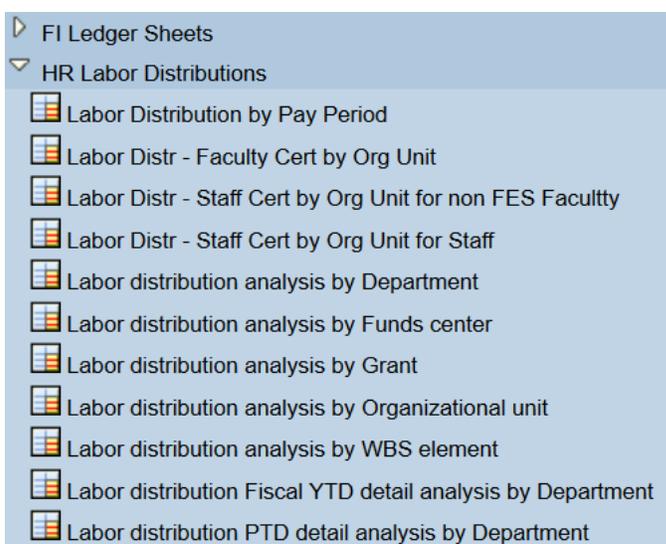




BW Labor Distribution Reports



1. Select BW from MyUK Portal:
2. If you have taken the necessary training (BEx 300), you should then find the following items listed in your BW roles:



Labor Distribution by Funds Center

1. To run a report by Funds Center select Labor distribution analysis by Funds center
2. On the variable screen
 - Add all employment status' (if displaying all payroll rather than only current employment)
 - Enter the Funds Center
 - Date options:
 - i. Fiscal Period/Year (For one month only. E.g., 006/2020 for December FY2019-2020) or
 - ii. Payroll End dates (Use range selection and choose specified range. E.g., for full fiscal year 07/01/2019 – 06/30/2020)
3. Once the variables are set, run the report by clicking on the **Execute** button.



Variables for Ad Hoc Report

Company Code (Required) (*)	UK00	<input type="checkbox"/> University of Kentucky		
Employment Status (Multi_Single, Required) (*)	#	<input type="checkbox"/> Not assigned		
	0	<input type="checkbox"/> Withdrawn		
	1	<input type="checkbox"/> Inactive		
	3	<input type="checkbox"/> Active		<input type="button" value="Insert Row"/>
Employee Group (Selection, Optional)	=		<input type="button" value="Include"/> <input type="button" value="Insert Row"/>	
Employee Subgroup (Selection, Optional)	=		<input type="button" value="Include"/> <input type="button" value="Insert Row"/>	
Funds Center	=	1012151360	<input type="checkbox"/> BUS CTR N-S RESEARCH	<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
Fiscal Period/Year		006/2020	<input type="checkbox"/> DEC 2020	
Grant	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
Funds Center Department	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
WBS Element	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
Payroll End Dates	[]	07/01/2019	To 06/30/2020	<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
Fund	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
Position	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
GL Account	=			<input type="button" value="Include"/> <input type="button" value="Insert Row"/>

Labor Distribution by Grant

1. To run a report by Grant select  Labor distribution analysis by Grant
2. On the variable screen:
 - Add all employment status' (if displaying all payroll rather than only current employment)
 - Enter the Grant Number
 - Date options:
 - i. Fiscal Period/Year (For one month only. E.g., 006/2020 for December FY2019-2020) or
 - ii. Payroll End dates (Use range selection and choose specified range. E.g., for full fiscal year 07/01/2019 – 06/30/2020)
 - iii. Enter no Fiscal Period/Year or Payroll End dates to see entire payroll by fund (year)



Variables for Ad Hoc Report

Company Code (Required) (*)	UK00	<input type="checkbox"/> University of Kentucky	
Employment Status (Multi_Single, Required) (*)	#	<input type="checkbox"/> Not assigned	
	0	<input type="checkbox"/> Withdrawn	
	1	<input type="checkbox"/> Inactive	
	3	<input type="checkbox"/> Active	
Employee Group (Selection, Optional)	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Employee Subgroup (Selection, Optional)	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Funds Center	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Fiscal Period/Year		<input type="checkbox"/>	
WBS Element	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Payroll End Dates	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Grant	=	2350156000 <input type="checkbox"/> AG-H-A AGR EXP STA F	Include <input type="button" value="Insert Row"/>
Fund	*	025*20 <input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Position	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
GL Account	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Close Relat Proj Flg	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Participant Supp Flg	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>
Uniform Guidance Flg	=	<input type="checkbox"/>	Include <input type="button" value="Insert Row"/>

- Fund
 - i. Federal Capacity Grant fiscal years are broken out by fund number
 1. For FY20: 025*20
 2. For FY21: 025*21
 - ii. Cost Share – Choose to filter out cost share to only include direct expenses or filter in cost share to only see cost share for competitive grants

1. To filter **out** cost share: *
2. To filter **for** cost share: *

3. Once you have the variables set, run the report by clicking on the button.

Tips & Tricks

- All personnel expenses are displayed by cost object.
- From within the report you can add or remove characteristics to simplify or further detail the report as necessary.
 - The **“IN PERIOD”** characteristic will display the period the labor charges were posted “IN”.
 - The **“FOR PERIOD”** characteristic will display the period the labor charges were posted “FOR”.
 - When both Free Characteristics are added, the report will display payroll retro postings – The “IN PERIOD” is the payroll period end date the retro edit posted and the “FOR PERIOD” is the payroll period that was edited.



G/L Account	End Date of In-Per.	End Date of For-Per.	Amount
0000513510 Research Assistants	06/24/2006	05/27/2006	\$ 92.31
		06/10/2006	\$ 92.31
		06/24/2006	\$ 3,300.00
		Result	\$ 3,484.62

- The Fiscal Year/Period characteristic can be used across the report  to display personnel expenses by fiscal period and year.

Grant	G/L Account	UK Fiscal year/per	Amount			Overall Result
			004/2008	005/2008	006/2008	
2350656000	KY004022 EFFECTS OF	0000513510 Research Assistants	\$ 8,053.82	\$ 6,046.14	\$ 7,023.06	\$ 21,123.02

- Labor distribution reports will display all personnel regardless of Org Unit if the variables entered were for a funds center or grant.
- If ran by ORG UNIT rather than entering funds center or grant; the report will display labor distribution expenses for all cost objects including fund centers & grants.