Grants Management Labor Distribution

Query Technical Name: ZZHRPYMP04_Q0002
Accessing BW Reports

Location: External Grant PI Departmental Reports

Purpose: This report is designed to provide detailed payroll posting data for all employees charged to a grant project. If salary and wages are not included as part of the grant, the report will not generate any details.

Standard View: By default this report provides columns detailing the following: Cost Center, Employee, G/L Account, Payment Date, Grant, Grant Name & Amount.

Cost Center	Employee	G/L Account	Payment Date	Grant	Grant Name	Amount
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Variable Entry screen: Fiscal Year refers to the NKU budget year for which users are seeking data; multiple values may not be input in this field. **Grant** must be populated with the corresponding grant number; these seven-digit numbers lead with **400**XXXX. The **Fund/Cost Center Hierarchy** variable defaults to the funds center associated with a user's security access; the field will remain empty for those with access to all funds centers. *User's ability to generate this report is based on myNKU BW security access.*

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
*	Fiscal Year		
	Personnel Number (Selection Options, Opt...		
	Payroll area		
	Employee Group (Selection Options)		
	Employee Subgroup (Selection Option)		
	Wage type		
	G/L Account (Selection Options, Optional)		
	Posting Period (Interval, Optional)		
	Business Area		
	Organizational Unit (Selection Option)		
*	Grant		
	Fund/Cost Center Hierarchy		

Types of questions this report can answer beyond the standard view:

1. How do I see employees' expenses within my grant?
    a. Run the Labor Distribution report for the grant as of the current NKU fiscal year; refer to the amount column for the pay period pay by person, GL, wage type, etc.

2. How do I determine what is paid by employee?
    a. Review the report detail; **Employee** is provided in the default layout.

3. What is the timeframe for the expense?
    a. Expenses are posted after each payroll is run and are based on payment date within the NKU fiscal year.

4. Can I view the expense by GL account?
    a. Yes, users may filter on a GL account. Other variables can be populated to customize the report to meet your needs. For example, Employee Group, Employee Subgroup and Posting Period, etc.

5. Can I view the expenses by Payroll Area (Bi-weekly vs. Monthly)?
    a. Yes, include the free characteristic "**Payroll Area**" and filter on the desired area.

6. I've noticed an error. What should I do next?
    a. Please complete the Labor Distribution Discrepancy – Request for Research form.