

Employee Default LDPR

Introduction

Background:

Each employee ID is assigned a unique position ID in Vantage Payroll. Each position ID is assigned a unique labor distribution profile (LDPR), which contains an employee's default accounting coding. The agency is responsible for maintaining LDPRs for employees.

Purpose:

This quick reference guide will show you how to locate an employee's default LDPR in two different ways and how to modify the default LDPR for an employee. It also includes steps for creating a new LDPR; however, HR involvement is required to assign the LDPR to the correct position.

Instructions

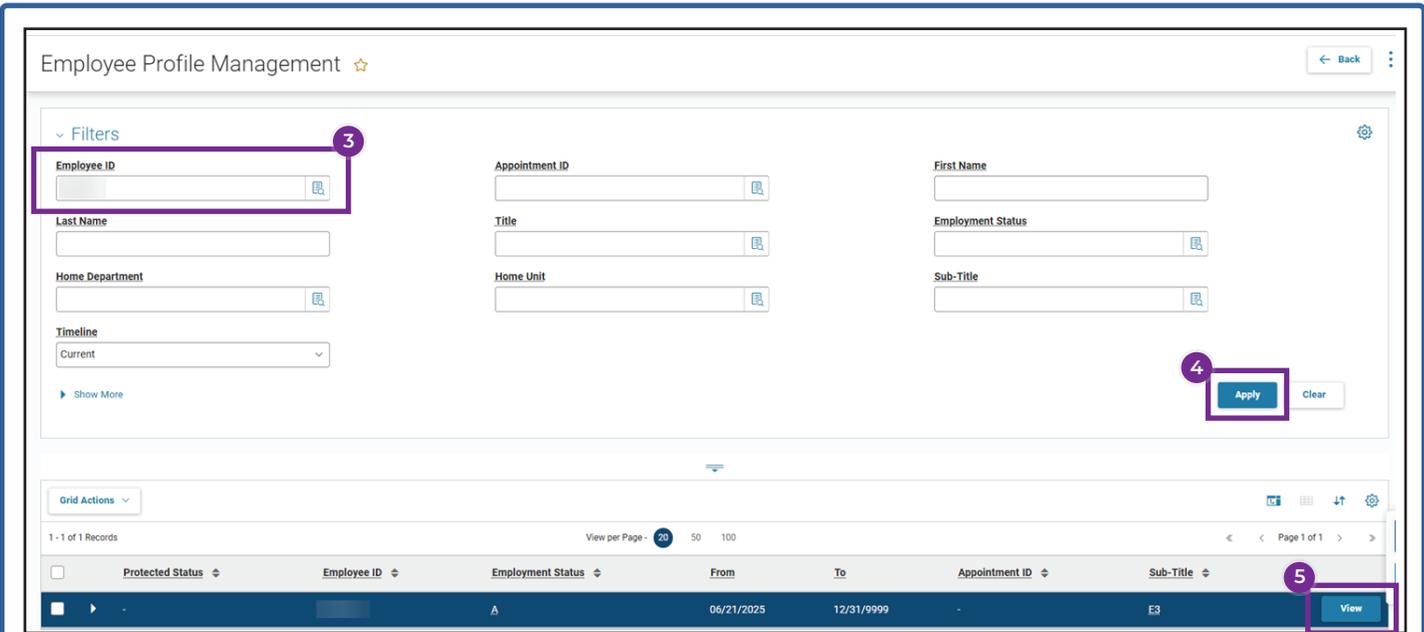
1. Log into Vantage Payroll.
2. From the **Global Navigation** search bar, type EPM for Employee Profile Management.
OR
Select the Employee Profile (**EPM**) tile.

The screenshot shows the Vantage Payroll interface. At the top, there is a search bar with 'EPM' entered. Below the search bar, there are several tiles for different management functions: Employee Profile (EPM), Timesheet Management (ATLM), Payroll Management (PAYM), Deduction Management (DEDM), Payroll Results (REGPAY), Online Check (OCHK), Missing Timesheets (QMTS), and Vantage Reports. A 'Browsing History' table is visible on the right side of the dashboard. Below the dashboard, there is a 'Worklist' section with a filter set to 'All' and buttons for 'Approve', 'Reject All', and 'Take Task'. The worklist table is currently empty, showing 'No Records Found'.

