Template F2: Employee Labor Distribution by Grant (SP Level)

Example: Employee Labor Distribution by Grant / Labor Distribution: Payroll Inquiry by Distribution (PA12)
This template will document (2) separate reports for analyzing salary on grants and Sponsored Programs (SP's)

The Employee Labor Distribution by Grant is a report that will show all payroll postings and associated details for a given grant. This is accomplished by running either the Employee Labor Distribution by Grant (which can actually only be run by Grant), or the Labor Distribution: Payroll Inquiry by Distribution (PA12) (which can be run by either grant or SP).

You can reach the Employee Labor Distribution by Grant report by right clicking on the expense amount on a given Sponsored Program (SP)* in the Budget vs. Actuals report, hovering your cursor over "Goto", and then clicking on Employee Labor Distributions by Grant; you can also perform this on the "result" line in order to run the report on the entire grant. Alternatively, you can run this report by selecting it from the report menu.

The Labor Distribution: Payroll Inquiry by Distribution (PA12) can be reached by selecting it from the report menu as well

For a condensed overview of potential issues with Payroll see *Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)*
NOTE
Access to the PA12 requires a certain security role, if you do not have access please run the Employee Labor Distribution by Grant. The output of both reports has the data columns in different orders but the same data is contained in both reports
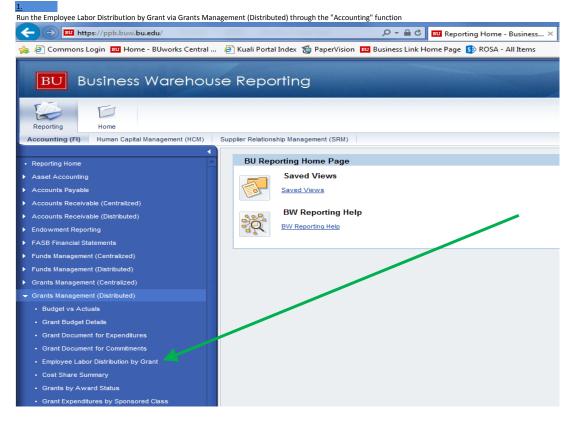
*By doing this you are able to run the report on a specific SP

NOTE: Knowing how to use the Business Warehouse to its full capability is vital to saving you time, and avoiding mistakes that can cost your department money. If anything in this template is something you cannot do, is unclear or difficult for you to do, Business Warehouse training is available. BUworks offers training courses (See link below) on how to use the Business Warehouse with courses designed for beginners, intermediate and expert users. Even the most experienced user benefits from such training courses as there are typically subject matter experts at the sessions and the group dynamic can facilitate additional learning.
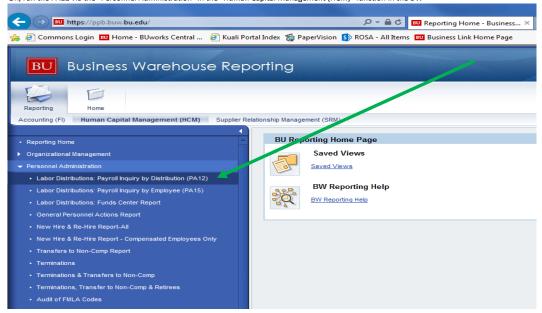

(Training Link)

Template F2: Employee Labor Distribution by Grant (SP Level)

Procedures:

1.

Run the Employee Labor Distribution by Grant via Grants Management (Distributed) through the "Accounting" function
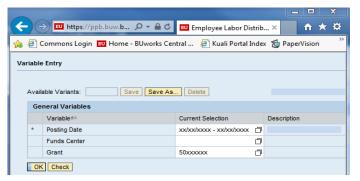
Template F2: Employee Labor Distribution by Grant (SP Level)

OR, run the PA12 via the "Personnel Administration" in the "Human Capital Management (HCM)" function in the BW
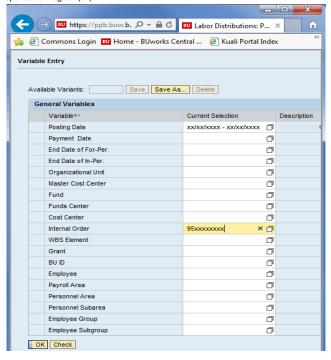

2.
(For Employee Labor Distribution by Grant) enter desired "Posting Date" range and then your specified Grant

Template F2: Employee Labor Distribution by Grant (SP Level)

(For PA12) Enter the desired "Posting Date" range and then your specified Grant or Internal Order (a.k.a. Sponsored Program (SP)). In this example we will run by Sponsored Program (SP).

Template F2: Employee Labor Distribution by Grant (SP Level)

3.

