

LABOR DISTRIBUTION 101

Labor Distribution reports contain salary and G# information that is considered highly confidential, and should only be handled/seen by those who are authorized by your Dean or Reporting/Appointing Officer to access this data.

Due to the sensitivity of this information, do not leave this file open on your computer, out on your desk, or on a shared printer. These reports are always available through Banner E~Prints, so do not save copies of the files to your computer. Once you have confirmed your salary expense and any corrections have been made, printed documents should be shredded.

Why review Labor Distribution reports?

- You can catch labor posting in error.
- You can review for salary savings.
- You can use for planning labor expense.

Some tips to identify potential problems:

- A staff member is listed on labor distribution that should not be charged to that FOAP.
- A labor assignment should have ended, but the employee still shows up on labor distribution as getting paid.
- Class was canceled but adjunct still shows up on labor distribution as getting paid.
- Labor allocation is not correct – for example, a staff member's salary expense is posting 100% to a FOAP, but should be a split labor allocation.
- A staff member is working on a grant, or is a borrowed faculty, and the labor should be charging elsewhere.
- Labor is posting to wrong account code.

How to view Labor Distribution reports:

1. Go to Banner Resources home page

Select Banner Link:

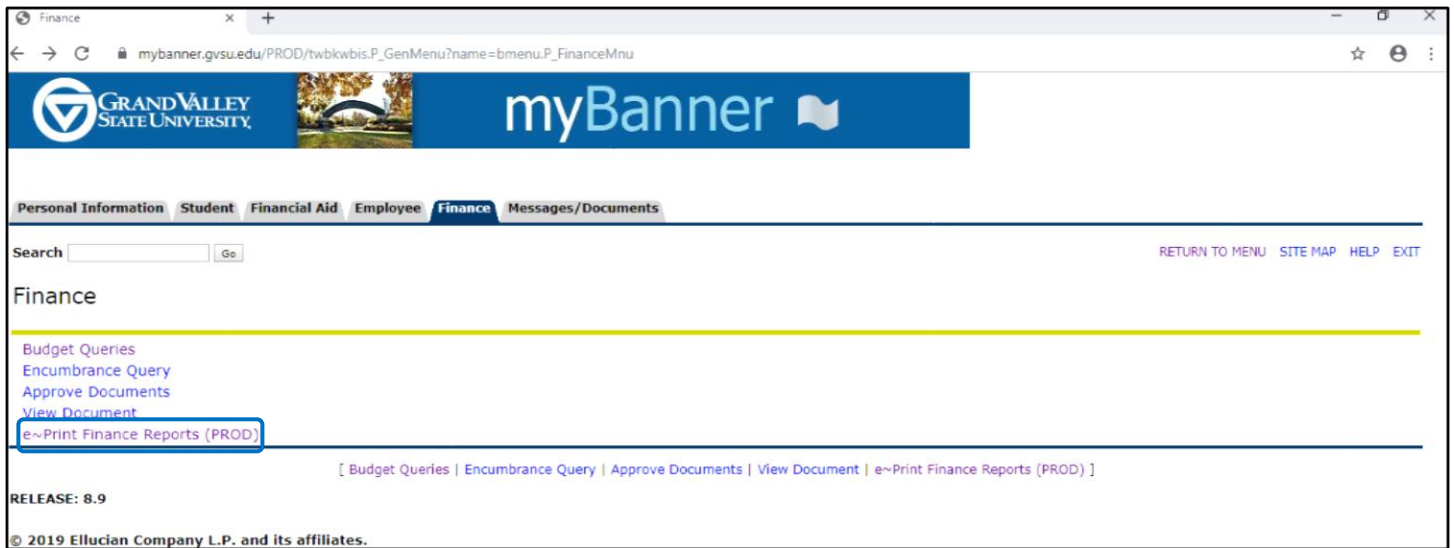
Login to Banner Self-Service using GVSU Central Login Service

The screenshot shows the 'Banner Resources' page on the Grand Valley State University website. The page has a blue header with the university's logo and a search bar. Below the header, the page is divided into two main sections: 'BANNER LINKS' and 'FACULTY AND STAFF LINKS'. In the 'BANNER LINKS' section, the link 'Login to Banner Self-Service using GVSU Central Login Service' is highlighted with a red box. Other links in this section include 'Login to Banner Self-Service using G-Number', 'Password Reset', and 'Proxy Payment Info'. The 'FACULTY AND STAFF LINKS' section includes links for 'Banner Admin', 'GVSU Faculty/Staff Additional Student Information', 'Banner Workflow', 'Banner Faculty Training Manuals', and 'Banner Finance Training Manuals'.

