

# Kuali@USC Quick Reference Guide: Accessing Business Intelligence Reports for Labor Distribution

This document provides instructions for accessing and running the **Labor Distribution** reports on the **Business Intelligence Payroll Accounting** reports portal. Using the IBM Cognos interface, authorized users can generate payroll-related financial reports designed to replace reports previously available through the Workday system. Individual users are only permitted to view payroll data to which they have been granted access. (If you need to request authorization to use the BI reports, contact your supervisor or SBO in order to arrange for the submittal of a **KEW User Access Request** eDoc detailing the access permissions you need.)

The reports described in this guide are generated using *IBM Cognos Business Intelligence* (BI), a large, powerful suite of business intelligence software that offers reporting and analysis functions with browser-based access. The BI reports discussed here have been tailored specifically to USC requirements.

**NOTE:** This guide is limited to instructions for accessing the Business Intelligence Payroll Accounting reports portal and using its interface to generate the USC-designed Labor Distribution reports available there. The IBM Cognos BI software includes a variety of other functions, but they are outside the scope of this document. For best results, follow the instructions in this guide exactly. No technical support is available from USC's support personnel for any IBM Cognos BI features other than those specifically discussed in this guide.

This document does not discuss reports available in Workday, the BI reports for Payroll Services, or the separate BI reports for the KFS General Ledger (GL), which provide GL account and transaction data, nor does it discuss the GL balance inquiries that are available in KFS. Information on the reports for Payroll Services can be found in the **Quick Reference Guide: Accessing Business Intelligence Reports for Payroll Services**. Information on the BI reports for GL data can be found in the **Quick Reference Guide: Accessing Business Intelligence Reports for the General Ledger Through the Kuali Financial System**. For information on the GL balance inquiries in KFS, please refer to the **KFS Inquiries and Lookups Reference and Training Guide**. These documents are available on the "[User Guides and Training](#)" page of the [Kuali@USC website](#).

If you need assistance, please call ITS Customer Support at 213-740-5857.

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## General Information About Payroll Accounting Data and Reporting

Starting in July 2015 (beginning of Fiscal Year 2016), the Kuali Financial System (KFS) became the system of record for payroll accounting at USC. The separate Workday system is the system of record for payroll data details, such as employee data, earn codes, hours worked, taxes and benefits paid, and so on. Workday is the source of labor data for the *KFS Labor Ledger*, which is the payroll accounting sub-ledger to the *KFS General Ledger*.

KFS is now the system of record for the final accounting string (e.g., organization code, account, object code) on each payroll transaction. Fiscal reports for payroll data are available to authorized users through Business Intelligence (BI), using data sourced from the KFS Labor Ledger.

The oldest payroll data for which reports can be generated is from July 2015, the start of Fiscal Year 2016. The most recent data available in the reports is from the end of the preceding business day (i.e., the night before the day on which you are generating the report).

### Overview of Payroll Expense Data Processing

The following is a brief summary of how payroll expense data flows from Workday to KFS and BI. You may also find it helpful to refer to **Appendix A: Diagram Illustrating Flow of Payroll Expense Data** (page 12).

- Payroll data is initially processed in Workday. If cost allocations cannot be “resolved” because specified object codes or accounts are not valid for some reason, they will be defaulted to a department clearing account (“Dean’s account”).
- Workday sends off-cycle payroll transactions to the KFS Labor Ledger daily during a nightly batch process. On-cycle payroll transactions are sent to the KFS Labor Ledger on their processing dates.
- During the integration of payroll data from Workday into the KFS Labor Ledger, bad or expired accounts are defaulted to a newly established second Dean’s clearing account. Bad object codes are defaulted to 14999.
- Once in the KFS Labor Ledger, payroll data are sent to the KFS General Ledger within the same nightly batch process. Fringe payments will be calculated on labor object codes on a nightly basis as the data is processed in the KFS General Ledger. Fringe calculations will not be available in the KFS Labor Ledger.
- Payroll data are sent to Business Intelligence (BI) from Workday, the KFS Labor Ledger, and the KFS General Ledger. The data that are received from Workday will be used for Payroll Services reconciliation reports and also to supplement labor distribution reporting. However, the Workday data will not be used directly in labor distribution reporting because accounts and/or object codes could differ from those in the Labor Ledger due to the default values that may be inserted or substituted in error processing.
- The Comptroller’s Office is responsible for reconciling the KFS Labor Ledger to the KFS General Ledger. Reconciliation will occur on a daily basis, with corrective action if necessary.
- As noted above, transactions with invalid accounting string data will default to one of two Dean’s clearing accounts, depending on whether the accounting error occurs in Workday or in the KFS Labor Ledger. Departments can use the Account Status Report (ASR) to find these transactions. The ASR is available on the **Business Intelligence Portal for KFS – General Ledger**, which can be accessed from within KFS. (For information about that BI reports portal, please refer to the **Quick Reference Guide: Accessing Cognos Reports Through the Kuali Financial System**, which is available on the [“User Guides and Training”](#) page of the [Kuali@USC website](#).)
- In order to correct any payroll transactions that have defaulted accounts and/or object codes, each Department will utilize the PET eDoc in KFS to correct those transactions by reallocating the

affected payroll expense to the proper account. Once the PET is fully approved, the correction will be posted to the KFS Labor Ledger and then to the General Ledger.

