or to return to base for legislative increases (LI), uncheck work against on Distribution Setup to return the employee’s distribution to same as position.
3. When you have a “pooled” position for per course faculty, all the employees in the pooled position must be work against the position on Distribution Setup. Otherwise, any updates to an employee not setup as work against will update the position budget and distribution with only the salary/distribution of the one employee. The position data “Shared FTE” field should reflect the total FTE being funded by the position. The position budget and distribution should reflect the total budget for all employees being funded by the position.
4. When an incumbent is retiring and the new hire comes in before incumbent retires, the incumbent and the new hire should both be work against the position on Distribution Setup. The work against should be checked on the incumbent first. Then the position budget can be updated (using the Update Position Budget link) to reflect the salary of the new hire. Once the incumbent retires, the work against can be unchecked on the new hire so any future updates will update both the employee’s and the position’s budget and distribution.
5. Other examples of using work against may be when an employee is on scholarly reassignment, phased retirement or some type of leave, and you would like the position to retain its “base” funding.

**Grads:**

1. When a “pooled” position’s funding is being used to fund grads, they can be setup as work against on Distribution Setup if the college/division chooses, but this is optional.
  - a. Add row in Distribution Setup, change date, enter comments and tab out of comments box, check work against, enter/select position number, and change employee distribution as appropriate.
  - b. The position data “Shared FTE” field should reflect the total FTE being funded by the position.
  - c. The position budget and distribution should reflect the total budget for all grads being funded by the position, with an override account of 51319 and/or 51119 as appropriate.
2. On HR Assignment details in Position Control, the grad will then be listed and have “Yes” under “W/A” column. However, it will not show position number since grads cannot be put in the position on job appointment.
3. Pooled position will be considered vacant and show up on Vacant Position Reports; however, it will have “Y” under Temp W/A Dist Setup column to indicate a grad is set up on Distribution Setup as work against the vacant position.
4. Grads setup as work against are also listed on Budget and Funding Incumbents tab of Position Budget.

**Temps:**

1. When a “vacant” position’s funding is being used to fund temps, they can be setup as work against on Distribution Setup if the college/division chooses, but this is optional.
  - a. Add row in Distribution Setup, change date, enter comments and tab out of comments box, check work against, enter/select vacant position number, and change employee distribution as appropriate.
  - b. Choose override account of 51215 (SPA-Temp-Work Against), 51115 (EPA-Temp-Work Against), or 51315 (EPA-Temp-Work Against-Teaching) to have labor expenses charged to these accounts instead of account 51410.
2. Vacant position will show up on Vacant Position Reports; however, it will have “Y” under Temp W/A Dist Setup column to indicate a temp is set up on Distribution Setup as work against the vacant position.
3. Temps setup as work against are also listed on Budget and Funding Incumbents tab of Position Budget.

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