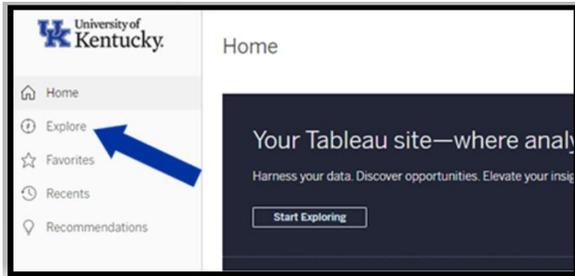


It is important to review labor distribution reports as part of the reconciliation process. The review assists in confirming that personnel charges are correct and provides the opportunity to identify discrepancies.

Running the Report

- Access analytics.uky.edu, 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.



- 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 analystic@uky.edu