

Quick Reference Guide

Labor Distribution Report

Discoverer Reports

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 yourCATID.
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.

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.

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ASSIGNMENT LABOR DISTRIBUTION WORKSHEET

Organization Name: <All> | People Group: <All> | Full Name: <All>

Report can display "all" or one Organization Name, People Group or Individual. Click down arrow to make a selection and report will display your selection.

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Full Name	Assign #	Organization Name	Employee Title	Type	Start Date	End Date	%	GL Account	People Group
Abbott, Christopher M	3711	Utilities & Power Plant	Power Plant Boiler Operator	Default	01-Jan-1951	31-Dec-4712	100	0011.00.48501.52310.0000.71.0000	Merit AFSCME
Accurso, Stephanie Marie	5789-2	UNI-Dome Operations	Dome Worker	Alternate	31-Oct-2004	31-Dec-4712	100	3041.00.44901.54010.1889.91.0000	Student
Fell, Jill Ann	6332	Athletics General Operations	Equipment Room Assistant	Work Study	01-Jul-2003	31-Dec-4712	75	4381.00.34001.54110.0000.81.0000	Student
							25	0011.00.34001.54110.1245.81.0000	Student
Glasnapp, Brandie L	3842	Athletics Sports Information	Program Assistant	Alternate	01-Jun-2005	30-Jun-2005	100	3021.00.44061.51010.0000.91.0000	P&S
					01-Jul-2005	31-Jul-2006	100	3041.00.44901.51010.0000.91.0000	P&S

ASSIGNMENT WORKSHEET DEFINITIONS				
Assign #	Type	Start Date	End Date	%
E-business employee number	<ul style="list-style-type: none"> Default = employee's home GL account Alternate = account defined to charge salary and benefits. Work Study = student wages charged to work study account 	<ul style="list-style-type: none"> 01-JAN-1951 = date default labor schedule was defined for employee's assignment 31-OCT-2004 = date the assignment was converted from Legacy system to Oracle system. 01-JUL-2003 = date Work Study default was defined Any other Start Date = date labor schedule started 	<ul style="list-style-type: none"> 31-DEC-4712 = no end date defined for assignment labor schedule Any other End Date = date assignment labor schedule ended or will end. 	Percent of wages charged to this account

ELEMENT LABOR DISTRIBUTION WORKSHEET

Organization Name: <All> | People Group: <All> | Full Name: <All>

Start and End Dates indicate when Element Labor Distribution starts and ends.

Full Name	Assign #	Organization Name	Employee Title	Reporting Name	Start Date	End Date	%	GL Account	People Group
Brady, Megan P	2203	Athletic Training	Asst Athletic Trainer	Spec Comp NR	01-Jun-2005	30-Jun-2005	50	3021.00.44021.51020.0000.91.0000	P&S
							50	3041.00.44901.51020.0000.91.0000	P&S
Dicecco, Anthony B	1161	Basketball, Women's	Head Coach	Spec Comp NR	01-Jun-2005	30-Jun-2005	100	1731.00.44011.51020.1670.31.0000	P&S
Gage, Matthew J	1484	Athletic Training	Asst Athletic Trainer	Spec Comp NR	01-Jun-2005	30-Jun-2005	50	3021.00.44021.51020.0000.91.0000	P&S
							50	3041.00.44901.51020.0000.91.0000	P&S

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