Time Visited	Page
10:22 AM	Employee Profile Management
10:20 AM	Search Employee
10:20 AM	Employee Transaction Catalog
10:19 AM	Timesheet - TIME1_150_2025100800000026201_1

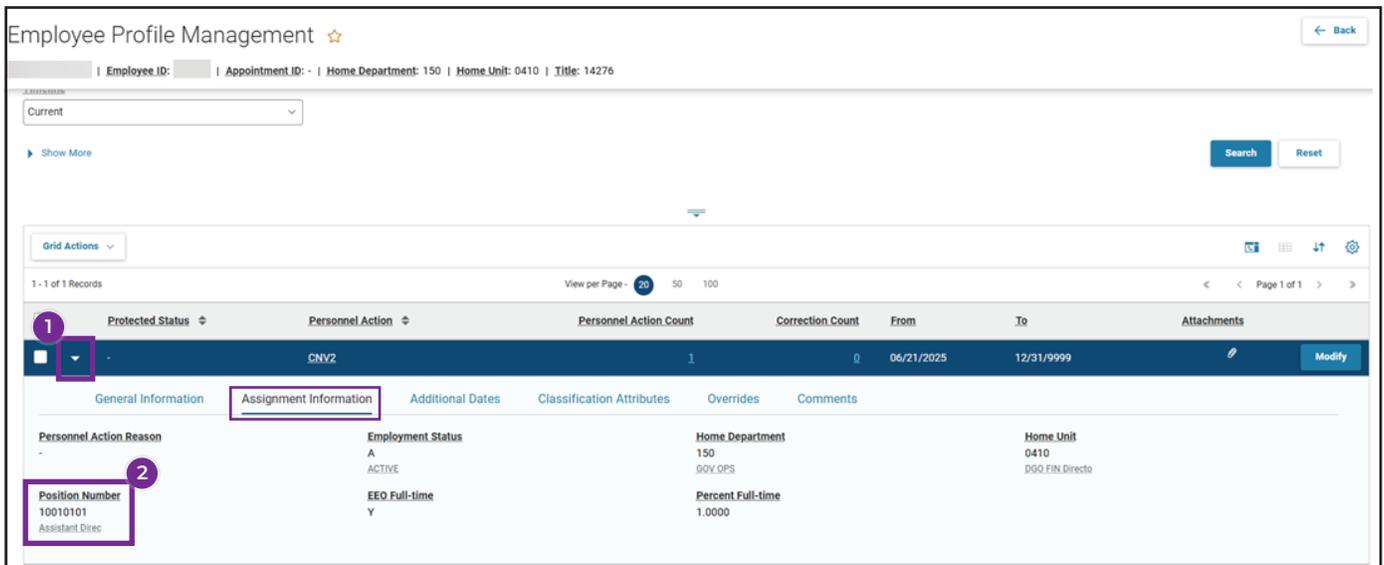
Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority	Employee ID	Employee Name
No Records Found							

3. Enter the **Employee ID** to search for the employee.
4. Click **Apply** when you've completed your search.
5. From the **Grid Actions** results, click the **View** button.

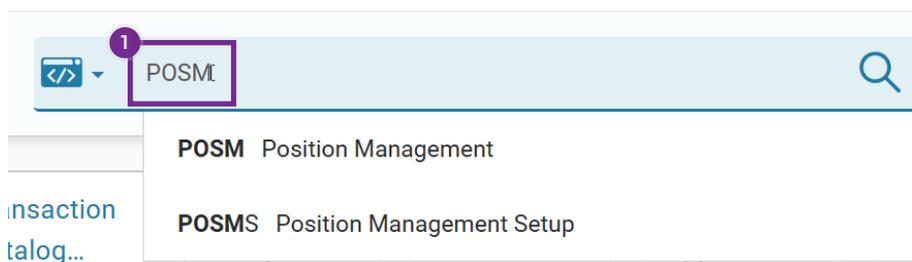


Navigate to the **Employee Status Maintenance** tab.

