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## Guide to Labor Distribution User Reports

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### Guidelines for both Labor Schedule Reports and Charging of Compensation Report

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#### 1. Guidelines for Labor Schedule Reports

- Labor Schedules by Assignment
- Labor Schedules by Element

#### Overview:

The purpose of these reports is to show how people are scheduled, and if there are known reasons why the charging instructions are not valid (and will go to suspense during payroll processing).

#### Timing:

These reports can be run at any time.

#### Guidelines:

Select *User Reports*, then either *Labor Schedules by Assignment* or *Labor Schedules by Element* off of the LD Main Menu

Off of the list of values, select a date. You will only see labor schedules with end dates greater than this value. For instance, if you select 30-JUN-1999, you will see all labor schedules that were used from 01-JUL-1999 onward.

Click on *Show Organizations*. You will see all Organizations to which you have YAS access. To select specific organization(s), highlight the name then click the single arrow right. The double-arrow-left and single-arrow-left allow you to change your original selection. The list on the right shows the organizations to be included in your report. The maximum number of organizations that you can select at one time is fifty.

Click on *Run Report* to run the report.

To view the report, select *View Requests*. *Find Request* box will appear. Check *All My Requests* and click *Find*. Wait until the report is marked *Completed*. If you are waiting for the report to complete, you need to hit the F8, or the *Refresh Data* key to refresh the screen. When the report is complete, make sure the cursor is on the proper line, then select *View Output*.

To print a hard copy, select *Tools, Copy File*, output will be PDF, Select *Page Setup: Landscape*. Then select *Print*.

**Format of Report:**

The report sorts by last name. Note that lower case letters sort after upper case letters (“de Chant” will appear after “Zuckerman”).

The report columns are:

- Person’s Name
- Assignment Number
- Home Org
- Job Name
- Scheduling Percent
- Begin Date (of the charging instructions on that line)
- End Date (of the charging instructions on that line)
- Element Name (payroll earnings element to be paid & only if it is the Element report)
- Begin Date (typically, first day of payroll)
- End Date (typically, last day of payroll)
- PTAEO
- Suspense (brief reason why that charging instruction will be over ridden by a suspense charging instruction)

**Suspense:**

The program looks for some of the reasons why a charging instruction might go to suspense. In performing this check the program compares the PTAEO and dates entered in LD and compares them with:

1. the begin and end date of the project
2. the begin and end date of the award
3. the begin and end date of the task
4. the begin and end date of the expenditure organization
5. the status of the project (if it is closed)
6. the status of the award (if it is closed)

If there is more than one reason why an item will go to suspense (e.g. both project and award are closed), only one reason will appear on the report.

**Security:**

This report has your LD YAS restrictions for organizations.

The following end user roles can run this report:

- YULD\_Phase 2 Dept Manager
- YULD\_Phase 2 LD Accountant

## 2. Guidelines for Charging of Compensation Report

### Overview:

The purpose of this report is to show which Earnings Elements were processed through Labor Distribution and what PTAE(s) were charged to those dollars. The report reflects the original payroll and any subsequent distribution adjustments. You will no longer receive spreadsheets showing what hit your suspense account; this information is now available to you in a report that you are able to run.

### Timing:

This report can be run at any time. Data is available in this report after LD has finished processing payroll batches. You do not have to wait for the data to hit GL or the Data Warehouse.

### Guidelines:

Select *User Reports*, then *Charging of Compensation* off of the LD Main Menu

Use the following chart to determine the parameters to use:

Source Type	Payroll	Typical Jobs Included
Oracle	Pension	RET
Oracle	Monthly	FAC,MP,FEL,VF,PDA,PDF
Oracle	Bi-Weekly	CT
Pre-Generated	Semi-Monthly	STN
Pre-Generated	Weekly	STH,SM,CAS
Non-Oracle	Bi-Weekly (accrual)	CT

For time periods, you can select one or several, as long as they are sequential. For example, for monthly, you can select 01-JUL-1999 to 31-JUL-1999, or 01-JUL-1999 to 30-SEP-1999.

Click on *Show Organizations*. You will see all Organizations to which you have YAS access. To select all items on the left side, click on the double-arrow-right; this method works if there are not too many items on the left side. To select specific organization(s), highlight the name then click the single-arrow-right. The double-arrow-left and single-arrow-left allow you to change your original selection. The list on the right shows the organizations to be included in your report. You can select up to fifty organizations for one report.