2. At My Banner Main Menu - Select Finance:

The screenshot shows the 'My Banner' main menu. The page has a blue header with the university's logo and the 'myBanner' text. Below the header, there is a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', 'Finance', and 'Messages/Documents'. The 'Finance' tab is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Main Menu' section. The 'Main Menu' section lists various services, including 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Finance' link is highlighted with a red box. At the bottom of the page, there is a footer with the text 'RELEASE: 8.9' and '© 2019 Ellucian Company L.P. and its affiliates.'

3. On the Finance Menu, select E~Print Finance Reports (PROD):



The screenshot shows the myBanner Finance menu. The top navigation bar includes links for Personal Information, Student, Financial Aid, Employee, Finance, and Messages/Documents. The Finance menu is expanded, showing options like Budget Queries, Encumbrance Query, Approve Documents, View Document, and e~Print Finance Reports (PROD), which is highlighted with a red box. A search bar and a 'Go' button are also visible. The footer includes the release version 8.9 and copyright information for Ellucian Company L.P.

myBanner

Personal Information Student Financial Aid Employee Finance Messages/Documents

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Finance

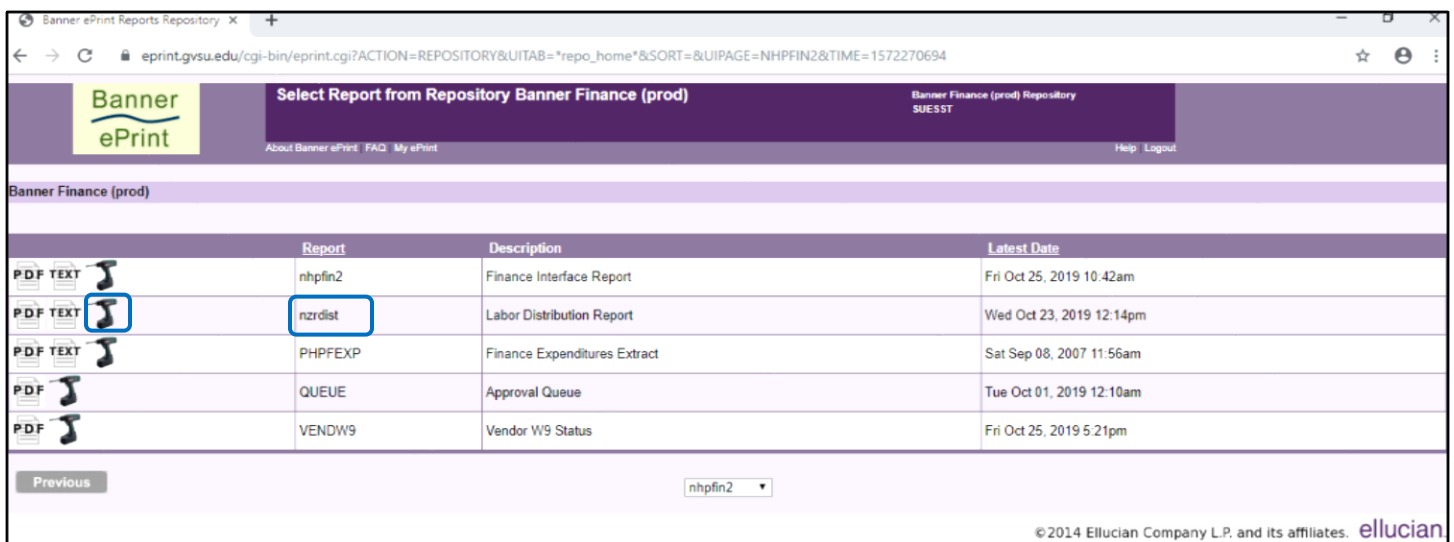
Budget Queries
Encumbrance Query
Approve Documents
View Document
e~Print Finance Reports (PROD)

[Budget Queries | Encumbrance Query | Approve Documents | View Document | e~Print Finance Reports (PROD)]

RELEASE: 8.9

© 2019 Ellucian Company L.P. and its affiliates.

4. Find 'nzdrist' in Report column, for 'Labor Distribution Reports', and select the 'drill' to open the list of Labor Distribution reports.



The screenshot shows the Banner ePrint Reports Repository. The top navigation bar includes links for Banner ePrint, Select Report from Repository Banner Finance (prod), and Banner Finance (prod) Repository. The main content area displays a table of reports. The 'nzdrist' report is highlighted with a red box. The table columns are Report, Description, and Latest Date. The footer includes the release version 8.9 and copyright information for Ellucian Company L.P.
