1. **Expand**  the line and navigate to the **Assignment Information** tab.
2. Locate and copy the **Position Number**.



1. From the **Global Navigation** search bar, type EPM for Employee Profile Management.



2. Paste the position number in the **Position Number** search field and click **Apply**.
3. From the **Grid Actions** results, click the **View** button.

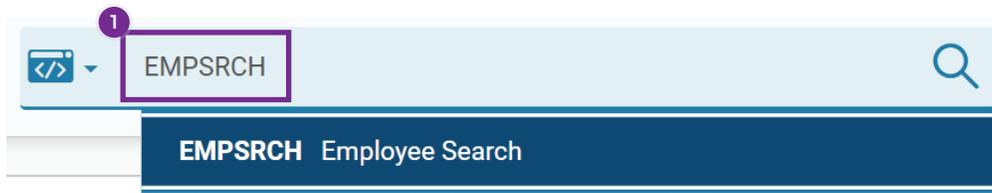
Navigate to the **Position Status Maintenance** tab.

1. **Expand**  the line and navigate to the **Accounting Source** tab.

*You will need this **Labor Distribution Profile** to make any changes to the base coding for the employee. The position ID to employee ID is a 1:1 relationship. So when you change the LDPR for an employee, it will update on the position ID and then it's tied to the employee ID.

Alternate way to find LDPR

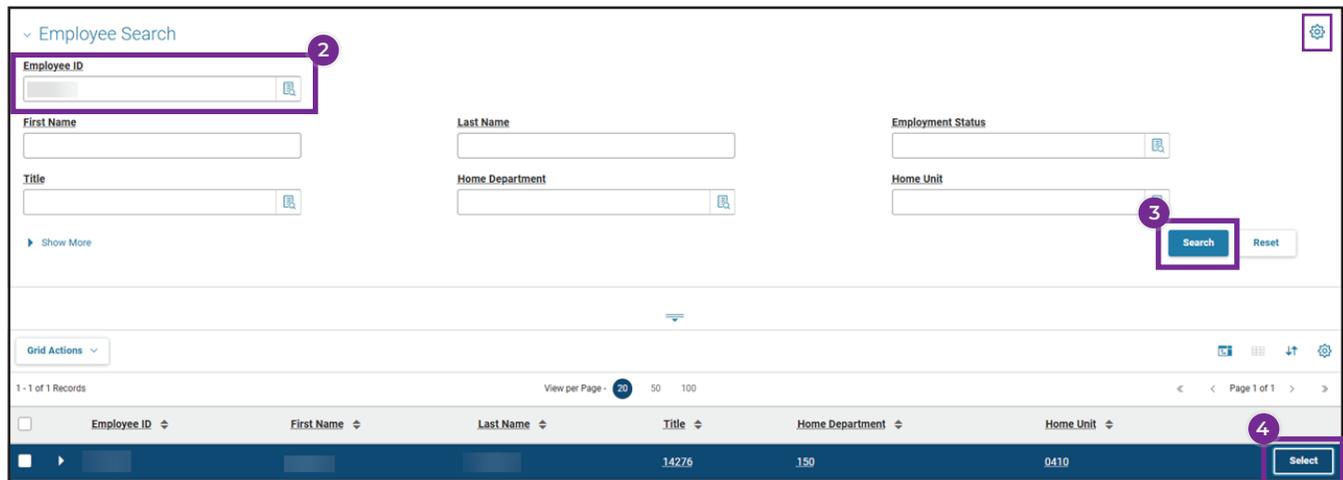
1. From the **Global Navigation** search bar, type EMPSRCH for Employee Search.



