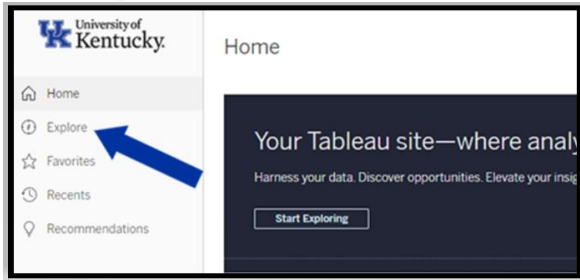




It is important to review labor distribution reports as part of the reconciliation process. The review assists in confirming that personnel charges are correct and provides the opportunity to identify discrepancies.

## Running the Report

- Access [analytics.uky.edu](https://analytics.uky.edu), and sign in with your linkblue ID and password.
- Select **Explore**



**Note:** If all options are not displayed please click the right arrow above Home to expand.



- From the Explore, in the Search box type “Labor”  
The various Labor Distribution reports will be displayed

Type	Name
<input type="checkbox"/> ☆	Labor Distribution by Grant
<input type="checkbox"/> ☆	Labor distribution analysis by Funds ...
<input type="checkbox"/> ☆	Labor Distribution Analysis by Depar...
<input type="checkbox"/> ☆	Labor Distribution Analysis by WBS ...
<input type="checkbox"/> ☆	Labor Distribution by Pay Period
<input type="checkbox"/> ☆	Labor Distribution analysis by Organ...
<input type="checkbox"/> ☆	Labor distribution Fiscal YTD detail ...
<input type="checkbox"/> ☆	Labor Distribution Fiscal YTD detail ...

**Pro Tip:** To add any report as a favorite, simply click the ☆ icon.

- Select the report that you would like to run
- Select the **Variable Selection** tab to enter the applicable variables. Be sure to select the applicable Fiscal Period, and Fiscal Year.  
**Note:** Fiscal Periods are 001 = July, 002 = August, 0003 = September, etc.
- Enter the applicable filters, such as department number/fund center and then click the **<Execute>** button.





## Tableau – Labor Distribution Report

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- The report information will be generated

### **Review the Report**

- Review the report results.
- For details on how to export Tableau report click [here](#).

### Notes:

Information Displayed by Posting Date – HR Labor Distribution Report

Information Displayed by Fiscal Period – HR Payroll by Period Report

For additional information click the “About” tab.

### **Resources**

For general Tableau help contact [analytic@uky.edu](mailto:analytic@uky.edu)