

Labor Distribution FAQ

Here are some frequently asked questions associated with the Labor Distribution Discrepancy - Request for Research.

Q: Does this report provide the same data as the legacy HRS system Labor Distribution Report (EPC 440)?

A: Yes, the SAP Labor Distribution report provides the same information as the legacy system Labor Distribution report. In addition, the report includes hours reported by person, pay period, and wage type.

Q: How do I get access to the Labor Distribution report?

A: Access is based on the FI Funds Manger role. For those who already have this role, the Labor Distribution report will automatically be available. Security will only allow access to authorized Fund Centers.

Q: When is the training being offered for the Labor Distribution report?

A: Training will be offered via an online simulation, which is currently available on the myNKU-Training website. The training is being offered online since current users are familiar with BW reporting. If you need additional help, you may contact the myNKU training team for assistance.

Q: How is the Labor Distribution report sorted?

A: You have the option of running this report for all employees and all pay periods for a particular fiscal year. Sorting options are by employee group (faculty, staff, student), by pay period, by Fund Center, by G/L account, by employee number. For additional options, see the training material.

Q: What should I review on the Labor Distribution report?

A: Review the accuracy of hours and charges to your fund center. Also, review the employees who are being charged or not charged to your fund center but should be.

Q: How do I go about processing a correction for incorrect charges?

A: The correction of the error may depend on the type of error. For example:

- The employee was paid for incorrect hours.
- A monthly exempt employee was missing an absence
- An employee is or is not being charged to my fund center

Complete the discrepancy form and verify the proper paperwork was completed.

- Charges to an incorrect G/L account

Complete the discrepancy form and validate the information was properly listed on the PAR or appropriate document.

- Negative hours or earnings for some employees

When monthly salaried employees report an absence the hours are reclassified from regular to sick, vacation, holiday, etc. You will also see a positive amount for the same hours / dollar amount.

Q: Can I export the report to Excel?

A: Yes.