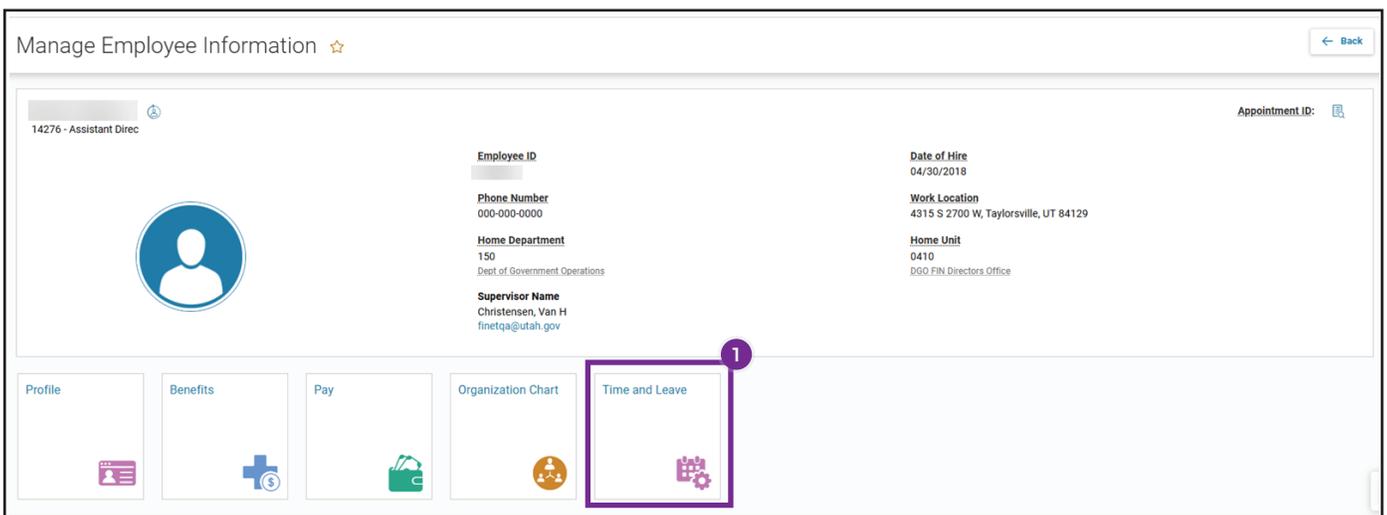
2. Enter the **Employee ID** to search for the employee. If you need to, utilize the **Gear** ⚙️ on the right side and toggle to add more.

3. Click **Search** when you've completed your search.

4. From the **Grid Actions** results, click the **Select** button.



1. Select the **Time and Leave** tile.



2. Use the search parameters to locate a timesheet for the employee and click **Search**.

Time and Leave ☆ ← Back

Appointment ID:

View Timesheet | Leave Request | View Leave Balance | View Leave Details | View Monthly Accrual and Usage

View Timesheet Create Timesheet

Search

Pay Period Start Date: Pay Period End Date: Status:

Show More Search Reset

3. Open the most recent timesheet by using the **3-dot menu**  and clicking **View**.

Search

Pay Period Start Date: Pay Period End Date: Status:

Show More Search Reset

Grid Actions

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Pay Period Start Date	Pay Period End Date	Status	
07/19/2025	08/01/2025	Draft	
07/05/2025	07/18/2025	Draft	View Edit

4. Once the timesheet is open, use the upper-right **3-dot menu**  and click **View Default Accounting**.

Timesheet (TIMEI) ☆ Draft Edit Validate Submit Close 

Appointment ID: - | Transaction ID: 2025100800000026201 | Version: 1

1 of 1: This Timesheet is for a future pay period. Current pay period is 07/05/2025 - 07/18/2025. (00626)

Time Entry Reminder
Please enter your time in **minutes**, and round to the nearest quarter hour (.00, .15, .30, .45)
For example, enter **1 hour and 27 minutes** as 1:30, not 1.27.
This ensures accurate payroll and reporting. Thank you!

