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:

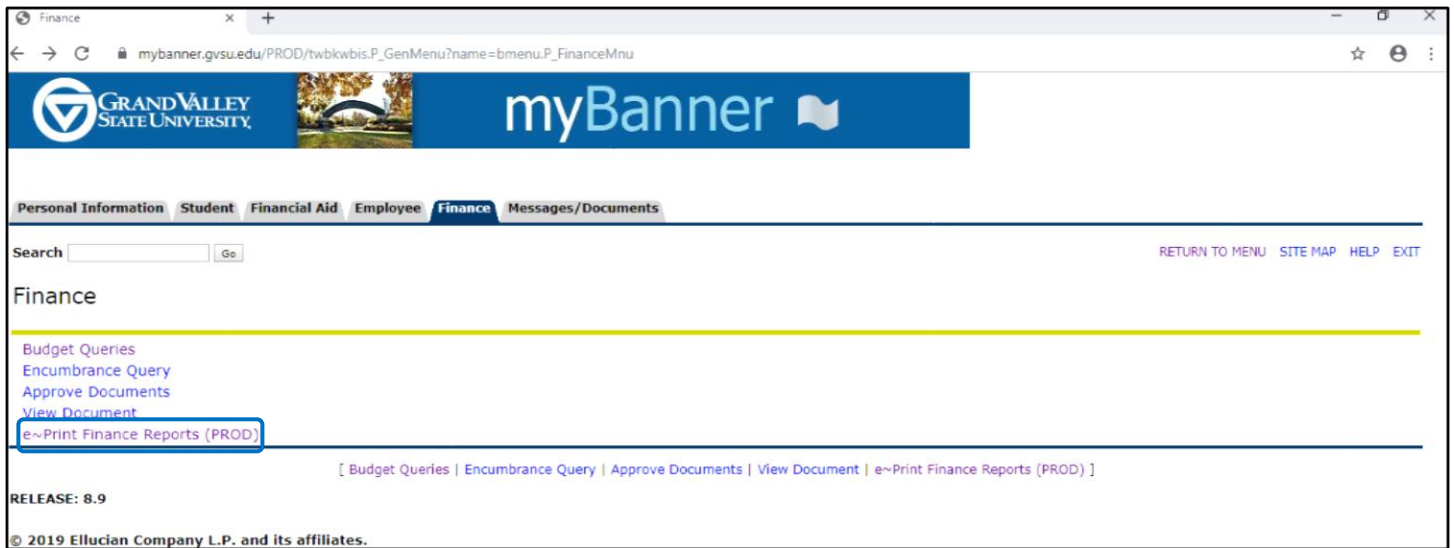**1. Go to Banner Resources home page**

Select Banner Link:

   Login to Banner Self-Service using GVSU Central Login Service

2. At My Banner Main Menu - Select Finance:

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

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

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.**

A. **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.
B. **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:**

Select from the 'Page Key' drop down: <u>Fund</u> or <u>Org</u>

   (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'.

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NZRDIST                              Grand Valley State University                                               10/21/2019
                                       Labor Dist by Acct Report                                                    7:28:55
                                     FISCAL   2020   FUND  110000
                                        ORGANIZATION  98765
                                        Payroll : 2019 SM 18
                             Pay Start: 06-SEPT-19   Pay End: 20-SEPT-19
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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		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

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT 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.