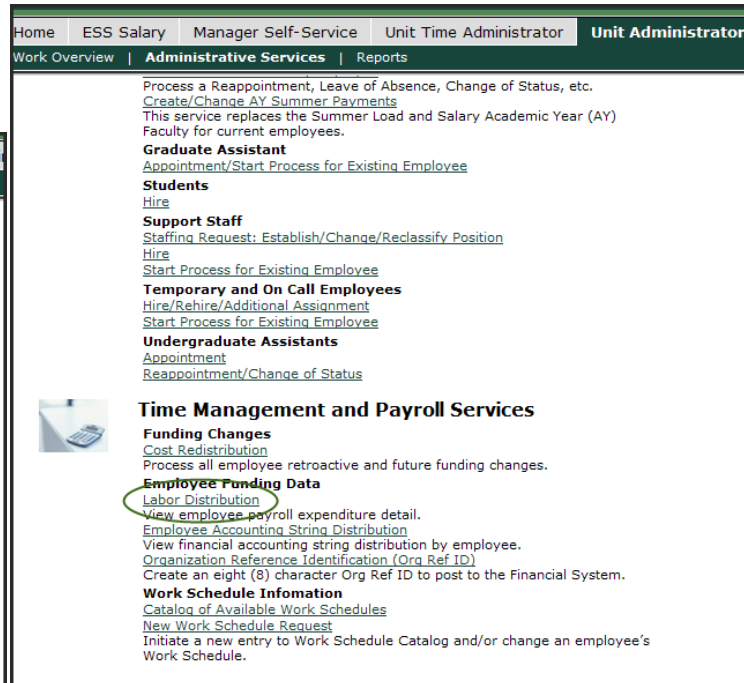
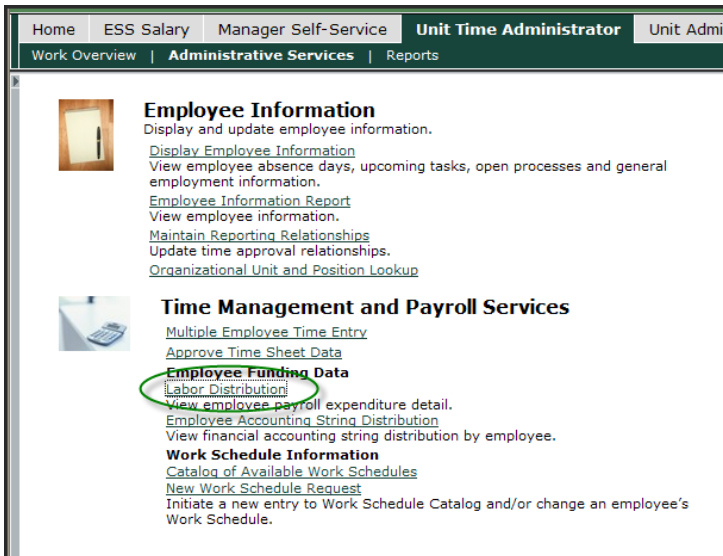



Steps to Run the Labor Distribution Report

1. Log into EBS Portal. Go to Unit Time Administrator > Administrative Services > Labor Distribution OR Unit Administrator > Administrative Services > Labor Distribution depending on a user role.



2. Enter Selection Criteria


Labor Distribution Report






Selection Options

Company Code

Selection/Posting Period to

Organization Unit 



HR Fund 



Payroll Area

ALV Variant





Layout Variant

Selection Criteria Descriptions:




Prompt	Explanation
Company Code	Will default to MSU1
Selection/Posting Period	Date Range for the Report. This prompt will default to the current month's dates. The dates for a date range or a payroll pay date should be entered.
Organization Unit	Organization Code. Enter the Organization Code or click in the cell and then the  button to display a full list of Organization Codes and Names. Only 1 organization can be selected at a time. For multiple organizations, reports will need to be run separately.
HR Fund	HR Fund is the same as Account in the Finance (KFS) System. To run for one account, enter MS + the Finance System Account Number (ex. MS + XT023039 = MSXT023039). To run for all accounts, enter MS*. If you don't know the account, you can search for it by clicking in the cell and then the  button to search for HR Fund/Accounts.
Payroll Area	M1 (monthly) or B1 (bi-weekly) – Optional. This field is not mandatory. To run for both monthly and bi-weekly, leave this field blank.
Layout Variant	/LABOR_DIST – Leave field as displayed

3. Click the  button to execute the report.

Labor Distribution Report

Selection Options

Company Code	MSU1		
Selection/Posting Period	9/30/2010	to	9/30/2010
Organization Unit	10076200		
HR Fund	MSXT023039		
Payroll Area	<input type="checkbox"/>		

ALV Variant

Layout Variant	/LABOR_DIST
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**If prompt values are not valid, the following error will display. Click the green check and review prompt criteria if this occurs.