Time Entry (1) Daily Activity Summary

Total Hours: 05:00

Pay Period Start Date: 07/19/2025 | Pay Period End Date: 08/01/2025

Grid Actions

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

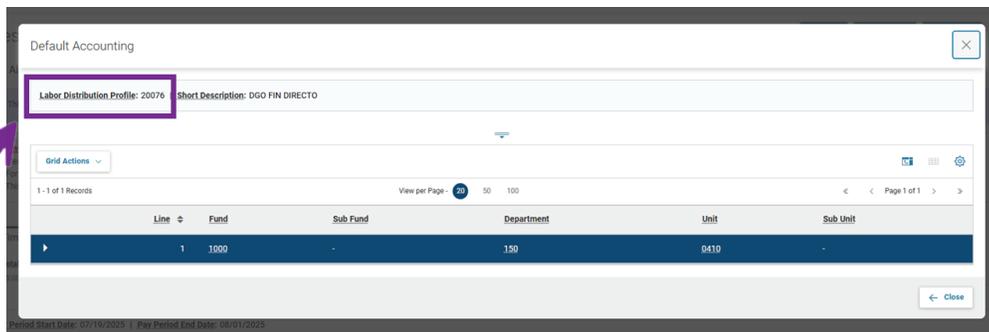
Line	Event	Sat 07/19	Sun 07/20	Mon 07/21	Tue 07/22	Wed 07/23	Thu 07/24	Fri 07/25	Sat 07/26	Sun 07/27	Mon 07/28	Tue 07/29	Wed 07/30	Thu 07/31	Fri 08/01	Week 1 Total	Week 2 Total	Total Hours	Time In/Out	Attachment	

Primary Actions: Discard, Bypass Approvals, Override, Remove Override, Collaborate, Comments, **View Default Accounting**, Show Accounting Details, Show Average Time, Leave Balance, View Work Schedule, Save as My Template, View Past Punches

Other Actions: Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction, Mark Ready, Mark Hold

Research: Transaction History, Forms

The employee's default labor distribution profile (**LDPR**) will display.



