Instead of using the back arrow, Click on the UK in the upper left corner to return to your dashboard

. . . .
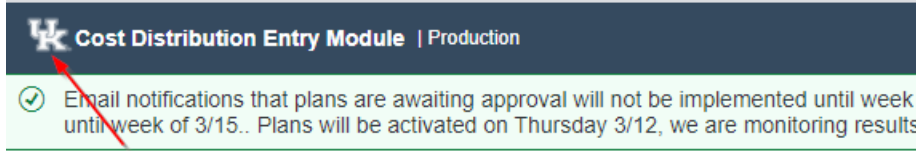
To quickly search for a new record, use the search button on the upper right side

. . . .
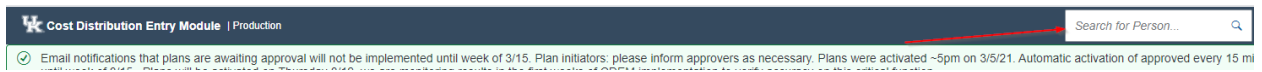
The refresh button at the top right of the screen, just to the left of your initials, is handy to use, especially after you enter a new commitment, click refresh, then create your cost distribution plan.

. . . .

If an employee has more than one control record that means 1. They have more than one assignment, so choose the correct Perner, or 2. There was a break in service, so choose the latest date:
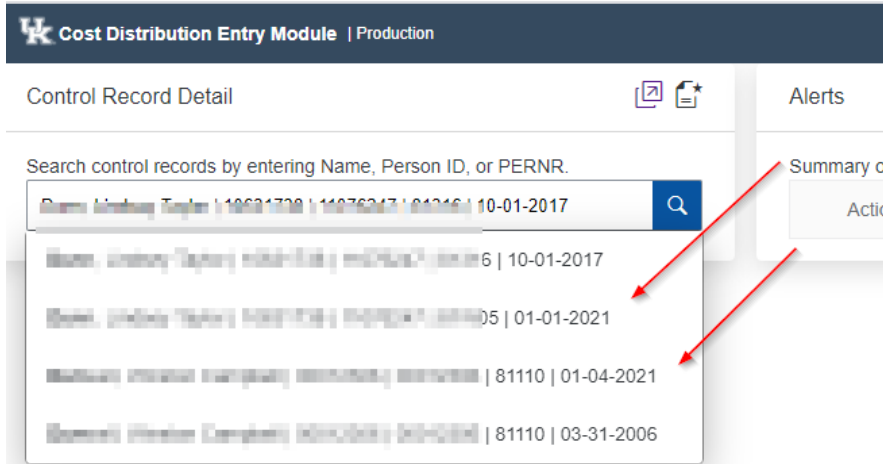
Avoid making any CDEM entries between the Payroll Prelim and the Payroll Final date to reduce errors

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When updating an effective period, you can click on the 2 box icon to see payroll period begin and end dates:

Last updated: 12/23/22

Update the Effective Period 09-24-2023 - 10-07-2023

Start Date: 9/24/2023   End Date: 10/7/2023

Here is the distribution for this effective period.

Example:

2022-12-18	2023-01
2023-01-01	2023-02
2023-01-15	2023-03
2023-01-29	2023-04
2023-02-12	2023-05
2023-02-26	2023-06
2023-03-12	2023-07

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To Print a report of your CDEM employees:
        -Click on "Links" in upper right hand corner
        -Choose "Control Record" from Dropdown
        -Change the "Items per page" (bottom right corner) to 100
        -click on "Export List to Excel" on top right of page

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You can do CDEM entries when Payroll is running, but it won't post to the SAP 27 screen until payroll is open again

How to see In Progress plans that need attention

1. Click on "View all Control Records" icon

2. Click on the filter to the right of Plan Status, and choose Plan Entry

3. A list will display of all control records that are in-progress and need attention.