**NOTE:** Data corrections from PET transactions (and any other exception processing) will only be reflected in the KFS Labor Ledger; they are **not** sent back to update data in Workday.

### **About Labor Encumbrances**

In the context of accounting, an *encumbrance* is a restriction that reserves funds in a given account for known future expenditures, such as budgeted purchases, employee compensation, or legal obligations. USC departments are required to incorporate encumbrances into their financial reporting, which helps to ensure that all account owners understand the balance of their account that is available for spending, as well as the amount that is reserved for other purposes. For most accounts, the largest encumbrance is that reserved for future payroll expenditures.

Starting in February 2016, account encumbrances for payroll expenditures are calculated in the BI system, using payroll data drawn from Workday. The resulting encumbrance calculations are then used to update data in the Labor Ledger and General Ledger in KFS. Once the General Ledger has been updated to include the encumbrance calculations, applicable fringe benefit calculations are applied to labor encumbrances. Users can generate BI reports to view encumbrance data for their accounts in the Labor Ledger and the General Ledger.

The following general notes apply to the new labor encumbrance data process:

- Encumbrances...
  - Are calculated based on the Result Completed Date from Workday.
  - Are used in Sufficient Funds Checking for Gift and Government accounts.
  - Will not prevent any labor transactions from posting to the KFS Labor Ledger or General Ledger.
- The amounts paid (“actuals”) do not come into play in the calculation of labor encumbrances; only “unpaid pay periods” matter.
- Labor encumbrances are calculated in total for all pay groups as each University Biweekly and Monthly pay cycle is completed. (Labor encumbrances are **not** calculated for Hospital Biweekly pay groups.)
  - “On-Cycle” encumbrances will be those labor encumbrances calculated on the night of a payroll completion (i.e., they have a transaction date equal to the payment date of the actuals). These encumbrances will impact the entire pay group.
  - “Off-Cycle” encumbrances will be those labor encumbrances calculated as a result of day-to-day changes in Workday (e.g., terminations, pay changes, date changes). These encumbrances will have a transaction date equal to the current date, and they will impact only positions that changed on that date.
  - For University Biweekly pay groups only: When there is a “split pay period” at the end of the fiscal year, the labor encumbrance calculation will include that portion of the encumbrance that falls within the current year. Encumbrances will be calculated for this timeframe only for those plans ending on the last day of the full pay period.
- Labor encumbrances are **not** calculated for the following:
  - College Work-Study Program (CWSP)
  - Student Wages
  - Bonuses
  - Overtime Pay

- Medical Leave of Absence
- Future Positions
- Terminated workers with contracts and severances
- Labor encumbrances from BI will be populated in the KFS Labor Ledger on a nightly basis Sunday through Thursday:
  - If changes affecting labor encumbrances are made in Workday before 5:00 P.M., then the related encumbrance calculations will be reflected the following day in KFS.
  - If changes affecting labor encumbrances are made in Workday after 5:00 P.M., then the related encumbrance calculations will be reflected two days later in KFS.
  - Because processing does not run on Friday and Saturday nights, changes made in Workday after 5:00 P.M. on Thursday will not be seen in KFS until Monday morning.
- Fringe benefit expenses are calculated and posted to the General Ledger one day in arrears of the labor transactions because they are run by the Comptroller's office each morning. As with actuals, the encumbrance amounts shown for accounts in the General Ledger will not reflect fringe calculations until one processing day after "fringeable" transactions have posted in the General Ledger. For example, for new labor transactions posted on a Monday night or Tuesday morning, fringe data will be available to users in the General Ledger on Wednesday morning. This is also true for payroll encumbrance amounts that are "disencumbered." If a payroll encumbrance is disencumbered on a Monday night or Tuesday morning, the fringe expenses associated with that encumbrance will remain on the account until Wednesday morning.
- BI will compare records from calculated encumbrances and encumbrance records posted to the KFS Labor Ledger to find differences. Where there are differences in records, BI will provide encumbrance records to the KFS Labor module by means of an integration file in the KFS Labor Enterprise Feed format.
- BI will provide one integration file per day, including Labor Encumbrance changes for both Monthly and University Bi-Weekly pay groups. Encumbrance reversals will be included in the integration file.
- The nightly KFS batch jobs will process the integration file and post the data into both the KFS Labor Ledger and the General Ledger.
- Due to the introduction of this new labor encumbrance data process, personnel who use the ASR, Labor Distribution Summary, and Labor Distribution Detail reports in BI, or the GL inquiries in KFS, are likely to see a significant increase in payroll activity and reductions in their available balances.
- Labor encumbrance data will not impact Effort Certification (eCert) reporting.