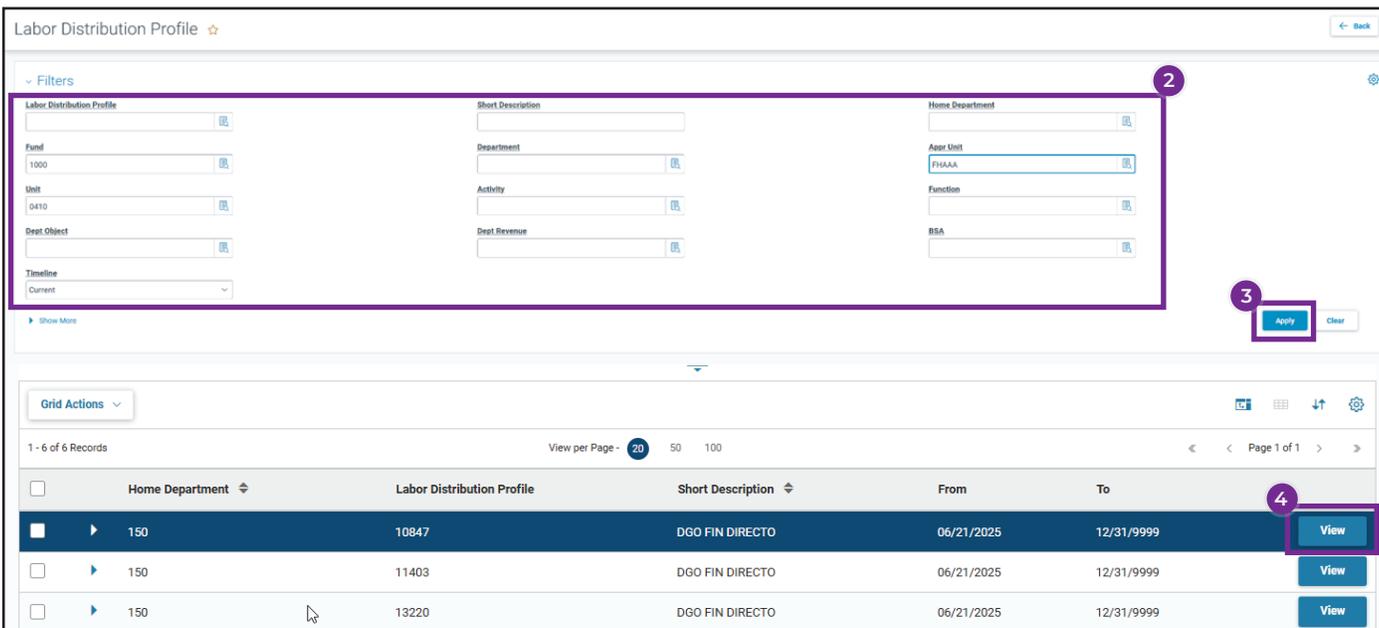
Modify an LDPR

To modify an LDPR associated with a position (if coding or programs have changed, etc.), navigate to the **LDPR** table.

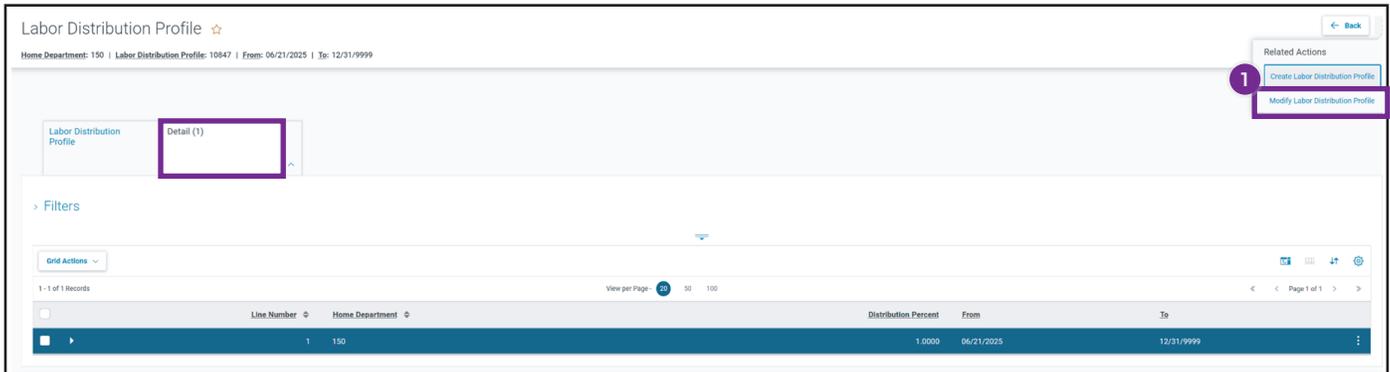
1. From the **Global Navigation** search bar, type LDPR for Labor Distribution Search.



2. Use the fields to filter the LDPR by chart of account elements. If you need to, utilize the **Gear** ⚙️ on the right side and toggle to add more.
3. Click **Apply** when you've completed your search. All LDPRs meeting those criteria will populate.
4. From the **Grid Actions** results, click **View** next to the LDPR you want to modify.



1. To modify the LDPR, click the **3-dot menu**  and select **Modify Labor Distribution Profile**.



Labor Distribution Profile 

Home Department: 150 | Labor Distribution Profile: 10847 | From: 06/21/2025 | To: 12/31/9999

Back

Related Actions

- 1 Create Labor Distribution Profile
- Modify Labor Distribution Profile

Labor Distribution Profile Detail (1)

