Labor Distribution Report

Query Technical Name: ZZHRPYMP04_Q0001

Location: HR Departmental Reports folder

Purpose: This report is designed to provide department managers with payroll posting data for all employees associated with the selected cost center. The report should be run monthly to ensure accuracy among cost centers; discrepancies should be reported immediately via the Labor Distribution Discrepancy – Request for Research form.

Standard View: By default this report provides columns detailing the following: Employee, G/L Account, Wage Type, Payment Date, Posting Date, Funds Center, Organizational Unit, & Position. Key figures are included to detail Amount & Hours.

Variable Entry screen: Fiscal Year refers to the budget year for which users are seeking data. **Fund/Cost Center Hierarchy** will default to the appropriate Cost Center based upon user credentials entered upon login to myNKU.

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

2. 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.

3. Can I display employees' hourly wage?
   a. Though not available as a characteristic, wage information can be computed within the query using the "Calculations and Translations" function. After running the report for a relevant employment group:
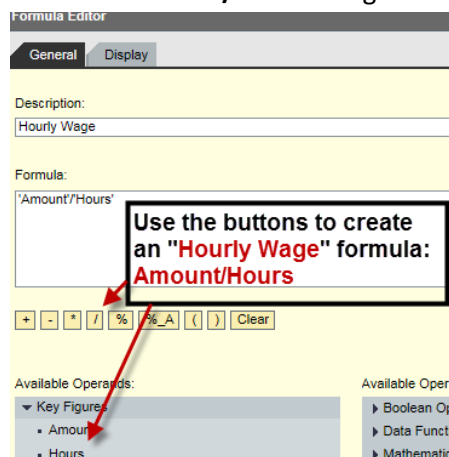
   Right-click on "Hours" and navigate to **Calculations and Translations**

   Select **Formula** > **New Formula**
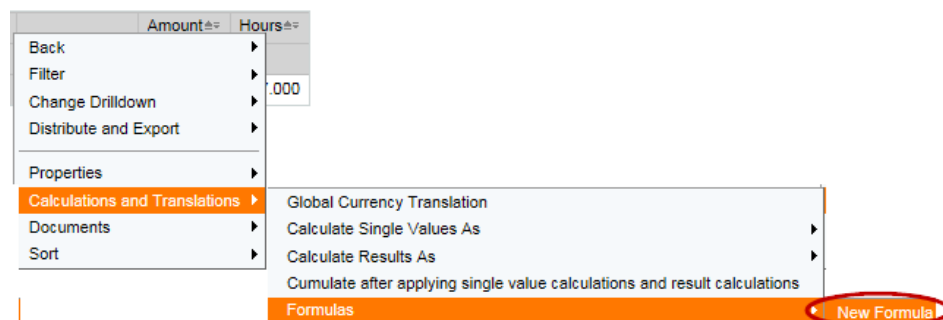
   In the Formula Editor, input the following:

   Description: **Hourly Wage**

   Formula: **Amount/Hours** using the Available Operands

4. I've noticed an error. What should I do next?
   a. Please complete the [Labor Distribution Discrepancy – Request for Research](#) form.