You may find it helpful to refer to **Appendix B: Diagram Illustrating Labor Encumbrance Processing** on page 13, and **Appendix C: Details About Labor Encumbrance Calculation** on page 14.

## Accessing the BI Payroll Accounting Reports Portal

1. To access the Business Intelligence Payroll Accounting reports portal, enter the following URL in the address field of your browser: <http://www.usc.edu/payrollreports>
2. When the **USCnet Login** page is displayed, log in using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS at 213-740-5857 (for UPC) or 323-422-1968 (for HSC).

The **Payroll Accounting** reports portal page should then be displayed in a new window or a new tab, depending on your browser settings. The reports listed on this portal page are described next in this guide, and instructions for running a report are presented on page 9.

When the portal page appears, it may differ somewhat from the example shown in the following screen image. That is because new reports are sometimes added, existing reports may be listed differently, and some reports are only listed if you have been granted specific permissions.



**NOTE:** Additional reports may be listed on the BI Payroll Accounting reports portal page when it is accessed by authorized system users in the Office of the Comptroller or the Payroll Services department. (For information on those other reports, please refer to the separate *Quick Reference Guide: Accessing Business Intelligence Reports for Payroll Services*.)

## About the BI Payroll Accounting Reports Portal

The Business Intelligence Payroll Accounting reports portal page is the gateway to payroll data reports that have been designed to provide the same labor distribution information that was previously available in reports generated through Workday or legacy systems.

**NOTE:** The Payroll - Labor Distribution reports in Workday have been “frozen” and can no longer be used for current reporting of payroll accounting data, as they will only return results for data up to fiscal year 2015.

### Payroll Data Security and Access Authorization

Payroll data security measures in place for BI include the following:

- **Payroll BI Reporting role** – In order to be granted authorization to view BI payroll data reports, you must request this special user role through the KEW User Access Request eDoc in Kualii.
- **Account Level Security (ALS)** – You must also request account-level access in order to view data for a specific account or set of accounts. This access can be granted for an individual 10-digit account number or for all accounts that begin with the same “mask” (a set of 4 or 6 digits).
- **Organization Level Security (OLS)** – In order to view data for specific accounts or a set of accounts, you must request access to an organization code tied to the desired accounts. This access can be granted for an individual 10-digit organization code or for all organization codes that begin with the same “mask” (a set of 3, 5, or 7 digits).
- **Region Level Security (RLS)** – Region codes, which correspond to USC home department codes, are used to further restrict your ability to view employee payroll data, regardless of your account-level access. You must request access to a region code tied to the desired employees. This access can be granted for an individual 10-digit region code or for all region codes that begin with the same “mask” (a set of 4 or 6 digits).

## General Information About the BI Reports for Labor Distribution and Labor Encumbrance

The following BI reports are currently available for payroll accounting data.

- **Labor Distribution Detail:** This report displays information from the KFS Labor Ledger at the employee level for use in reconciliation and analysis. (For more details about this report, see page 7.)
- **Labor Distribution Summary:** This report displays information from the KFS Labor Ledger that is summarized at the account number, object code, and employee levels for use in reconciliation and analysis. (For more details about this report, see page 7.)
- **Labor Encumbrance Calculation:** This report sources data from the Workday system to provide schools and departments with details about the data that was used by BI in calculating the encumbrance amounts for their accounts. (For more details about this report, see page 8.)

**NOTE:** You will only be able to view labor distribution data for which you have been granted access. Therefore, if you have generated a report and it does not include data for a particular account, the reason could be either that there is no data for that account **or** that you do not have access rights for that account.

**Status messages.** Text boxes in the upper portion of the Business Intelligence Payroll Accounting reports portal page display the current status of the reports, as well as a “Message of the Day,” which will present news and additional information about the reports, as well as system status and availability.

If the current status message states that the overnight batch processes are running late, then the menu selections will not appear on the portal page. This is done to prevent users from initiating reports until the data is fully updated. Users should check back later to see when the status message indicates that the reports are available once again.

**Drill-through capability.** Some Cognos BI reports may include active hyperlinks that you can click to “drill down” or “drill through” to view related details. When you click an underlined link (such as a particular dollar amount) in the data shown in a report, the related information is displayed in a new window or tab, depending on your browser settings.

**You can export or save a report.** Any of the Cognos BI reports can be exported or saved as a PDF file, an Excel worksheet, or a CSV (comma-separated values) file.

**If you change your mind, you can cancel a report.** Once you have selected a report from the Business Intelligence Payroll Accounting reports portal page, if you want to cancel that report and select a different one, you can choose one of the following options:

- If the parameter selection page for the report you selected has a “toolbar” of links and icons along the top, you can click the  **Home** icon to return to the portal page.
- You can use your browser’s “Go Back” function to return to the previously displayed page (usually the portal page). To do this, either click the *Back* button in your browser window or use the associated keyboard shortcut.

**NOTE:** You should also be able to return to the portal page by clicking the **Cancel** button. However, there is a known issue where sometimes clicking that button may have no effect.

