- **General Information**
  Use BW to run an HR Labor Distribution Report (LDR). There are several reports to choose from. Labor distribution reports will display all employees charged to a specific account regardless of area. Meaning, if you have someone that is not a College of Ag employee being charged to your account(s), you will be able to see those employees in this report as well as Ag employees.

- **Process**
  1. To run an LDR report for your HR/Clearing Cost Center(s), select
      Labor distribution analysis by Funds center .
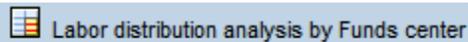
  2. Click on the search button to the right of the Employment Status field; then click on the "Select All" and then the "Transfer" buttons to get all employees. Enter the cost center that you want to view. You will also want to specify either a fiscal period or a payroll period. You could also specify a range of payroll periods.

  3. Click on the Execute button.

Note: From within the report you can add or remove characteristics to simplify or expand the report as needed. You will most likely need to add the "For Period" and the "In Period" (in the Free Characteristics section on the left-hand side of the screen) to determine the specific pay periods that charged to the HR clearing account.