Banner ePrint

Select Report from Repository Banner Finance (prod)

Banner Finance (prod) Repository SUESST

About Banner ePrint FAQ My ePrint Help Logout


Banner Finance (prod)

	Report	Description	Latest Date
  	nhpfin2	Finance Interface Report	Fri Oct 25, 2019 10:42am
  	nzdrist	Labor Distribution Report	Wed Oct 23, 2019 12:14pm
  	PHPFEXP	Finance Expenditures Extract	Sat Sep 08, 2007 11:56am
  	QUEUE	Approval Queue	Tue Oct 01, 2019 12:10am
  	VENDW9	Vendor W9 Status	Fri Oct 25, 2019 5:21pm

Previous [nhpfin2]

© 2014 Ellucian Company L.P. and its affiliates. ellucian

5. From the list of Labor Distribution reports, choose by payroll type & number (SM for salaried staff, and FS for hourly staff). To open you can either select the PDF or the magnifying glass.



Report Detail: NZRDIST

Banner Finance (prod) Repository
SUESST

About Banner ePrint | FAQ | My ePrint

Help | Logout

Banner Finance (prod) : NZRDIST

Labor Dist by Acct Report FISCAL 2020 FUND 103000 ORGANIZATION 33500 Payroll: 2019 FS 22 - Wed Oct 23, 2019 12:14pm

Next

© 2014 Ellucian Company L.P. and its affiliates. 

- Select the PDF** if you have access to a limited number of FOAPS. This will open the Labor Distribution of **all** your FOAPS in one PDF.
- Select the magnifying glass** if you have access to multiple FOAPS. By choosing the magnifying glass you can select the FOAP or range of FOAPS you want to view. **This opens the 'NZRDIST: pick pages screen.**

- The 'NZRDIST: pick pages' screen:

The screenshot shows a web browser window with the URL `eprint.gvsu.edu/cgi-bin/eprint.cgi?ACTION=SORTKEY&DETAIL=NZRDIST.2019_10_23&TIME=1572271031`. The page title is "Banner ePrint Reports Select Key". The main header area includes the Banner ePrint logo, the text "Search NZRDIST (Wed Oct 23, 2019)", and links for "Banner Finance (prod) Repository SUESST", "About Banner ePrint", "FAQ", "My ePrint", "Help", and "Logout".

The main content area is titled "Banner Finance (prod) : NZRDIST : Pick Pages". It contains a form with the following elements:

- A "Page Key:" dropdown menu with "Fund" selected.
- A "Pick Values Manually" section with a "Go" button.
- A "Search:" text input field with a "Go" button.
- A "Range:" section with two text input fields for "to" and "Go" button.
- A "Saved Searches:" section with a dropdown menu, a "Go" button, and a "Delete" button.

The footer of the page includes the copyright notice "© 2014 Ellucian Company L.P. and its affiliates." and the Ellucian logo.

Select from the 'Page Key' drop down: Fund or Org

(Fund is the 'F' in the 'F'OAP string, and Org is the 'O' in the F'O'AP string)

Based on your pick of Fund or Org, proceed with the following:

1. ***Recommended*** - **search** by specific Fund or Org: type in the specific Fund or Org and **click go**.
2. Or, you can **Pick Values Manually** by selecting that box: **click Go**. Then select the Fund(s) or Org(s) you want to open out of a selection list of Funds/Orgs.
3. You can select a **Range** of Funds or Orgs: type in the range of Funds or Orgs and **click go**. Open the selected Fund or Org PDF to display the Labor Distribution report.

How to read Labor Distribution reports:

The heading of the report will list the FOAP, payroll type & number, and payroll start and end dates.

The report is arranged in account code order (this is the 'A' in the FO'A'P string). Within each account code, payroll details are listed by employee last name, and includes G#, Position number, Account code, Program code, Activity Code, fiscal year-to-date (FISC YTD Direct), month-to-date (month direct), and current payroll (current direct) expense by employee.

The report provides sub-totals for fiscal year-to-date, month-to-date, and current payroll by account code (labeled 'Account Totals'), and also a total for the entire 'Org' or 'Fund'.

