

Labor Distribution Reports (PeopleSoft HR)

There are currently two versions of the Labor Distribution Report; one by month and one by fiscal year. The “monthly” report does not allow you to specify a particular budget, so it will encompass “all” Functions and Areas within a department for the month. The 12-Month report allows you to select specific parameters to focus on one particular budget (such as Consolidated Budget). It is recommended that you run the 12-Month version so as to obtain only the specific budget or account code desired.

12-Month Consolidated Budget:

Main Menu (top right NavBar) - Click Workforce Administration: Click on Workforce Reports, then Report Name: PPS 12M Labor Dist for Funds. (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Dept Print Selection: Select “Dept ID Range” and enter Four-digit Dept. ID Number (From & To)

Program Print Selection: Select “Program Range” and enter (Elem or K-8) 11113, (MS) 11213, or (HS) 11313 - (From & To)

Fund Print Selection: Select “Fund Range” and enter 101 (From & To)

Class Print Selection: Select “Class Range” and enter 05000 (From & To)

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

12-Month Grant/Project Budget:

Main Menu (top right NavBar) - Click Workforce Administration: Click on Workforce Reports, then Report Name: PPS 12M Labor Dist for Proj/Grants. (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports).

Fiscal Year: 2023 (for the current 2022-23 school year)

Project Print Selection: Select “All Projects/Grants” for full range of Grants, or “Project/Grant Range” for one specific Grant, such as G2230 (From & To)

Dept Print Selection: Select “Dept ID Range” and enter Four-digit Dept. ID Number (From & To)

Program Print Selection: Select “All Programs”

Fund Print Selection: Select “Fund Range” and enter From 205 - To 299

Class Print Selection: Select “All Classes”

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.