

# **QRG - CDEM Tips & Tricks**

Instead of using the back arrow, Click on the UK in the upper left corner to return to your dashboard Apps M Gmail Voulube Maps S IIS MyUK ESS Inst

Enail notifications that plans are awaiting approval will not be implemented until week outliveek of 3/15 Plans will be activated on Thursday 3/12, we are monitoring results

Business

Center

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

	Cost Distribution Entry Module   Production	Search for Person	٩
(	Email notifications that plans are awaiting approval will not be implemented until week of 3/15. Plan initiators: please inform approvers as necessary. Plans were activated ~5pm on 3/5/21. Automat	ic activation of approved ever	ry 15 mi

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.

Centar indificación that plans are avaiting approval will not be implemented until early April. Plan initiators: pleas inform approvers as necessary. Plans were activated tas to 3/15/21. Automatic activation of approved every 15 minutes will operation until after March howards. Plans will be activated today. 3/18: 1 tana, and a figure was are monologing nervisiis. In the first weeks of CPEU until enternet and the inscriptional interfination.	🐮 Cost Distribution Entry Module   Production	Search for Person	Links •	<b>°</b>	CF
participation of the second seco	Email notifications that plans are awaiting approval will not be implemented until early April. Plan initiators: please inform approvers as necessary. Plans were activated last on 3/15/21. Automatic active March payroll. Plans will be activated today 3/18 ~ 11am and at 5pm, we are monitoring results in the first weeks of CDEM implementation to verify accuracy on this critical function.	ation of approved every 15 minutes	will not start u	ntil after	r ×

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:

K Cost Distribution Entry Module   Production								
Control Record Detail	.⊿ [*	Alerts						
Search control records by entering Name, Person ID, or PERNR.	۹.	Summary o						
		/						
D5   01-01-2021								
<b>Balloon</b>   81110   01-04-								
81110   03-31-	2006							

Avoid making any CDEM entries between the Payroll Prelim and the Payroll Final date to reduce errors

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



## **CDEM – Tips & Tricks**

	Update the Effective Period 09-24-2023 - 10-07-2023							
	Start Date: Here is the	9/24/2023 distribution for		cp 💉	End Date: od.	10/7/2023	Ē	
E	xampl	e:						
	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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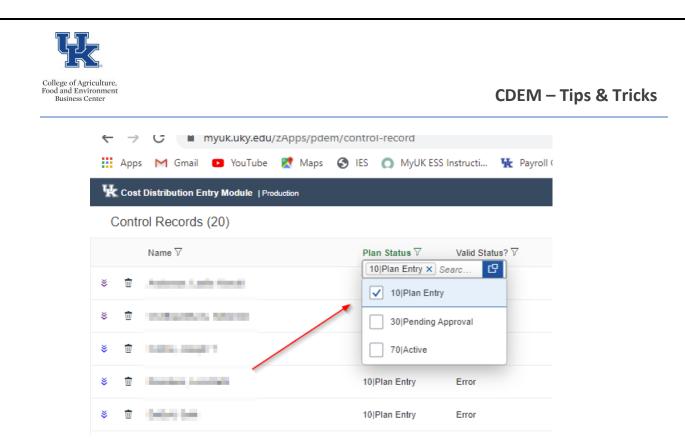
You can do CDEM entries when Payroll is running, but it won't post to the SAP 27 screen until payroll is open again

### How to see In Progress plans that need attention

1. Click on "View all Control Records" icon

👖 Apps M Gmail 🖸 YouTube 🎇	Maps 🕤 IES	🔘 MyUK ESS Instructi 🧏	Payroll Confirmatio	张 CAFE E	
K Cost Distribution Entry Module   Production	n				
Control Record Detail			🔸 🛛 🕻	Alerts	
Search control records by entering Name, Person ID, or PERNR.					
Search for Person			٩	Ac	

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.