Click on *Run Report* to run the report. To view the report, select *View my requests*. *Find Request* box will appear. Check *All My Requests* and click *Find*. Wait until the report is marked *Completed*. If you are waiting for the report to complete, you need to hit the F8 or the *Refresh Data* key to refresh the screen. When the report is complete, make sure the cursor is on the proper line, then select *View Output*.

To print a hard copy, select *Tools, Copy File*, output will be PDF, Select *Page Setup: Landscape*. Then select *Print*.

**Format of Report:**

The report sorts by Home Org then last name. Note that lower case letters sort after upper case letters (“de Chant” will appear after “Zuckerman”).

The report columns are:

Home Organization

Person’s Name

Assignment Number

Job (CT, MP. etc)

Element Name (Regular Salary, Holiday Pay, etc.)

Begin Date (typically, first day of payroll)

End Date (typically, last day of payroll)

Suspense Reason Code (if applicable)

PTAEO

Distribution Amount (amount paid for that particular earnings element and that particular PTAEO)

PTAEO percent (of the total Earnings Element amount)

**Descriptions of Suspense Code Reasons**

If the report is for a monthly (e.g. FAC, MP, VF, PDA, PDF, FEL) payroll or biweekly (CT) payroll, the report will show you a reason why the charges went to suspense. There may be more than one reason why a charge went to suspense; the report will only show one reason.

***AUTOPOP\_EXP\_NO\_VAL***

There is some value that is not covered by the AutoPopulation of Expenditure Type rules. The most common reason is that the person has a job name of CON (consultant) and this is not a valid job name for a person on a payroll.

***Award is not ACTIVE***

In OGM, the award status is CLOSED. You cannot charge a closed award.

***Award not funding the Project***

The award and project are not linked in OGM.

***Exp Item Dt out of Awd Range***

The award in OGM is not open for some or all of the time period that you are trying to charge. If the award range ends in the middle of a pay cycle, the valid days will go to the scheduled PTAEO and the invalid days will go to suspense.

***Exp\_Type\_Inactive***

Invalid Expenditure type for transaction date.

***Expend Org not active in GL***

The Org is no longer valid. It has been end dated.

*Expend Org not leaf level*

You can only charge organizations that are leaf level. All leaf level organizations end with a 6 digit number.

*Invalid Exp Type for Allow Sch*

OGM has rules on what expenditure types can be charged to a specific award. Most often, this error indicates that you are trying to charge either Jr Faculty Morse Mellon Leave or Sr Faculty Scholarly Leave to an award that does not allow the related expenditure type.

*PSP\_LD\_PERCENT\_GREATER\_100*

FATAL ERROR: Total schedule line for assignment and assignment \_ID is greater than 100 %.

*LDM\_NO\_CI\_FOUND*

Oracle could not find charging instructions for this person in the payroll period. This person probably is not scheduled at the assignment or element level and the person's Home Organization does not have an Org Default Labor Schedule.

*PA\_EX\_PROJECT\_CLOSED*

In OGM, the project status is CLOSED. You cannot charge a closed project.

*PA\_EX\_PROJECT\_DATE*

The project in OGM is not valid for some or all of the time period you are trying to charge. If the project range ends in the middle of a pay cycle, the valid days will go to the scheduled PTAE0 and the invalid days will go to suspense.

*PA\_EXP\_TASK\_EFF*

Transaction date is not within the start and end dates of the task.

**Distribution Adjustments:**

As noted above, this report shows the original payroll and any changes that were caused by distribution adjustments. After you submit a distribution adjustment, the original data still appears. After you approve the distribution adjustment, the entire line will be temporarily missing from the report. After the LD Administrator performs Summarize and Transfer, your data (as adjusted by the distribution adjustment) properly appears. Summarize and Transfer is run at least once a day at 3 PM. We, therefore, recommend that you have your try to get your distribution adjustments approved by 3 PM each day.

**Security:**

This report has your LD YAS restrictions.

The following end user roles can run this report:

YULD\_Phase 2 Dept Manager

YULD\_Phase 2 LD Accountant