Labor Distribution Report

IRIS
Integrated Resource
Information System

Process: The Labor Distribution Report is a useful tool for reviewing detailed payroll expenses, even if the employee charged to the account does not "belong" to that user. It can be run by Organizational Unit, Department, Funds Center (Cost Center), WBS Element, or Grant. Only charges that will post to the departmental account will be included—no deduction information will be available. Business officers will not be able to "drill down" to find out any additional information on the employees. Additional information is available by viewing ledger sheet reports. The following steps are based on running an Organizational Unit report. See related Quick Reference Cards (QRCs) for more information: **BW Reports – Entering Variables**, **BW Designing Report Layouts**, **BW Using Context Menus**, **BW Saving A View**, **BW Opening A Saved View**, and QRCs covering the details of various reports.

Role: Authorized Users	**Frequency:** When needed

BEGINNING STEPS

After logging into the myUK portal, click on the **BW Web Reporting** icon	BW Web Reporting

BW REPORT (WELCOME SCREEN)

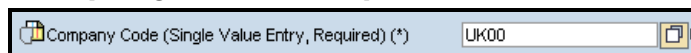|	
Click on **HR Labor Distributions**	▶ HR Benefits ▶ HR Labor Distributions ▶ HR Payroll
Click on the **Labor distribution analysis by Organizational unit** report name *not* the icon 🗔 to the left of it	▶ HR Benefits ▼ HR Labor Distributions 🗔 Labor distribution analysis by Organizational unit 🗔 Labor distribution analysis by Department 🗔 Labor distribution analysis by Funds center 🗔 Labor distribution analysis by WBS element 🗔 Labor distribution analysis by Grant
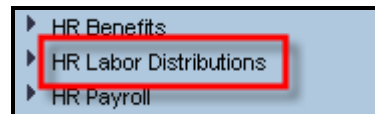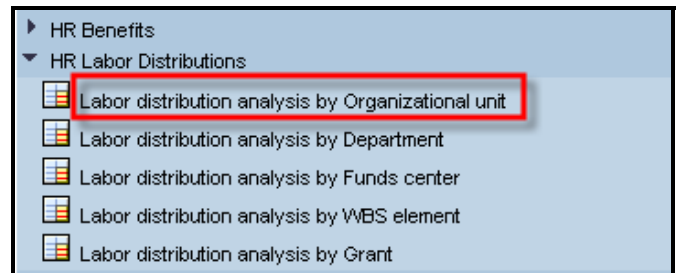
VARIABLES (REPORT PARAMETER SCREEN)

Several variables are available to use in setting the parameters for the data displayed in the report. Some of the variables are required, denoted by an asterisk (*). Data must be entered into these variable fields to run the report. For details on entering variables, see the QRC **BW Reports – Entering Variables**. Terminology is available via the web at http://www.uky.edu/IRIS/HR/hr_terms.html
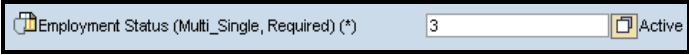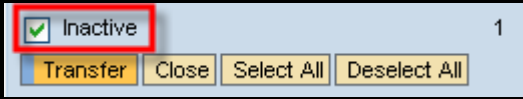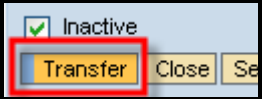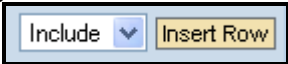
Company Code (Required) 🗔 Company Code (Single Value Entry, Required) (*) UK00 🗔	Always use **UK00**

Employment Status (Required) Employment Status (Multi_Single, Required) (*) 3 Active	The default will be **3 Active**. *Tip:* You also can include any inactive employee, such as those taking a leave of absence. Use the **Selection** button, click in the **Inactive** checkbox ☑ Inactive 1 Transfer	Close	Select All	Deselect All , then click on the **Transfer** button. ☑ Inactive Transfer	Close	Se Both Inactive and Active employees will now be included in the report.
Employee Group (Optional) Employee Group (Selection, Optional) = ▼ A Staff	Useful for displaying employees in a specific Employee Group.
Employee Subgroup (Optional) Employee Subgroup (Selection, Optional) = ▼ 06 Non-Exemp	Useful for displaying employees in a specific Employee Subgroup.
Organizational Unit (Optional) Organizational unit = ▼ 30000076 3J530	Enter your organizational unit number by entering it in the variable box, or you can search for it by clicking on the **Selection** button, and select one or more of the available options, or executing a **Find**; You also can include more organizational units by using the **Insert Row** functionality Include ▼ Insert Row *Tip:* This field can be helpful in looking at a specific unit's labor distribution.
Fiscal Period/Year (Optional) Fiscal Period/Year (Single Value, Optional) 001/2007 JUL 2007	Useful in displaying data for a specific period.

