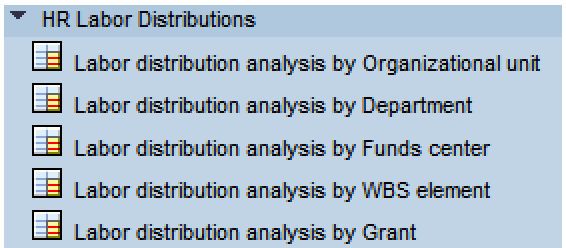
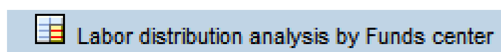
BW Labor Distribution Report – HR Clearing

1. Select BW from MyUK Portal: 

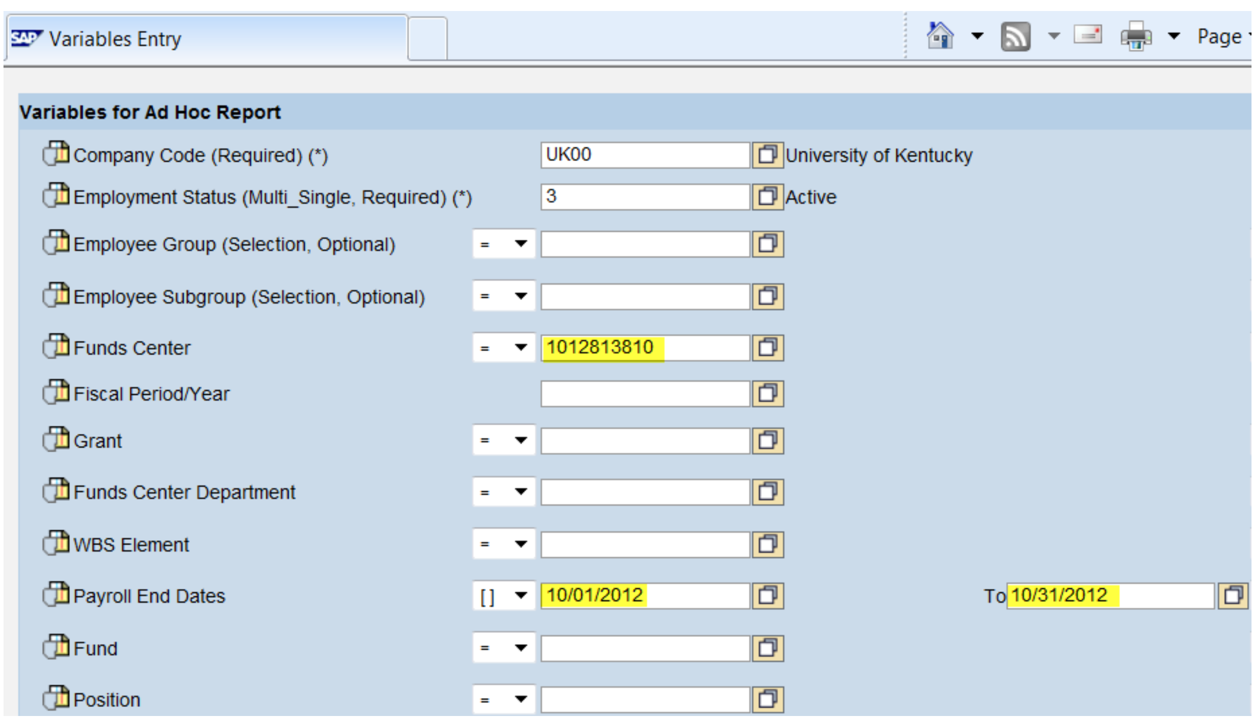
2. If you have taken the necessary training (BEx 300), you should then find the following items listed in your BW roles:



3. These labor distribution reports should show you all employees charged to a specific account regardless of area. Meaning, if you have someone that is not a College of Ag employee being charged to your accounts, you will be able to see them in these reports as well as Ag employees.

4. To run a report by Fund Center select 

5. This will bring you to the variable screen for the report. Here you may enter the account (Fund Center) that you want to view. You will also want to specify either a fiscal period or a payroll period. You could also specify a range of payroll periods.



6. Once you have the variables set, run the report by clicking on the **Execute** button.

   Note: *From within the report you can add or remove characteristics to simplify or expand the report as needed. You will most likely need to add the "For Period" and the "In Period" to determine the specific pay periods that charged to the HR clearing account.*

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s and Conditions | Comments | Export to Microsoft Excel | Export to CSV | Print (Portrait) | Print (Landscape) | Show Repeated Texts

Cost Center	Last Name	First Name	For period	In period	G/L Account		Number of Hours	Actuals
1012813810			10/06/2012	10/06/2012	0000512031	Secretarial/Clerical Full-Time Regular Pay	40.000	$ 775.20
					0000520405	FICA - Secretarial/Clerical		$ 53.15
					0000520505	Retirement - Secretarial/Clerical		$ 77.52
					0000520720	Miscellaneous Fringe Benefit - Staff		$ 29.46
					Result		40.000	$ 935.33