

Labor Distribution Report (EBC-45)

Navigation: UHS HRMS Payroll >Reports > Labor Distribution Report (EBC-45)

Run Control ID	Enter Run Control ID in field.*
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Search	Click on Search
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**Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.*

As of Date	Enter a date (mm/dd/yyyy) or click on and select appropriate date.
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Business Unit	Enter business unit or click on to get a list of valid values.
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Department	Enter department number or click on to get a list of valid values.
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HR Cost Centers	Type in a cost center (<i>optional/not required</i>)
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Sort Order**	Reports can be sorted by Cost Center or by Department by Cost Center (<i>click on arrow to get drop down list</i>).
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Run	Click Run to start the process
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****Note: For more information on using cost center, see page 6 of this document.**

Server Name is PSUNX

Type is Web

Process Type determines Server Name

Format is PDF

Server Name	Enter PSUNX in field or click on arrow and select from drop down menu.
Select	Select Labor Distribution report(s) desired-- (Labor History and/or Pay Act). Click on box to insert check mark.
Type	Enter Web or click on arrow and select from drop down menu.
Format	Enter PDF or click on arrow and select from drop down menu.
OK	Click OK button

Note: A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.

Process Instance numbers

Process Instance number(s)	These numbers identify the two Labor Distribution (EBC-45) report requested (labor & pay)
Process Monitor	Click on Process Monitor link.

Process Instance numbers

Refresh button

Details link

Run Status should be Success

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072232		SQR Report	UPAY067	UHSPARTT	11/21/2006 2:52:09PM PST	Success	Posted	Details
<input type="checkbox"/>	1072231		SQR Report	UPAY044	UHSPARTT	11/21/2006 2:52:09PM PST	Success	Posted	Details
<input type="checkbox"/>	1072225		SQR Report	UBEN005	UHSPARTT	11/21/2006 2:03:03PM PST	Success	Posted	Details

User ID	Your user id should be in this field. User id should match PS login id.
Server	Enter PSUNX or click on arrow and select from drop down menu.
Refresh	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
Instance	There will be two process instance numbers for this report (Labor & Pay) if you checked the boxes on the Process Scheduler Request. (example on page 2)
Details	Click on Details link to view the report after Success appears in the Run Status column.

View Log/Trace link

Process Detail

Process

Instance: 1072231 Type: SQR Report

Name: UPAY044 Description: Labor Distribution (Lbr Hist)

Run Status: Success Distribution Status: Posted

Run

Run Control ID: JC

Location: Server

Server: PSUNX

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 11/21/2006 2:53:03PM PST

Run Anytime After: 11/21/2006 2:52:09PM PST

Began Process At: 11/21/2006 2:53:27PM PST

Ended Process At: 11/21/2006 2:54:41PM PST

Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

View Log/Trace	Click on link to get the Labor Distribution (EBC-45) report.
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View Log/Trace

Report

Report ID: 31375 **Process Instance:** 1072231 [Message Log](#)
Name: UPAY044 **Process Type:** SQR Report
Run Status: Success

Labor Distribution (Lbr Hist)

Distribution Details

Distribution Node: PSUNX **Expiration Date:** 12/21/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/21/2006 2:54:41.000000PM PST
upay044_1072231.PDF	766,357	11/21/2006 2:54:41.000000PM PST
Trace File	604	11/21/2006 2:54:41.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

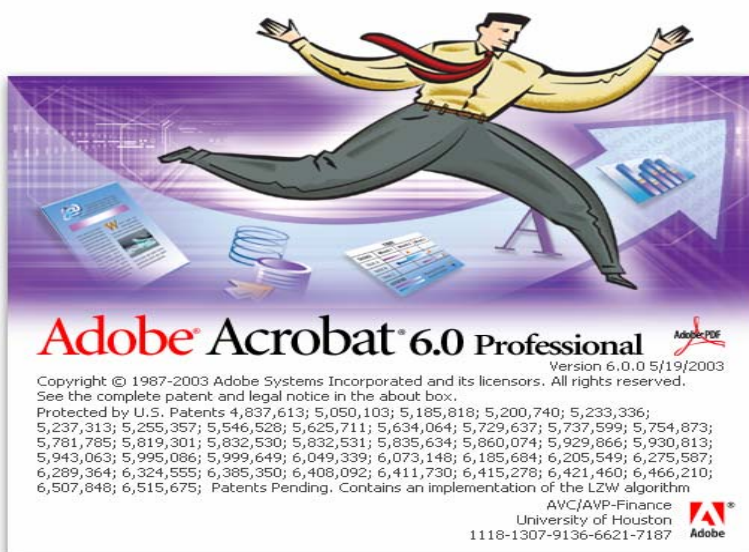
Filename link

[Return](#)

upay044_1072231.PDF

This is the filename. Click on this link to view/print the Labor Distribution (EBC-45) report. File can only be saved in PDF format

Note: Notice that the Process Instance number is part of filename.



Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The Labor Distribution report appears immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Save a Copy Print Email Search Review & Comment Sign

115%

University Of Houston System
 LABOR DISTRIBUTION REPORT (EBC_45 LABOR HISTORY)
 By Cost Center
 Report Date 07/31/2006
 Cost Center 00730-10882 (2063-H0098-B0273-NA)

Report ID: UPAY044
 Business Unit: HR730 - U of H Main

Page No. 1
 Run Date 11/21/2006
 Run Time 14:53:27

Employee Id Name	Position Number	Effort Code	Account	Record Type	FYTD Actual	FYTD Reallocation	FYTD Total	Period Actual	Period Reallocation	Period Total	
0081534	Beassie,Rhonda Vickers	00011630	Stu Serv	50112	LBR	660.00	0.00	660.00	60.00	0.00	60.00
0083767	Hamlin,Melissa B	00109721	Stu Serv	50112	LBR	2,640.00	0.00	2,640.00	240.00	0.00	240.00
0096452	Wright,Catherine M.	01004263	Stu Serv	50112	LBR	400.00	0.00	400.00	40.00	0.00	40.00
Totals for Account: 50112					LBR	3,700.00	0.00	3,700.00	340.00	0.00	340.00
					BEN	0.00	0.00	0.00	0.00	0.00	0.00
0081534	Beassie,Rhonda Vickers	00011630	Stu Serv	50180	LBR	66,256.63	0.00	66,256.63	6,023.33	0.00	6,023.33
0083767	Hamlin,Melissa B	00109721	Stu Serv	50180	LBR	42,207.88	0.00	42,207.88	3,837.08	0.00	3,837.08
0176193	Beauchamp, Carly Eileen	00011543	Stu Serv	50180	LBR	35,750.00	0.00	35,750.00	3,250.00	0.00	3,250.00
Totals for Account: 50180					LBR	144,214.51	0.00	144,214.51	13,110.41	0.00	13,110.41
					BEN	0.00	0.00	0.00	0.00	0.00	0.00
0096452	Wright,Catherine M.	01004263	Stu Serv	50191	LBR	29,577.60	0.00	29,577.60	2,528.00	0.00	2,528.00
Totals for Account: 50191					LBR	29,577.60	0.00	29,577.60	2,528.00	0.00	2,528.00
					BEN	0.00	0.00	0.00	0.00	0.00	0.00
0177789	McPeters,Beassie M	01004194	Stu Serv	50200	LBR	698.65	53.38	752.03	0.00	0.00	0.00
Totals for Account: 50200					LBR	698.65	53.38	752.03	0.00	0.00	0.00
					BEN	0.00	0.00	0.00	0.00	0.00	0.00
0173670	Jarmon-Joiner,Marion Annette	00108820	Stu Serv	50201	LBR	4,606.52	0.00	4,606.52	985.50	0.00	985.50
Totals for Account: 50201					LBR	4,606.52	0.00	4,606.52	985.50	0.00	985.50

11 x 8.5 in 1 of 170

Labor Distribution Report

As shown above the Labor Distribution report (Labor History) appears.

Note: User can view, print and/or save this report. Report can only be saved in PDF format.

Labor Distribution and Payroll Account Reports by Cost Center (Helpful Hints)

There is a need for departments to be able to run payroll distribution reports by Cost center in order to speed reconciliation with GL journals. *** *These reports will not reflect any employees that are funded by other cost centers. Please run both the regular distribution reports and the Cost center specific distribution reports to view all employees paid that have a primary job in your department.*

Labor Distribution Report – Cost Center Specific

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > Labor Distrib Rpt - CC Dept

Run Control ID: 123

[Report Manager](#) [Process Monitor](#)

[Run](#)

Report Request Parameters

As Of Date:

Business Unit: U of H Main

Department: Athletics
***** See Note Below

Cost Centers

HR Cost Center:

Labor Distribution Sort Order:

**** This deptid field selects on the CC deptid. The UPAY044 version uses the Earnings Deptid (Job Deptid).

Payroll Account Report – Cost Center Specific

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > Payroll Account Rpt - CC Dept

Run Control ID: 123

[Report Manager](#) [Process Monitor](#)

[Run](#)

Report Request Parameters

Month Begin Date: Month End Date:

Business Unit: U of H Main

Department: Athletics

EmpID:

Cost Centers

View All First Last

HR Cost Center:

Sort Order:

Sort Order

The following sort orders are available on this report:

Select one of the following values:

- 1 [By Department by Cost Center](#)
- 2 [By Cost Center](#)
- 3 [By Department by Employee](#)

[Cancel](#)