**Optional feature for advanced users: Scheduling a report.** One of the features offered by the IBM Cognos BI software is a scheduling function. Advanced users can utilize this optional function to schedule specific reports to be generated and delivered automatically at a convenient time, and also on a recurring basis, if

desired. If you are interested in utilizing the scheduling function, contact the reports coordinator for your school or department.

## Descriptions of the BI Reports for Labor Distribution

### Labor Distribution Detail Report

This report displays information from the KFS Labor Ledger at the employee level. The primary objective of this report is to provide schools and departments with access to their payroll accounting data for reconciliation and analysis. The *Encumbrance FYTD Amount* column in this report reflects labor encumbrance data for the Fiscal Year To Date (FYTD).

#### User-specified parameters

- Financial balance type (whether the report will be run for Actuals Only, Encumbrance Only, or All).
- Run the report by “Pay Group and Payroll Cycle” (default selection) or “Fiscal Year and Fiscal Period”:
  - If running the report by Pay Group and Payroll Cycle, specify Monthly, University Bi-weekly, and/or Hospital Bi-weekly pay groups, along with the desired pay cycles.
  - If running the report by Fiscal Year and Fiscal Period, specify the desired fiscal year and fiscal periods. (Default values are the current fiscal year and fiscal period.)
- Run the report by Region Code, Organization Code, or Account Number:
  - If running the report by Region Code, specify Employee Region (default selection) or Account Region, and enter 4-, 6-, or 10-digit Region ID numbers.
  - If running the report by Organization Code, enter 5-, 7-, or 10-digit organization codes.
  - If running the report by Account Number, enter 6- or 10-digit account numbers.
- Primary sorting criterion for the report: Region Code (default selection), Organization Code, Account Number, Object Code, or 7-digit Employee ID
- Optional secondary sorting criterion for the report: Organization Code, Account Number, Object Code, or 7-digit Employee ID
- Whether report should include a subtotal (default selection is no subtotal)
- Optional fields to include in the report along with the basic fields that appear by default

### Labor Distribution Summary Report

This report displays information from the KFS Labor Ledger summarized at the account number, object code, and employee levels. The primary objective of this report is to provide schools and departments with access to their payroll accounting data for reconciliation and analysis. The *Encumbrance Amount* and *Projected Total Amount* columns in this report reflect labor encumbrance data.

Note that the employee view in this report presents only the Employee ID and name, along with summarized payroll accounting data. If you want to view more employee details along with the payroll accounting data, use the **Labor Distribution Detail** report, which offers more options.

#### User-specified parameters

- Financial balance type (whether the report will be run for Actuals Only, Encumbrance Only, or All).
- Run the report by “Pay Group and Payroll Cycle” (default selection) or “Fiscal Year and Fiscal Period”:
  - If running the report by Pay Group and Payroll Cycle, specify Monthly, University Bi-weekly, and/or Hospital Bi-weekly pay groups, along with the desired pay cycles.

- If running the report by Fiscal Year and Fiscal Period, specify the desired fiscal year and fiscal periods. (Default values are the current fiscal year and fiscal period.)
- Run the report by Region Code, Organization Code, or Account Number:
  - If running the report by Region Code, specify Employee Region (default selection) or Account Region, and enter 4-, 6-, or 10-digit Region ID numbers.
  - If running the report by Organization Code, enter 5-, 7-, or 10-digit organization codes.
  - If running the report by Account Number, enter 6- or 10-digit account numbers.
- Primary sorting criterion for the report: Region Code (default selection), Organization Code, or Account Number
- Optional secondary sorting criterion for the report: Organization Code, Account Number, Object Code, or Pay Period
- Whether report should include a subtotal (default selection is no subtotal)

**NOTE:** The **Account Status Report (ASR)**, available on the separate **Business Intelligence Portal for KFS – General Ledger**, will include drill-through links to the Labor Distribution Summary report, if applicable. Only ASR entries for payroll object codes will have corresponding data in the Labor Distribution Summary.

## Descriptions of the BI Reports for Labor Encumbrance

### Labor Encumbrance Calculation Report

This report displays information drawn from the Workday system. The primary objective of this report is to provide schools and departments with details about the data that was used by the BI system in calculating the encumbrance amounts for their accounts. The report includes fields for all of the data that impacted the encumbrance calculations in order to provide transparency into the calculation method. Data is shown at the following levels: Employee, Position, Earn Code, Pay Group, Compensation Plan, Account, Object Code, Pay Period, Region Code, Organization Code, Allocation Start, and End Date.