Filters

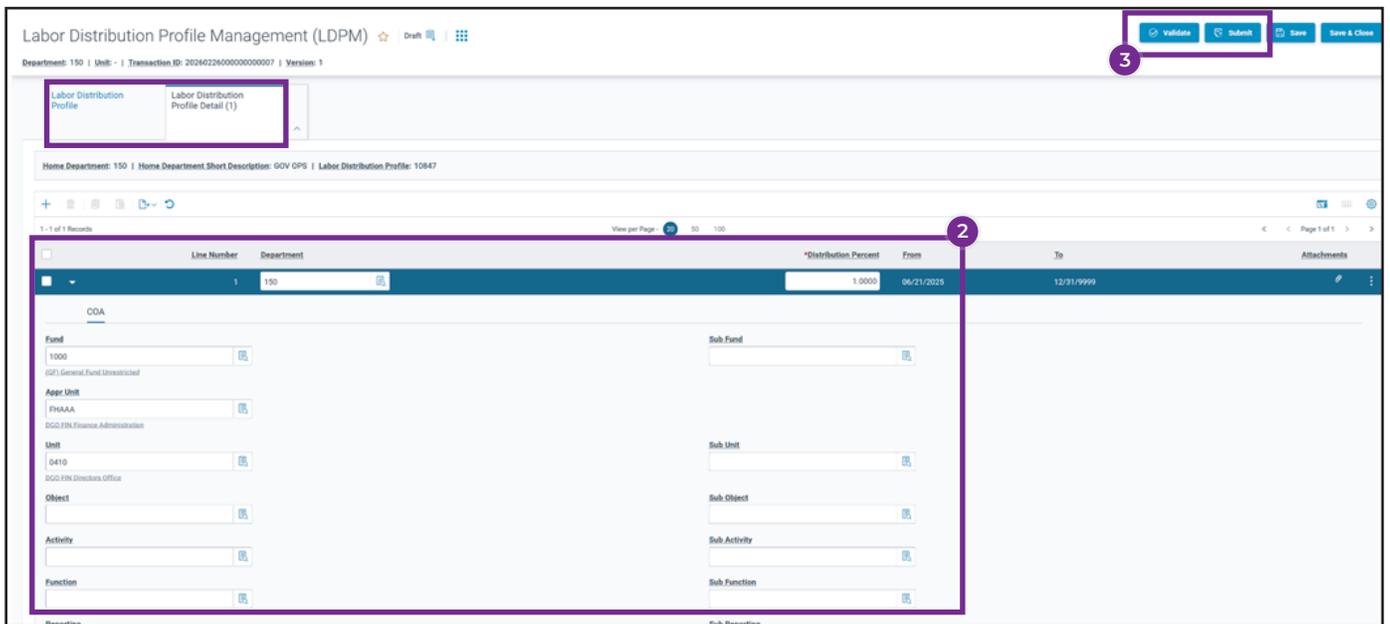
Grid Actions

1 - 1 of 1 Records

View per Page: 25 50 100

Line Number	Home Department	Distribution Percent	From	To
1	150	1.0000	06/21/2025	12/31/9999

2. Modify any of the information needed on the **Labor Distribution Profile** tab or the **Labor Distribution Profile Detail** tab.
3. **Validate, Save, and Close** once you are done making changes. This will update the coding associated with an employee.



Labor Distribution Profile Management (LDPM)  Draft 

Department: 150 | Unit: - | Transaction ID: 2024022600000000007 | Version: 1

Validate Submit Save Save & Close

3

Labor Distribution Profile Labor Distribution Profile Detail (1)

Home Department: 150 | Home Department Short Description: GOV OPS | Labor Distribution Profile: 10847

1 - 1 of 1 Records

View per Page: 25 50 100

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	5.0000	06/21/2025	12/31/9999	

COA

Fund: 1000 (SGO General Fund Unrestricted)

Appr Unit: FHAAA (SGO FIN Finance Administration)

Unit: 0410 (SGO FIN Director's Office)

Object

Activity

Function

Sub Fund

Sub Unit

Sub Object

Sub Activity

Sub Function

2

1. You can add additional distribution lines on the LDPR if an employee needs to be coded to multiple accounting lines. The overall percentage must add up to 1.0000. To add an additional distribution line, click the **insert button** sign **+** on the left-hand side.

Labor Distribution Profile Management (LDPM) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2026022700000000008 | Version: 1

Home Department: 150 | Home Department Short Description: GOV OPS | Labor Distribution Profile: 20076

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	1.0000	06/21/2025	12/31/9999	

Dept. of Government Operations

2. Populate the **Department, Distribution Percent**, and all related chart of account (COA) coding. Do not enter an Object Code, as those are defined during the payroll process.
3. Once all required fields are entered, click **Validate** (ensure all COA elements are active in Vantage Financial), then click **Save & Close**.

