

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 <u>Labor Distribution</u> <u>Discrepancy – Request for Research</u> 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 <u>reporting manual</u> for step-by-step instructions in populating these fields.

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



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

Amount≜≂	Hours		
Back	•		
Filter	▶		
Change Drilldown			
Distribute and Export	•		
Properties	•		
Calculations and Translations	Clobal Currency Translation	_	Ľ
Documents	Calculate Single Values As		
Sort	Calculate Results As		
	Cumulate after applying single value calculations and result calculations		ŀ
	Formulas	~	H
	T officials	~	1

In the Formula Editor, input the following:

Description: Hourly Wage

ormula Editor	_
General Display	
Description:	
Hourly Wage	
Formula:	
'Amount/'Hours'	
Use the buttons	to create
Use the buttons	to create
Use the buttons an "Hourly Wage	to create " formula:
Use the buttons an "Hourly Wage Amount/Hours	to create e" formula:
Use the buttons an "Hourly Wage Amount/Hours	to create e" formula:
Use the buttons an "Hourly Wage Amount/Hours	to create e" formula:
Use the buttons an "Hourly Wage Amount/Hours + - * 7 % % A () Clear	to create e" formula:
Amount/Hours Use the buttons an "Hourly Wage Amount/Hours • • • 1 % % A () Clear valiable Operards:	to create " formula: Available Oper
Amount/Hours Use the buttons an "Hourly Wage Amount/Hours	to create e" formula: Available Oper Boolean Op
Amount/Hours Use the buttons an "Hourly Wage Amount/Hours + - * 7 % % A () Clear Available Operands: • Key Figure • Amount	to create " formula: Available Oper > Boolean Or > Data Funct

able Operands

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