#### *User-specified parameters*

- Time period for which the report will be run:
  - Choose whether the report data will be based on a projection date or on a given Fiscal Year and Period.
  - The default selections are to run the report for the current fiscal year and period.
- Whether the report will be run based on Account Number, Organization Code, Region (Home Department Code), or Employee ID:
  - If running the report by Account Number, enter 6- or 10-digit account numbers. You can also search for the desired account(s), or copy a list of the desired entries from an Excel or Notepad file and paste it into the selection box.
  - If running the report by Organization Code, enter 5-, 7-, or 10-digit organization codes. You can also search for the desired organization(s), or copy a list of the desired entries from an Excel or Notepad file and paste it into the selection box.
  - If running the report by Region Code, specify Employee Region or Account Region, and enter 4-, 6-, or 10-digit Region ID numbers. You can also search for the desired Region Code(s), or copy a list of the desired entries from an Excel or Notepad file and paste it into the selection box.
  - If running the report by Employee ID, enter the 7-digit Employee ID number(s). You can also search for the desired employees by their names or partial Employee IDs, and you can copy a list of the desired entries from an Excel or Notepad file and paste it into the selection box.

- Optional secondary sorting by 5-digit Object Codes. You can also search for the desired Object Code(s) by their names or partial code numbers, and you can copy a list of the desired entries from an Excel or Notepad file and paste it into the selection box.
- Optional fields to include in the report along with the basic fields that appear by default

## Running a Cognos BI Report

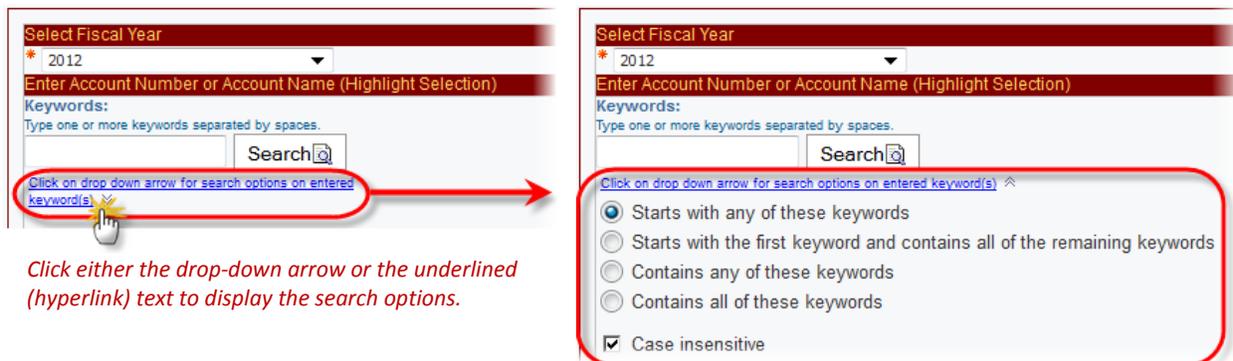
The general instructions presented here can be used to generate any of the reports listed on the Business Intelligence Payroll Accounting reports portal page.

1. On the portal page, click on the name of the report that you want to run. Your browser window will change to display a parameter selection page that includes various controls and any related instructions. (You may see a message saying “Your report is running,” as explained on page 10.)
2. Using the parameter selection controls, specify the search criteria (e.g., Fiscal Year) that will be used to generate the report. If the parameter selection controls include a *Keywords* field (described following these instructions), you can enter a partial or complete string of digits or letters to search for matching identification numbers or names, and then highlight your choice.

**NOTE:** You can only generate reports for those accounts that you are authorized to view.

3. Click the **Finish** or **Next** button at the bottom of the parameter selection page to proceed in generating the report.

**How to use the *Keywords* field.** As stated above in the instructions for running a report, if the report’s parameter selection controls include a *Keywords* field, you can enter a string of digits or letters to search for matching account numbers, account names, object codes, and so on. Be sure to click the drop-down arrow or the underlined hyperlink (see following example) located just below the *Keywords* text field and select the desired search option to control how your keywords entries will be used to generate a list of results. Click the **Search** button to populate the search results list with entries that meet your keywords criteria. Remember to select the desired entry in the list before you click **Finish** or **Next**.



Note that the “Starts with” search options are more restrictive and the results will therefore include only database records that meet those precise criteria. By contrast, the “Contains” search options will yield a list of **all** database records in which your keywords entries appear in any sequence. Likewise, if you are searching for an account name, you may find it helpful to ensure that the “Case insensitive” check box is selected (i.e., checked) so that your search results will include all database records in which your keywords entries appear, regardless of which letters may be capitalized.

**TIP:** If you enter a string of letters in the *Keywords* field to search for all or part of a particular account name, select one of the “Contains” search options to compensate for any possible variations in the way that some account names may have been entered in the database.

**Using drill-through links to view detailed data.** When viewing the entries listed in the report, note that any underlined amounts are active hyperlinks that you can click to “drill through” to view more details. When you click a drill-through link, the related information will be displayed in a new window (or tab, depending on your browser settings).

