## Naming Convention Guide – Primary Labor Accounts

<table>
<thead>
<tr>
<th>Category</th>
<th>Account</th>
<th>Fund</th>
<th>Project Code</th>
<th>Cost Center</th>
<th>Access Control</th>
<th>Special Function</th>
<th>Distribution Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>760112</td>
<td>19900</td>
<td>STU6B</td>
<td>POLI7</td>
<td>DEPT11443</td>
<td>0</td>
<td>31</td>
</tr>
</tbody>
</table>

### Definition

- **Account listed in PPS distribution.**
- **Fund listed in PPS distribution.**
- **Dept-specified project identification code in PPS Distribution.**
- **Dept-specified cost identification code in PPS Distribution.**
- **Number associated with the managerial position to which the employee reports.**
- **Code to aide certain automated transfers of hours.**
- **Distribution number listed in PPS.**

*Note: The per employee logic used by Kronos to determine which PPS distribution will define the Primary Labor Account is as follows:

1. Exclude from consideration all appointments with the following title codes: 2310, 2311, 3570, 3800 and 3999. All others are eligible for consideration as the Primary Labor Account based on the:
2. Distribution with highest percentage of appointment; if all are equal, the next consideration is:
3. Distribution with latest (most recent) begin date; if all are equal, the next consideration is:
4. Distribution with highest pay rate; if all are equal, the final consideration is:
5. Distribution location in the Kronos Employee Database table.*