Labor Distribution Profile Management (LDPM) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2026022700000000008 | Version: 1

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	0.5000	06/21/2025	12/31/9999	
-	150	0.5000	-	-	

COA

Fund: 1000 | Sub Fund: | Appr Unit: FHCAA | Unit: 0430

Labor Distribution Profile Management (LDPM) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2026022700000000008 | Version: 1

ALL 1 of 2: Additional accounting line(s) exist and will be replaced. (Q0093)

Labor Distribution Profile Labor Distribution Profile Detail (2)

Home Department: 150 | Home Department Short Description: GOV OPS | Labor Distribution Profile: 20076

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	0.5000	06/21/2025	12/31/9999	
2	150	0.5000	06/21/2025	12/31/9999	

Alternate way to find LDPR

In the unlikely event that you need to create a new LDPR, follow the steps below:

1. From the **Global Navigation** search bar, type LDPR for Labor Distribution Search.



2. Click the **3-dot menu** in the upper-right hand corner and click **Create Labor Distribution Profile**.

Labor Distribution Profile ☆

← Back

2 Related Actions

Create Labor Distribution Profile

Filters

Labor Distribution Profile

Short Description

Home Department

Fund

Timeline

Current

Show More

Apply Clear

3. Enter the required fields on the **Labor Distribution Profile** tab. The **Labor Distribution Profile** attribute is limited to 5 alphanumeric characters.

Labor Distribution Profile Management (LDPM) ☆ Draft | [Menu] | [Buttons: Validate, Submit, Save, Save & Close]

Department: 150 | Unit: - | Transaction ID: 2026022600000000005 | Version: 1

Created By: | Created On: 02/26/2026 | Modified By: | Modified On: 02/26/2026

01/01/2026 MM/DD/YYYY
 150 ATEST A TEST LDPR

Long Description

4. Navigate to the **Labor Distribution Profile Detail** tab and insert a line using the **insert sign +** on the left-hand side.

After clicking the “+” sign, a new line will be added with the required fields and all relevant chart of account elements. You may enter different distribution percentages. For this example, two lines will be entered at 50/50. The sum of all distribution percentages must total 100%.

Labor Distribution Profile Management (LDPM) ☆ Draft | [Menu] | [Buttons: Validate, Submit, Save, Save & Close]

Department: 150 | Unit: - | Transaction ID: 2026022600000000005 | Version: 1

Home Department: 150 | Home Department Short Description: GOV OPS | Labor Distribution Profile: ATEST

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	0.5000	01/01/2026	12/31/9999	
	150	0.5000			

COA

Fund: 1000
 Appr Unit: FHBAA
 Unit: 0420
 Object:
 Activity: PLNS
 Function: IMPLEMENT
 Reporting:
 Major Program:

Sub Fund:
 Sub Unit:
 Sub Object:
 Sub Activity:
 Sub Function:
 Sub Reporting:
 Program Period:

5. Be sure that all COA elements are valid and active in Vantage Financial. Once **Validated**, click **Save and Close**.

Labor Distribution Profile Management (LDPM) ☆ Draft | [Menu] | [5]

Department: 150 | Multi: - | Transaction ID: 20240226000000000005 | Version: 1

1 of 1: Transaction validated successfully

Labor Distribution Profile Labor Distribution Profile Detail (2)

Home Department: 150 | Home Department Short Description: GOV OPS | Labor Distribution Profile: ATEST

1 - 2 of 2 records View per Page: 25 50 100 Page 1 of 1

Line Number	Department	*Distribution Percent	From	To	Attachments
1	150	0.5000	01/01/2026	12/31/9999	
2	150	0.5000	01/01/2026	12/31/9999	

If the LDPR needs to be assigned to a specific employee, send the LDPR code to HR so they can reassign the default LDPR to the position ID associated with that employee. The preferred approach is to modify the existing LDPR already associated with the employee.

Notes:

Every active position will have an LDPR. If a specific LDPR has not been created for a position, a default LDPR exists for each agency. This situation should be rare.

LDPRs have a one-to-one relationship with position IDs. Every position ID is unique and will have its own LDPR.