The Labor Distribution report can be accessed from MEMFIS Reports in MyUNIverse.

- Access is based on your HR organization or FIN responsibility.
- Staff labor distribution questions direct to Carol Brodie or Judy Kester in Human Resource Services.
- Student labor distribution questions direct to Sherri Baldwin in Payroll.

The Assignment Labor Distribution worksheet and Element Labor Distribution worksheet are part of the Labor Distribution report and each provides different information.

**Assignment Labor Distribution Worksheet**

- Employees receiving regular pay are listed in this report.
- Report displays which GL account(s) is paying an employee’s assignment regular wages.
- Can be used to validate correct entry of PAF’s.
- Can be used to identify labor distribution schedules that are ending, thus requiring the submission of a new PAF.
- Assignment labor distribution start and end dates are displayed.
- Retro adjustments will not display on this report. Run the Personnel Expenditures Report to see adjustments.

**Element Labor Distribution Worksheet**

- Employees receiving pay other than regular wages are listed in this report.
- Examples of “Elements” include: Special Comp, Spec Comp NR (non-recurring), and summer appointments.
- Retro adjustments will not display on this report. Run the Personnel Expenditures Report to see adjustments.

### Running the Report

1. Login to MyUNIverse with yourCATID.
2. Click **MEMFIS Reports** in your MEMFIS channel.
3. Click **Discoverer Financial (FIN) Reports or Discoverer Human Resources (HR) Reports**.
4. Login to MEMFIS.
5. Select a FIN responsibility for FIN Reports OR a HR responsibility - either Supervisor Self Service (access to employees you supervise) or Manager Self Service (access to employees in your organization).
6. Enter your MEMFIS password and click **Go**.
7. If you are using an HR responsibility select the workbook UNI.UNIHR105D – Labor Distribution Report. If you are using a FIN responsibility, select the workbook UNILD007D – Labor Distribution Report.
8. Select a worksheet: Assignment Labor Distribution or Element Labor Distribution (see the information above that details what each worksheet includes).
9. Click the flashlight to select the Snapshot Type and Date (employees paid monthly will display on the biweekly snapshots and vice versa; the snapshot is displaying information as of that date). The report is valid only for **Snapshot Dates after June 7, 2005**.
10. Click **Go**.

### Report Options

11. Click on **Export** under Actions in the top left corner of the screen to export the report to Excel.
   a. Select Excel workbook
   b. Click the **Export** button
   c. Click to View or Save
12. Click **Edit Parameters** to rerun the report for a different Snapshot Type and Date.
13. **Print Report.** In the saved Excel document, format the report to landscape and fit all the columns to print on one page.
14. Click **Preferences** to change how null values are displayed or the number of lines displayed (in the Worksheets section).

See next page for Report Examples.
### ASSIGNMENT LABOR DISTRIBUTION WORKSHEET

**Full Name** | **Assign #** | **Organization Name** | **Employee Title** | **Type** | **Start Date** | **End Date** | **%** | **GL Account** | **People Group**
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Abbott, Christopher M | 3711 | Utilities & Power Plant | Power Plant Boiler Operator | Default | 01-Jan-1951 | 31-Dec-4712 | 100 | 0011.00.485015.2310.0000.71.0000 | Merit AFSCME
Accurso, Stephanie Marie | 5789-2 | UNI-Dome Operations | Dome Worker | Alternate | 31-Oct-2004 | 31-Dec-4712 | 100 | 3041.00.449015.4010.8889.91.0000 | Student
Fell, Jill Ann | 6332 | Athletics General Operations | Equipment Floor Assistant | Work Study | 01-Jul-2003 | 31-Dec-4712 | 75 | 4301.00.340015.4110.0000.61.0000 | Student
Glansnapp, Brandie L | 3842 | Athletics Sports Information | Program Assistant | Alternate | 01-Jul-2005 | 30-Jun-2005 | 100 | 3021.00.449015.1010.0000.31.0000 | P&S
 | 01-Jul-2005 | 31-Jul-2006 | 100 | 3041.00.449015.1010.0000.31.0000 | P&S

### ASSIGNMENT WORKSHEET DEFINITIONS

- **Assign #**
- **Type**
- **Start Date**
- **End Date**
- **%**

- **Default** = employee’s home GL account
- **Alternate** = account defined to charge salary and benefits.
- **Work Study** = student wages charged to work study account
- **01-JAN-1951** = date default labor schedule was defined for employee’s assignment
- **31-OCT-2004** = date the assignment was converted from Legacy system to Oracle system.
- **01-JUL-2003** = date Work Study default was defined
- **31-DEC-4712** = no end date defined for assignment labor schedule
- **Any other End Date** = date assignment labor schedule ended or will end.
- **Percent of wages charged to this account**

### ELEMENT LABOR DISTRIBUTION WORKSHEET

**Full Name** | **Assign #** | **Organization Name** | **Employee Title** | **Reporting Name** | **Start Date** | **End Date** | **%** | **GL Account** | **People Group**
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Brady, Megan P | 4203 | Athletic Training | Asst Athletic Trainer | Spec Comp NFR | 01-Jun-2005 | 30-Jun-2005 | 50 | 3021.00.449015.5020.8000.31.0000 | P&S
Dicecco, Anthony B | 181 | Basketball, Women’s | Head Coach | Spec Comp NFR | 01-Jun-2005 | 30-Jun-2005 | 50 | 3041.00.449015.5020.8000.31.0000 | P&S
Gage, Matthew J | 4404 | Athletic Training | Asst Athletic Trainer | Spec Comp NFR | 01-Jun-2005 | 30-Jun-2005 | 50 | 3021.00.449015.5020.8000.31.0000 | P&S
 | 01-Jun-2005 | 31-Jul-2006 | 100 | 3041.00.449015.5020.8000.31.0000 | P&S

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6815.

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