

Labor Distribution Report

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Labor Distribution Report

Labor Distribution Report Overview

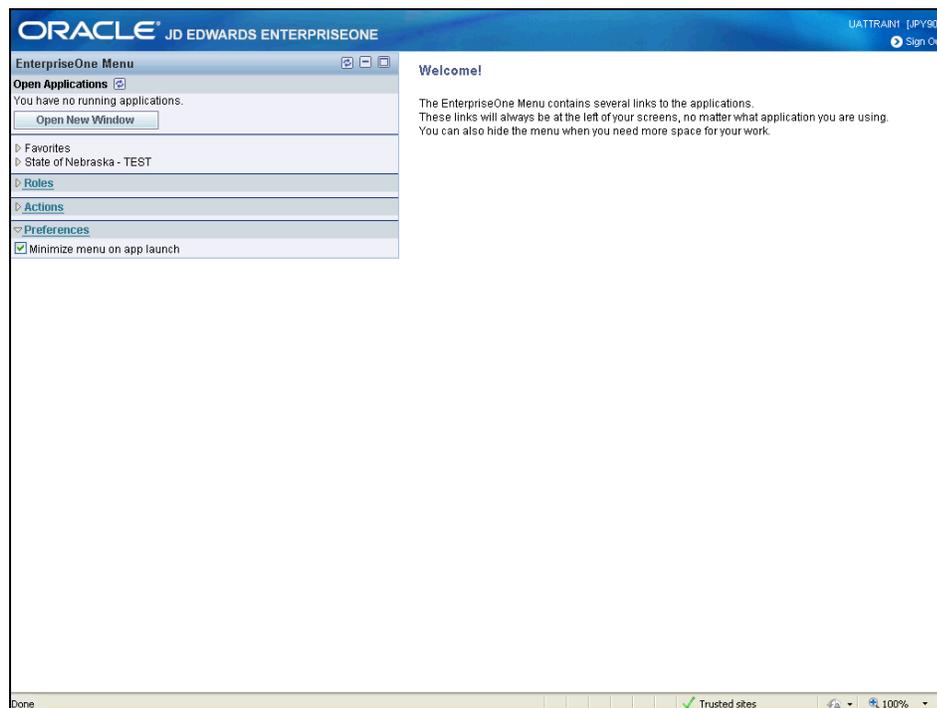
This report can be run by business unit or a range of business units. Report includes labor distribution for each home business unit by employee, fund description, job code, and check route code.

Note: Not all records will be sorted together for an employee if the records do not contain same populated fields (ex. business unit, position id, etc.) The report sorts by business unit, but if run in CSV format, can be resorted by Employee Address Book number if desired.

Labor Distribution Report Lesson

Procedure

In this lesson you will learn how to run the Labor Distribution Report.

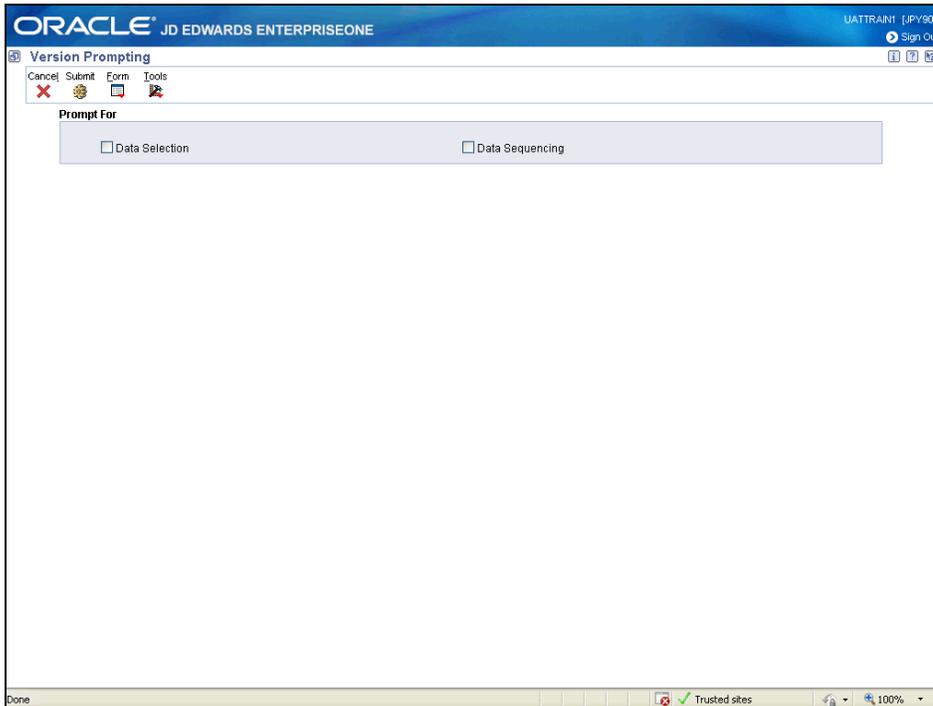


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 

Training Guide

Labor Distribution Report

Step	Action
4.	Click the Labor Distribution link. 



Step	Action
5.	Click the Data Selection option. 
6.	Click the Submit button. 

Step	Action
7.	<p>There are multiple ways to run this report.</p> <p>To run this report for a specific home business unit range, complete the following information in the first blank row. Left Operand = Business Unit - Home (F060116)(HCMU)[BC] Comparison = is equal to Right Operand = Literal (enter the 8-digit business unit - click on the Range of Values tab to enter a business unit range)</p> <p>Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p> <p>To narrow the report by Employee Pay Status, complete the following information on the next blank row. Left Operand = Employee Pay Status (F060116)(PAST)[BC] Comparison = is equal to Right Operand = Literal (enter the employee pay status for which to run the report)</p> <p>To narrow the report by Job Code, complete the following information on the next blank row. Left Operand = Job Code (F060116)(JBCD)[BC] Comparison = is equal to Right Operand = Literal (enter the job code for which to run the report)</p> <p>To narrow the report by Security Business Unit, complete the following information on the next blank row. Left Operand = Business Unit (F060116)(MCU)[BC] Comparison = is equal to Right Operand = Literal (enter the security business unit for which to run the report)</p> <p>To narrow the report by Subsidiary, complete the following information on the next blank row. Left Operand = Subsidiary (F060116)(SUB)[BC] Comparison = is equal to Right Operand = Literal (enter the subsidiary for which to run the report)</p>

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Labor Distribution Report

ORACLE JD EDWARDS ENTERPRISEONE UATTRAIN1 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	DBA Type (F06106) (DISO) [BC]	is equal to	*P*
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	*65025009*
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Trusted sites 100%

Step	Action
8.	After entering your information click the OK button.

ORACLE JD EDWARDS ENTERPRISEONE UATTRAIN1 [JPY900] Sign Out

Printer Selection

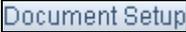
OK Cancel Tools

Printer Selection Print Property Document Setup Advanced



Printer Name	QGPLONEWORLD
Printer Location	EDGE DEFAULT
Printer Model	LASER
Number of Copies	1 Range: 1 - 9999

Done Trusted sites 100%

Step	Action
9.	Click the Document Setup tab. 
10.	Click the CSV(Comma Delimited) option. 
11.	Click the OK button. 
12.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) training guides.</p> <p>Note: Remember this report is in CSV format.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>