Grand Valley State University												328
Labor Dist by Acct Report												10/21/2019
FISCAL 2020 FUND 110000												7:28:55
ORGANIZATION 98765												
Payroll : 2019 SM 18												
Pay Start: 06-SEPT-19 Pay End: 20-SEPT-19												
EMPLOYEE ID	EMPLOYEE NAME	POSN SUFF		ACCT	PROG	ACTV	FISC YTD DIRECT	FISC YTD REALLOC	MONTH DIRECT	MONTH REALLOC	CURRENT DIRECT	CURRENT REALLOC
G00012345	Louie Laker	210101	00	6102	664	CA1000	12,000.00	0.00	4,000.00	0.00	2,000.00	0.00
G00012346	Louie Laker brother	210102	00	6102	664	CA1000	11,500.00	0.00	3,833.33	0.00	1,916.67	0.00
G00012347	Louie Laker sister	210103	00	6102	664	CA1000	11,750.00	0.00	3,916.67	0.00	1,958.33	0.00
****Account Total:							35,250.00	0.00	11,750.00	0.00	5,875.00	0.00
G00012348	Louie Laker friend 1	660123	00	6152	664	CB1000	421.04	0.00	210.52	0.00	105.26	0.00
G00012349	Louie Laker friend 2	660124	00	6152	664	CB1000	7,055.55	0.00	2,222.22	0.00	1,111.11	0.00
****Account Total:							7,476.59	0.00	2,432.74	0.00	1,216.37	0.00
G00012345	Louie Laker	210101	00	6610	664	CA1000	4,933.44	0.00	1,644.48	0.00	822.24	0.00
G00012346	Louie Laker brother	210102	00	6610	664	CA1000	4,727.88	0.00	1,575.96	0.00	787.98	0.00
G00012348	Louie Laker friend 1	660123	00	6610	664	CB1000.	35.52	0.00	17.76	0.00	8.88	0.00
G00012349	Louie Laker friend 2	660124	00	6610	664	CB1000.	608.85	0.00	191.76	0.00	95.88	0.00
G00012347	Louie Laker sister	210103	00	6610	664	CA1000	4,830.66	0.00	1,610.22	0.00	805.11	0.00
****Account Total:							15,136.35	0.00	5,040.18	0.00	2,520.09	0.00
Organization Total:							57,862.94	0.00	19,222.92	0.00	9,611.46	0.00

How to tie Labor Distribution reports to Banner Finance:

Labor distribution reports are used to provide detail of labor expense posting to banner, whether you use Banner Admin, Banner Self-Service, or E~Print reports to review banner activity. Below is an example of Banner Self-Service. You can see in the Budget Status report below, the 'Total for Current Period Activity' ties to the 'Month Direct' on the Labor Distribution report on the previous page, and the Total for 'Year to Date Activity' ties to the Labor Distribution 'Fiscal YTD Direct'.

REPORT GFRBDSC		Grand Valley State University			RUN DATE: 10/9/2019		
FISCAL YEAR: 20		Budget Status (Current Period)					
		AS OF 30-SEPT-2019					
COAS:	G	Grand Valley State University					
FUND:	110000	General Expenditures Fund					
PRED ORG:	9876	Louis Laker Activity Unit					
ORG:	98765	Louis Laker Activity Admin					
		ADJUSTED	CURRENT PERIOD	YEAR TO DATE	BUDGET	AVAILABLE	CMT
ACCOUNT	ACCOUNT TITLE	BUDGET	ACTIVITY	ACTIVITY	RESERVATIONS	BALANCE	TYP
6102	EAP - Other	141,000.00	11,750.00	35,250.00	-	105,750.00	U
6152	Adj AP No Benefits	29,193.00	2,432.74	7,476.59	-	21,716.41	U
6610	Employee Fringe Benefits	26,600.00	5,040.18	15,136.35	-	11,463.65	U
Total	Salaries, Wages & Benefits	196,793.00	19,222.92	57,862.94		138,930.06	

How to determine which labor distribution payroll report to use to compare banner activity:

1. Go to your banner source (Banner Admin, Banner Self-Service, or E~Print).
2. Identify labor account code you want to review.
 - a. Look at YTD (Year-to-Date) total for that account code,
 - b. then look at the transaction detail in the YTD column.
 - c. Find the last FS payroll and last SM payroll that posted and identify the payroll number (ie: FS14, SM13). Use the payroll number to identify the corresponding labor distribution report.

Who do you contact if you need help reading Labor Distribution reports?

You can contact the Accountant for that Fund (FOAP) or Budget Office staff.

Funds & Accountants:

Agency fund (8xxxxx) - Kevin Kotlewski, x1812

Auxiliary fund (3xxxxx) – Terra Muckenthaler, x18118

Designated fund (12xxxx, or 15xxxx) - Brenda Lindberg, x12201

General fund (110000 or 10xxxx) – Ryan McLatcher, x 13057

Plant fund (9xxxxx) – Terra Muckenthaler, x18118

Restricted fund – Grants (20xxxx or 26xxxxx) – Jennifer Kamradt, x12205 or
Ryan McLatcher, x13057

Restricted fund – non-grant (28xxxx or 29xxxx) – Jennifer Kamradt, x12205

Budget Office:

Terri Suess, x12234

Davidpaul Lemmen, x12396

Who do you contact if you find errors or have questions regarding actual Labor Distribution or Labor Expense?

If Grant FOAP, contact your Grant Accountant:

Jennifer Kamradt, x12205

Ryan McLatcher, x13057

If other than Grant FOAP, contact the Budget Office:

EAP & Faculty Base funded positions - Terri Suess, x12234

Hourly Base funded, Visiting Faculty, 12-month temp-AP - Davidpaul Lemmen x12396

Adjunct, Temp hourly, Call-in, Students – Kay Klosowski

* Refer to University Budgets' web-site for chart of Position Number ranges and Budget Office contact information <https://www.gvsu.edu/budgets/position-information-7.htm>.