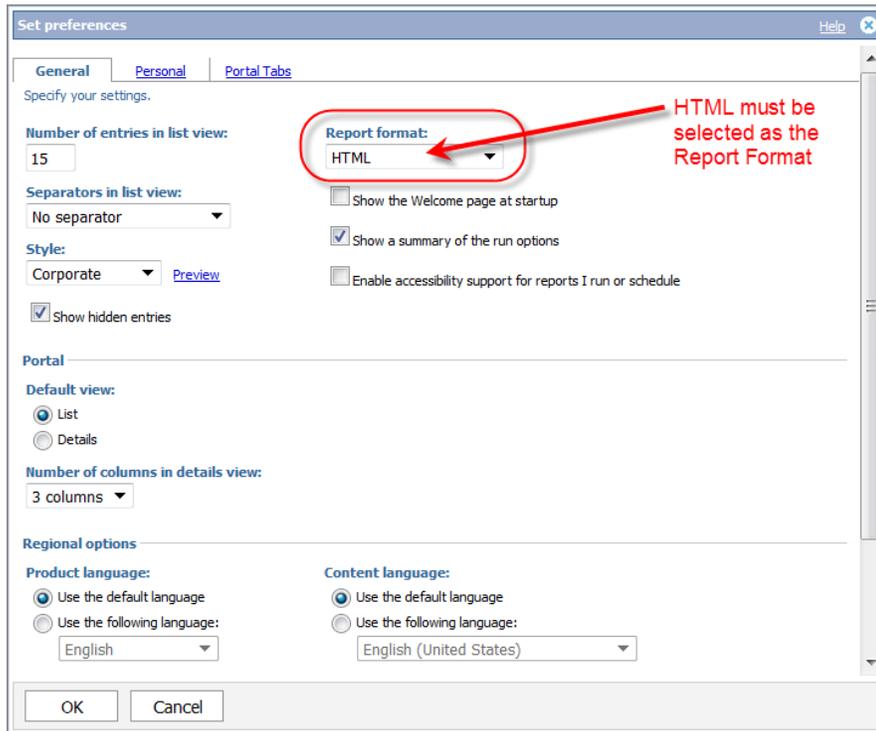
**“Your report is running.”** You may occasionally see an on-screen message stating that your report is running. This message is usually displayed while the Cognos Business Intelligence software is generating a report based on the parameters you have specified. However, do not be concerned if the same message appears when you have merely selected a report from the Business Intelligence Payroll Accounting reports portal page. It is essentially a default “Please wait...” message that is displayed whenever the Cognos BI software is gathering data that it needs in order to display the report interface. Also, note that the message may be displayed for varying amounts of time depending on how many other users are attempting to run reports at the same time.

## Default Preference Settings

The IBM Cognos Business Intelligence software includes some user-configurable preference settings that affect the appearance of some aspects of the on-screen interface. In order for reports to be generated and displayed properly, the “Report Format” preference must retain the format setting that is in effect by default when you first access the Business Intelligence Payroll Accounting reports portal page.

Use the following procedure if you need to check your preference settings:

1. In the “toolbar” of links and icons along the top of the portal window, click the person-shaped  **My Area Options** icon located next to the  **Home** icon.
2. In the resulting drop-down menu, select the **My Preferences** hyperlink.
3. When the **Set Preferences** window appears, compare your settings with the default values in the following example. Make sure the **HTML** option is selected in the *Report Format* drop-down list.



The screenshot shows the "Set preferences" dialog box with the following settings:

- General** tab selected.
- Report format:** HTML (highlighted with a red circle and arrow, with a red text box stating "HTML must be selected as the Report Format")
- Number of entries in list view:** 15
- Separators in list view:** No separator
- Style:** Corporate
- Portal:**
  - Default view:** List (selected)
  - Number of columns in details view:** 3 columns
- Regional options:**
  - Product language:** Use the default language (selected)
  - Content language:** Use the default language (selected)

4. To save any changes you have made to your preference settings, click the **OK** button.

Also, note that when you click a hyperlink shown on a report page, your web browser's preferences contain the setting that determines whether the target of that hyperlink will be displayed in a new window or a new tab.