4. Report Data will Display

Michigan State University
 Labor Distribution Summary Report for period 09/01/2010 to 09/30/2010

Program Name: ZHPYE_LABOR_DIST
 Run By: KCRAWFOR
 Client: 350
 Run Date: 01/04/2011
 Time: 15:08:55

Org Unit	Org Unit Description	Fund	Fund Description	Payroll Area	Posting Date	Person ID	Personnel Number	Last Name	First Name	Wage Type Description	Wage Type	Hc
10076200	Test Department	MSXT023039	SPEC. HANDLING FEE-C	M1	09/30/2010	00020109	20109	Tate	Golden	Pay Period Salary	1000	
						00033601	33601	Quinn	Brady	Pay Period Salary		
						00020109	20109	Tate	Golden	Fringe Health Cost	9000	
						00033601	33601	Quinn	Brady	Fringe Health Cost		
						00020109	20109	Tate	Golden	FICA ER	9404	
						00033601	33601	Quinn	Brady	FICA ER		
						00020109	20109	Tate	Golden	Fringe Miscellaneous Cost	9005	
						00033601	33601	Quinn	Brady	Fringe Miscellaneous Cost		
						00020109	20109	Tate	Golden	Medicare ER	9406	
						00033601	33601	Quinn	Brady	Medicare ER		

**See "Using Labor Distribution Job Aid" for more information

6. Display Retro Details (if Needed). If the word "Retro" appears in 'For Pay Period' column:


- a. **Line by Line Detail** - Highlight the line and click the 'Magnifying Glass' in the top left hand corner of the menu ("Display Retro Details"). This will display another report with the retro activity for the selected line.
- b. **All Report Retro Detail** - Click the 'Select All' button. Then, click the magnifying glass in the top left hand corner of the menu ("Display Retro Details"). This will display all retro activity within the Labor Distribution Report.



7. Save the Report to a File or Export

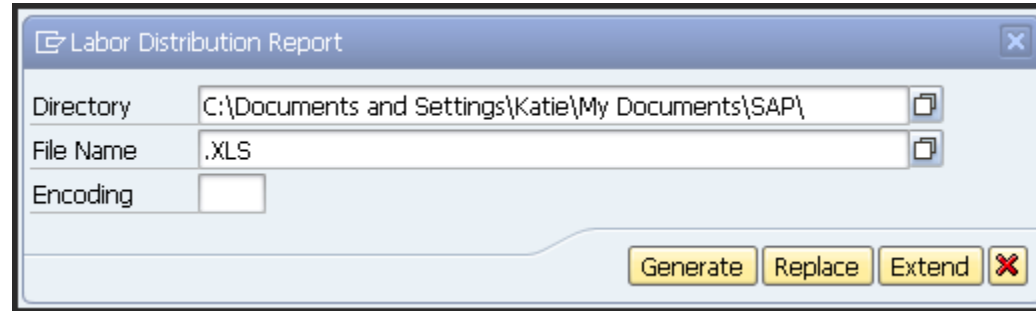
- a. Click on the Local File... Button



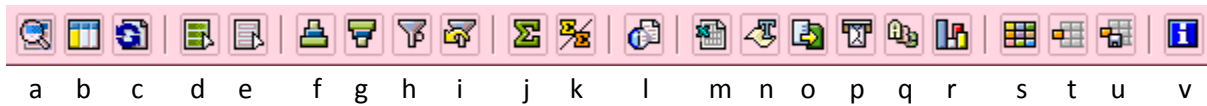
- b. Save the list in file. Choose the type of file (Recommended: Spreadsheet). Press  when complete.



- c. Change the directory to the location you wish to save the file. Press the Generate button when ready to generate the file.



8. Use the Icons for the report



- a. Display Retro Data
- b. Call Up Report – Not Applicable
- c. Refresh
- d. Select All
- e. Deselect All
- f. Sort in Ascending Order
- g. Sort in Descending Order
- h. Set Filter
- i. Delete Filter
- j. Total
- k. Subtotals
- l. Print Preview
- m. Microsoft Excel – Not Applicable
- n. Word Processing – Not Applicable
- o. Download to Local File
- p. Mail Recipient – Not Applicable
- q. ABC Analysis – Not Applicable
- r. Graphic – Not Applicable
- s. Change Layout

- t. Select Layout
- u. Save Layout
- v. Information – Not Applicable