The Labor Distribution report can be accessed from Reports in MyUNIverse in the e-business channel.

- Access is based on your HR organization or FIN responsibility.
- Staff labor distribution questions direct to Human Resource Services.
- Student labor distribution questions direct to Payroll in Business Operations.
- Special Comp LD schedule questions direct to Payroll in Business Operations.

The Assignment Labor Distribution worksheet and Element Labor Distribution worksheet are part of the Labor Distribution report and each provides different information.

**Assignment Labor Distribution Worksheet**
- Employees receiving regular pay are listed in this report.
- Report displays which GL account(s) is paying an employee’s assignment regular wages.
- Can be used to validate correct entry of PAF’s.
- Can be used to identify labor distribution schedules that are ending, thus requiring the submission of a new PAF.
- Assignment labor distribution start and end dates are displayed.
- Retro adjustments will not display on this report. Run the Personnel Expenditures Report to see adjustments.

**Element Labor Distribution Worksheet**
- Employees receiving pay other than regular wages are listed in this report.
- Examples of “Elements” include: Special Comp, Spec Comp NR (non-recurring), and summer appointments.
- Retro adjustments will not display on this report. Run the Personnel Expenditures Report to see adjustments.

**Running the Report**
1. Login to MyUNIverse with your CATID.
2. Click Reports in your e-Business channel.
3. Click Discoverer Financial (FIN) Reports or Discoverer Human Resources (HR) Reports.
4. Select a FIN responsibility for FIN Reports OR a HR responsibility – either Supervisor Self Service (access to employees you supervise) or Manager Self Service (access to employees in your organization).
5. Enter your e-Business password and click Go.
6. If you are using an HR responsibility select the workbook UNI.UNIHR105D – Labor Distribution Report. If you are using a FIN responsibility, select the workbook UNILD007D – Labor Distribution Report.
7. Select a worksheet: Assignment Labor Distribution or Element Labor Distribution (see the information above that details what each worksheet includes).
8. Click the flashlight to select the Snapshot Type and Date (employees paid monthly will display on the biweekly snapshots and vice versa; the snapshot is displaying information as of that date). The report is valid only for Snapshot Dates after June 7, 2005.
9. Click Go.

**Report Options**
10. Click on Export under Actions in the top left corner of the screen to export the report to Excel.
    a. Select Excel workbook
    b. Click the Export button
    c. Click to View or Save
11. Click Edit Parameters to rerun the report for a different Snapshot Type and Date.
12. Print Report. In the saved Excel document, format the report to landscape and fit all the columns to print on one page.
13. Click Preferences to change how null values are displayed or the number of lines displayed (in the Worksheets section). See next page for Report Examples.
**ASSIGNMENT LABOR DISTRIBUTION WORKSHEET**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Assign #</th>
<th>Organization Name</th>
<th>Employee Title</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>% GL Account</th>
<th>People Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott, Christopher M</td>
<td>3711</td>
<td>Utilities &amp; Power Plant</td>
<td>Power Plant Boiler Operator</td>
<td>Default</td>
<td>01-Jan-1951</td>
<td>31-Dec-4712</td>
<td>100</td>
<td>0011.00.48501.52310.0000.71.0000</td>
</tr>
<tr>
<td>Accurso, Stephanie Marie</td>
<td>5789-2</td>
<td>UNI-Dome Operations</td>
<td>Dome Worker</td>
<td>Alternate</td>
<td>31-Oct-2004</td>
<td>31-Dec-4712</td>
<td>100</td>
<td>3041.00.44301.54010.8889.91.0000</td>
</tr>
<tr>
<td>Fell, Jill Ann</td>
<td>6332</td>
<td>Athletics General Operations</td>
<td>Equipment Floor Assistant</td>
<td>Work Study</td>
<td>01-Jul-2003</td>
<td>31-Dec-4712</td>
<td>75</td>
<td>4301.00.34001.54110.0000.81.0000</td>
</tr>
<tr>
<td>Glasnap, Brandie L</td>
<td>3842</td>
<td>Athletics Sports Information</td>
<td>Program Assistant</td>
<td>Alternate</td>
<td>01-Jun-2005</td>
<td>30-Jun-2005</td>
<td>100</td>
<td>3021.00.44061.51010.0000.91.0000</td>
</tr>
<tr>
<td></td>
<td>01-Jul-2005</td>
<td>31-Jul-2006</td>
<td>100</td>
<td>3041.00.44901.51010.0000.91.0000</td>
<td>P&amp;S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ASSIGNMENT WORKSHEET DEFINITIONS**

<table>
<thead>
<tr>
<th>Assign #</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-business employee number</td>
<td>Default = employee’s home GL account</td>
<td>01-JAN-1951</td>
<td>31-DEC-4712</td>
<td>Percent of wages charged to this account</td>
</tr>
<tr>
<td>Alternate = account defined to charge salary and benefits.</td>
<td>31-OCT-2004</td>
<td>Any other End Date = date assignment labor schedule ended or will end.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Study = student wages charged to work study account</td>
<td>01-JUL-2003</td>
<td>31-DEC-4712</td>
<td>Percent of wages charged to this account</td>
<td></td>
</tr>
</tbody>
</table>

**ELEMENT LABOR DISTRIBUTION WORKSHEET**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Assign #</th>
<th>Organization Name</th>
<th>Employee Title</th>
<th>Reporting Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>% GL Account</th>
<th>People Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady, Megan P</td>
<td>4203</td>
<td>Athletic Training</td>
<td>Asst Athletic Trainer</td>
<td>Spec Comp NFR</td>
<td>01-Jun-2005</td>
<td>30-Jun-2005</td>
<td>50</td>
<td>3021.00.44021.51020.8000.91.0000</td>
</tr>
<tr>
<td>Diccoco, Anthony B</td>
<td>1181</td>
<td>Basketball/Women’s</td>
<td>Head Coach</td>
<td>Spec Comp NFR</td>
<td>01-Jun-2005</td>
<td>30-Jun-2005</td>
<td>50</td>
<td>3041.00.44061.51010.0000.91.0000</td>
</tr>
<tr>
<td>Gage, Matthew J</td>
<td>4404</td>
<td>Athletic Training</td>
<td>Asst Athletic Trainer</td>
<td>Spec Comp NFR</td>
<td>01-Jun-2005</td>
<td>30-Jun-2005</td>
<td>50</td>
<td>3021.00.44021.51020.8000.91.0000</td>
</tr>
</tbody>
</table>

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Pat Whitt, at 3-6815.

Updated 9/17/07 by pbw Revised 7/29/11