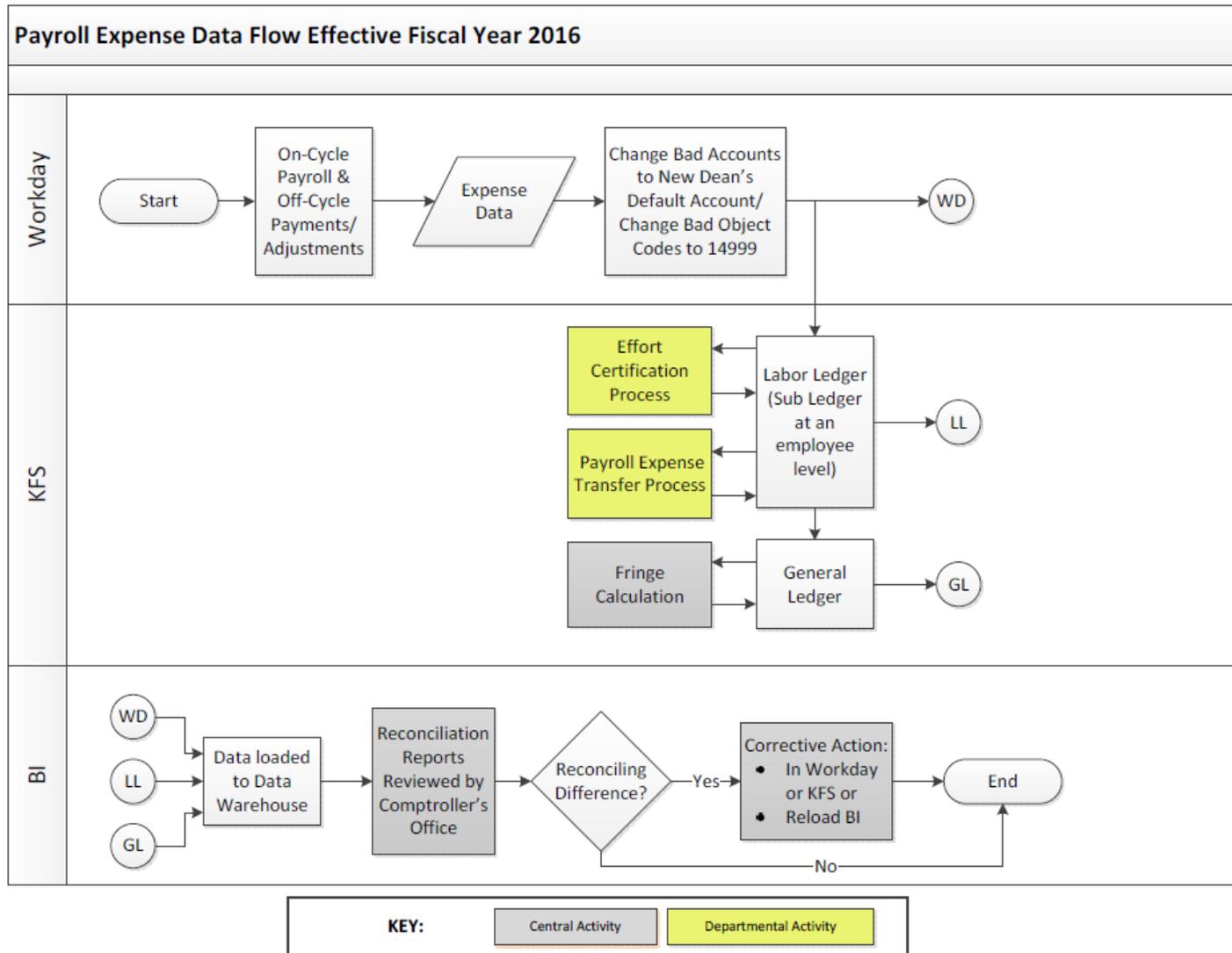
## Logging Out

**Logging out of Cognos Business Intelligence.** To exit the IBM Cognos BI software, click the **Log Off** link in the uppermost portion of the screen.