The excel export below is what the BW output will look like if you run the Employee Labor Distributions by Grant, if you choose to run the (PA12) your output will be slightly different; however, as noted above, you are free to reorder the columns as you find useful

This output is very useful, especially during a closeout.

Questions that should be asked during your review of this report:
A. Is the expense within the appropriate Sponsored Research period of performance?
B. Are the salaries and wages based on records that accurately reflect the work performed?
C. Is the salary charged greater than effort performed?
   - Are the amounts paid correct?
D. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?
E. Have the payroll postings occurred in line with your expectations
F. Are postings after the end date of the award are for periods of performance prior to the end date*
G. Are the salaries of key project personnel properly charged to the account and in accordance with the level of effort proposed to the awarding agency
H. Is anyone missing from the grant who should have been charged there
I. Are there any "High Risk Transactions" present. If so, extra effort should be made to ensure allowability, reasonableness, and timeliness**

If issues are identified they should be addressed with the appropriate office for guidance on how to resolve (For sponsored research this will be either the Post Award or Office of Sponsored Programs Administrator, or the Payroll Department for salary issues).

**Please reference *Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)* for examples of "High Risk Transactions"
Important Note
In order to get the total, or "result" line, In your output, you need to right click on the column header of the adjacent column (to the right), then hover your cursor over properties, click on characteristic, select the dropdown next to "display results", and click "always". This can be done to get "total" lines on different columns as needed.

Template F2: Employee Labor Distribution by Grant (SP Level)

Employee Labor Distributions by Grant

Grant		Posting date	Payment date	Last Name and First Name	Sponsored Program (IO)		GL Account / Commitment item		Wage Type		Amount $	Transaction OK?	Status
50xxxxxx	Professor X's Science Research Grant	08/31/2016	08/31/2016	Grant, Hugh	950xxxxxxx	Project YR1	500070	SUMMER SALARY OB	2104	Overbase-Research Summer	9,362.66	Yes	
		09/30/2016	08/31/2016	Grant, Hugh			500070	SUMMER SALARY OB	2104	Overbase-Research Summer	0.00	Yes	
		09/30/2016	09/30/2016	Grant, Hugh			500010	FACULTY FULL TIME	1020	Regular Salary-Accrual	4,434.52	Yes	
		09/30/2016	09/30/2016	Grant, Hugh			500010	FACULTY FULL TIME	9D20	DP Reg Salary-Faculty A	1,478.17	Yes	
		09/30/2016	09/30/2016	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		10/31/2016	10/31/2016	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		11/30/2016	11/30/2016	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		12/23/2016	01/08/2017	Lui, Lucy			500540	TEMP/CAS EES-NE	3000	Regular Pay	250.00	No	No, who is this?
		12/30/2016	12/30/2016	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		01/13/2017	01/13/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		01/20/2017	01/20/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		01/27/2017	01/27/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		01/31/2017	01/31/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		02/03/2017	02/03/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		02/10/2017	02/10/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		02/17/2017	02/17/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		02/24/2017	02/24/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		02/28/2017	02/28/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		03/03/2017	03/03/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		03/10/2017	03/10/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		03/17/2017	03/17/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		03/24/2017	03/24/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		03/31/2017	03/31/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		03/31/2017	03/31/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		04/07/2017	04/07/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		04/14/2017	04/14/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		04/21/2017	04/21/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		04/28/2017	04/28/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		04/28/2017	04/28/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		05/05/2017	05/05/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2727	GNRA AY Salaried	651.20	Yes	
		05/12/2017	05/12/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		05/19/2017	05/19/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		05/26/2017	05/26/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		05/31/2017	05/31/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		06/09/2017	06/09/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	1,302.40	No	Paid double check
		06/16/2017	06/16/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		06/23/2017	06/23/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		06/30/2017	06/30/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		06/30/2017	06/30/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		07/07/2017	07/07/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		07/14/2017	07/14/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		07/21/2017	07/21/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		07/28/2017	07/28/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		07/31/2017	07/31/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	Yes	
		08/04/2017	08/04/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		08/11/2017	08/11/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		08/18/2017	08/18/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		08/25/2017	08/25/2017	Washington, Denzel			500452	NWS GRAD SALARIED	2731	GNRA SM Salaried	651.20	Yes	
		08/31/2017	08/31/2017	Grant, Hugh			500070	SUMMER SALARY OB	2104	Overbase-Research Summer	10,766.66	Yes	
		09/06/2017	09/06/2017	Roberts, Julia			500100	POST DOC EXEMPT	1510	NRA Regular Sal-Staff Ex	4,166.67	No	No, falls outside I/O period
Overall Result											**97,781.65**		