

LABOR DISTRIBUTION (EBC 45)

Job Aid: Report HR Labor Distribution Rpt

Navigation: Uhs Hrms Payroll, UHS HRMS PAYROLL, Reports,
Labor Distribution (EBC_45)

Legend:

1. **Report Date**
2. **Cost Center Information** – translation of the HR cost center
3. **Employee ID**
4. **Name**
5. **Position Number**
6. **Effort Code**
7. **Account** (i.e., 50XXX – salary and wage, 51XXX – fringe benefits)
8. **Record Type** – Labor vs Benefit
9. **FYTD Actual** – Fiscal Year actual (not reallocated) charges that have hit the cost center since the beginning of the fiscal year.
10. **FYTD Reallocation** – expenditures that have been reallocated to this cost center during the fiscal year.
11. **FYTD Total** – Fiscal Year-to-Date total (FYTD Actual + FYTD Reallocation)
12. **Period Actual** – Actual Charges for the month being processed.
13. **Period Reallocate** – Expenditures that have been reallocated to this cost center.
14. **Period Total** – Total S&W charges for the month (Period Actual + Period Reallocation)
15. **Totals by Account** – Subtotal of all the charges by account.
16. **Totals by Cost Center** – Total of all the labor / benefit charges for the cost center.

Report Contains:

Payroll expenditures (salary and benefits) by account number within cost center. (This follows the layout of the 1074.3x.)

Two Versions:

Labor Distribution (Lbr Hist)-UPAY044 (this is used for monthly verifications)

This report is to be processed at month end, at the same time that GL is closing, to make sure that the S&W charges between both systems match. For example, September reports will not be available until the beginning of October. This report will process the labor history for the cost center by Fiscal-year-to-date (FYTD) and Period (same as GL accounting period). Note: This report will not have any prior year data, only current.

RUN ONLY AFTER HR TABLES HAVE BEEN UPDATED—HOUSTON HR WILL NOTIFY THRU LISTSERVE.

Labor Distribution (Pay Act) – UPAY067

This report shows the Payroll Actuals for the time requested. Therefore, the salary and wage expenditures will reflect journals that have been processed in the HR side but may not have been posted on the GL side. This report shows the FYTD, Month-to-date, and Current-to-date.

JOURNAL DETAIL REPORT

Job Aid: Report HR Journal Detail Rpt

Navigation: Uhs Hrms Payroll, UHS HRMS PAYROLL, Reports,
Journal Detail Rpt

Legend:

1. **Journal ID** – Journal in which the expenditures were assigned to and posted to GL.
2. **Journal Date** – Date that the journal was processed.
3. **Account**
4. **Cost Center**
5. **Journal Line Reference**
 - a. **Payroll** – Check Number
 - b. **Encumbrance** – position number
6. **Monetary Amount**
7. **Journal Type** – designates whether the journal was payroll (PAY) or encumbrances (ENC)
8. **Account Total.**

NOTE: This report can be run by HR journal ID or a specific date range.

HR Account Codes for Salary / Wage / Fringe

Account	Description
50100	SALARY AND WAGES
50101	LAPSED SALARY & WAGES
50102	FACULTY=1.00 FTE
50103	FACULTY < 1.00 FTE
50104	P/A= 1.00 FTE
50105	P/A < 1.00 FTE
50106	CLERICAL&TEC=1.00FTE
50107	CLERICAL&TEC<1.00FTE
50108	STUDENT WORKERS
50109	TX CWS EXPENDITURES FUNCTION
50110	HAZARDOUS DUTY PAY
50111	OVERTIME
50112	LONGEVITY
50113	ASBESTOS PAY
50114	SEVERANCE PAY-NORMAL TURNOVER
50115	SEVERANCE PAY-EXCESS OF NORMAL
50116	LONGEVITY - FD 2
50117	SABBATICAL LEAVE
50118	SCHOLARSHIPS AND STIPENDS
50119	SALARY & WAGES
50120	TERMINATION PAY-DEATH BENEFITS

Account	Description
51100	FRINGE BENEFITS
51101	FICA CONT. MATCHNG
51102	WRKMN'S COMP CONTRIB
51103	UNEMP COMP INS CONT
51104	INSUR-STATE SUBSIDY
51105	FRINGE BNFTS RSRCH
51106	PRIOR YEAR FRNG BEN
51107	VACATION EXPENSE
51108	STATE MATCH MEDICARE
51109	STATE MATCH FICA
51110	ST PD RET MATCH ORP 6.00%
51111	ST PD RET MATCH TRS
51112	RET BENEFIT ORP 1.19%
51113	RET BENEFIT ORP 1.31%
51114	GROUP INSUR-STATE SUBSIDY - FD
51115	STATE MATCH FICA - FD 2
51116	RET MATCH ORP 6.00% - FD 2
51117	RET MATCH TRS - FD 2
51118	RET BENEFIT ORP 1.31% - FD 2
51119	ST PD RET MATCH ORP 6% FD1 REI
51120	STATE MATCHING

BOB REPORT
(Position Budget Status Report by Department)

Job Aid: Report HR BOB Report

Navigation: Uhs Hrms Budget, UHS HRMS BUDGETS, Reports,
BOB Report

Legend:

1. **Cost Center Information**
2. **Base and Final Budget** – budget information loaded to each position
3. **Current Month Actual** – charges for the month
4. **FYTD Actual** – Fiscal year total for the incumbent(s)
5. **Encumbrance Amount** – encumbered amount on the cost center.
6. **BBA** – current balance available (Final Budget-FYTD Actual-Encumbrance Amt)
7. **Base or Final FTE**
8. Job information for Job Data Panels.
9. **Total Position** – subtotals by position.
10. Totals by Account
11. **Total for the cost center.**

Report Contains:

Salary expenditures by position number within cost center. (Totals will match the layout of the 1074.1/2 salary budget nodes.)

Run only after HR tables have been updated—Houston HR will notify thru ListServe.

PAYROLL ACCOUNT REPORT

Job Aid: Report HR Payroll Acct Rpt

Navigation: Uhs Hrms Payroll, UHS HRMS PAYROLL, Reports,
Payroll Account Rpt

Legend:

1. **Cost Center**
2. **Employee Name**
3. **EmplID**
4. **Gross MTD/FYTD** – Labor charges for the employee (account 50103)
5. **Fringe benefit charges** for each employee by account
6. **Total benefit** of each account for the cost center.
7. **UCI** – unemployment compensation
8. **WCI** – workman's compensation
*(amounts for **UCI** and **WCI** are reversed)*

Two Versions:

Payroll Account Report (Actuals) – UPAY042

- reports reallocated expenditures when the original transaction occurred (i.e. if a reallocation was processed for previous month, the activity will not appear in the current month to date that the transaction hits GL).

Payroll Account Report (Labor History) – UPAY078

- reports expenditures when the transaction hits GL. Therefore, this report should be used when comparing the fringe benefits that were reported to GL on the 1074.