Grant (Optional) Grant = ▾ 3046152800 ☐ ACETY	Useful in displaying data for a specific grant, several specific grants, or a range of grants.
Funds Center Department (Optional) Funds Center Department = ▾ 14400 ☐ PUBLIC	Useful in displaying data for a specific funds center department, several specific funds center departments, or a range of funds center departments.
Payroll End Dates (Optional) Payroll End Dates (Selection, Optional) = ▾ 09/01/2007 ☐	Useful in displaying data for a single pay period or a range of pay periods. Enter the last day of the pay period. *Tip:* The payroll schedule is available at http://www.uky.edu/EVPFA/Controller/ prlhome/PRSCHED.html
Position (Optional) Position (Selection, Optional) = ▾ 51000034 ☐ P0468H4	Useful in displaying data for a specific position, several specific positions, or a range of positions.
GL Account (Optional) GL Account (Selection, Optional) = ▾ 0000511011 ☐ Faculty-	Useful in displaying data for a specific GL account, several specific GL accounts, or a range of GL accounts.
Funds Center (Optional) Funds Center = ▾ 1012001110 ☐ GEN F	Useful in displaying data for a specific funds center, several specific funds centers, or a range of funds centers.
WBS Element (Optional) WBS Element (Selection, Optional) = ▾ 3046376400 ☐ CHOLIN	Useful in displaying data for a specific WBS element, several specific WBS elements, or a range of WBS elements.
Fund (Optional) Fund = ▾ 0011606000 ☐ UNIV	Useful in displaying data for a specific fund, several specific funds, or a range of funds.
Budget Family (Optional) Budget Family = ▾ 1 ☐ GENE	Useful in displaying data for a specific budget family, several specific budget families, or a range of budget families.
Funding Cat Code (Optional) Funding Cat Code = ▾ S ☐ GEN	Useful in displaying data for a specific funding category code, several specific funding category codes, or a range of funding category codes.

When you have set all the variables you want to use, click on the **Execute** button	Execute Check

THE REPORT (Labor Distribution Analysis By Organizational Unit)

Use the following information to design the report to meet your needs. Terminology is available via the web at http://www.uky.edu/IRIS/HR/hr_terms.html

ROWS (Specifies fields shown in rows in the report view)

In Period	Contains the pay period dates; example 08/04/2007
For Period	If the date in this field matches the date in the **In Period** field, the payment was made during the current pay period; if the date in this field is prior to the date in the **In Period** field, the payment was retroactive
Org Unit	Contains the Organizational Unit number; example: 30000091
Org Unit Departm	Contains the University's department number; example: 3F001
Org Unit Dept Desc	Contains the Organizational Unit name; example: IRIS Project
Person	Contains the employee's Person ID; example: 10008607
Last Name	Contains the last name of the employee; example: Smith
First Name	Contains the first name of the employee; example: Dorothy
Empl Status	Based on the variable selection used, contains whether the employee is Active (3) or Inactive (1)
Position	Contains the employee's Position Number and Title; example: 50106651 Professor
Wage Type	Contains the Wage Type number and name; example: 3235 TDL Exempt
Symbolic Account	Contains the old HRS object code; example: 5100

G/L Account	Contains the number and name of the General Ledger Account used for each charge; example: 0000520406 FICA – Technical/Paraprofessional
Cost Center	Contains the Cost Center account number and name that is being charged (if applicable); example: 1043800601 PPD CUSTODIAL SVCS
WBS Element	Contains the WBS Element account number and name being charged (if applicable)
Fund	Contains the Fund number and name; example: 0011002000 C/A UK GENERAL
COLUMNS (Specifies fields shown in columns in the report view)	
Key Figures	Contains the number of hours worked and the actuals; the totals or **Results** of this data also may be shown unless the default settings are changed
FREE CHARACTERISTICS (Fields not shown in the initial view but are available if you want to use them as a column, row, or filter)	
Business Area	Contains the Business Area number and name; example: 0101 UK w/o component units
Commitment Item	Contains the Commitment Item number and name; example: 512021 Admini-Regular FT
Company Code	Contains the Company Code number and name; example: UK00 University of Kentucky
Employee Group	Contains the Employee Group name; example: Staff
Employee Subgroup	Contains the Employee Subgroup name; example: Non-Exempt 37.5 hour
FCTR Budg Fam	Contains the Funds Center Budget Family number and name; example: 1 GENERAL FUND-STATE A

FCTR Department	Contains the Funds Center Department number and name; example: 85A00 FOOD SERVICES ADMINISTRATION
FCTR Fund Cat Code	Contains the Funds Center Fund Category Code and name; example: S GENERAL FUND (STATE,
Fiscal Year/Period	Contains the Fiscal Year and Period; example: 001/2008 JUL 2008
Functional Area	Contains the Functional Area number and name; example: 0630 General Administrative Se
Grant	Contains the Grant number and name; example: 2351706000 KY005023 SOIL PRODU