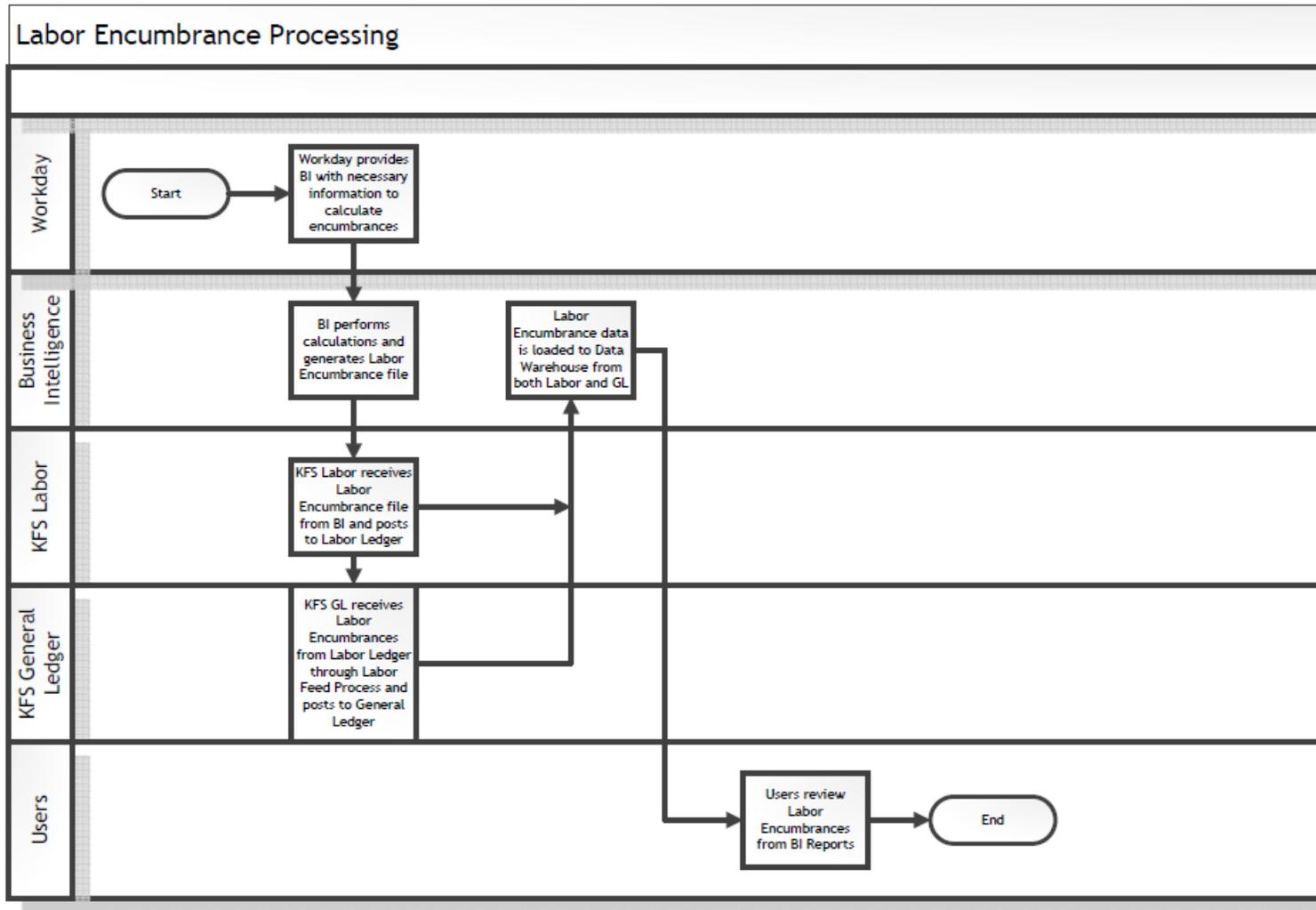


The window (or tab) displaying the IBM Cognos screen will change to display a message stating that you have logged off. You can then close that window (or tab).

**Appendix A: Diagram Illustrating Flow of Payroll Expense Data**



**Appendix B: Diagram Illustrating Labor Encumbrance Processing**



## Appendix C: Details About Labor Encumbrance Calculation

### How Are Encumbrances Calculated?

#### 1. Determine Encumbrance Life Cycle

- a. Encumbrance Life Cycle is from Compensation Plan Start date or calculation date, whichever comes later, till the end of Compensation Plan.
- b. For Academic Enabled Pay, Encumbrance Life Cycle is from DPP Start date or calculation date, whichever comes later, till the end of DPP.

#### 2. Determine Remaining Pay Cycles in Encumbrance Life Cycle

Count all pay cycles till the end of Compensation Plan, for the given pay group where the payroll complete date has not elapsed.

- If calculation date < Payroll Complete Date for the given pay group from Payroll Schedule, start counting remaining pay cycles from current pay cycle till end of Compensation Plan, but no later than the end of Fiscal Year.
- If calculation date >= Payroll Complete Date for the given pay group from Payroll Schedule, start counting remaining pay cycles from next pay cycle till end of Compensation Plan, but no later than the end of Fiscal Year.

For Academic Enabled Pay, count all pay cycles till the end of Disbursement Plan Period, for the given pay group where the payroll complete date has not elapsed.

- If calculation date < Payroll Complete Date for the given pay group from Payroll Schedule, start counting remaining pay cycles from current pay cycle till end of Disbursement Plan Period, but no later than the end of Fiscal Year.
- If calculation date >= Payroll Complete Date for the given pay group from Payroll Schedule, start counting remaining pay cycles from next pay cycle till end of Disbursement Plan Period, but no later than the end of Fiscal Year.

#### 3. Calculate Encumbrance Amount

- a. Compensation Frequency = Hourly, Pay Group = University Bi-weekly  
 $\text{Compensation Amount} \times \text{Scheduled Weekly Hours} \div 2 \times \text{Remaining Pay Cycles} = \text{Total Encumbrance Amount}$
- b. Compensation Frequency = Monthly, Pay Group – Monthly  
 $\text{Compensation Amount} \times \text{Remaining Pay Cycles} = \text{Total Encumbrance Amount}$
- c. Compensation Frequency = Monthly, Pay Group = University Bi-weekly
  - $\text{Compensation Amount} \times 12 = \text{Annual Compensation Amount}$
  - $\text{Annual Compensation Amount} \div 26 = \text{Pay Cycle Compensation Amount}$
  - $\text{Pay Cycle Compensation Amount} \times \text{Remaining Pay Cycles} = \text{Total Encumbrance Amount}$
- d. Academic Enabled Pay, Compensation Frequency = Monthly, Pay Group = Monthly
  - $\text{Compensation Amount} \times \text{Annual Work Period} = \text{Annual Compensation Amount}$
  - $\text{Annual Compensation Amount} \div \text{Disbursement Plan Period} = \text{Monthly Compensation Amount}$
  - $\text{Monthly Compensation Amount} \times \text{Remaining Pay Cycles} = \text{Total Encumbrance Amount}$

#### 4. Apply Cost Allocations

- a. Cost Allocation Level = Worker Position Earning  
Total Encumbrance Amount for the given earning for the given position × Distribution Percentage = Encumbrance Amount charged to the given Account
- b. Cost Allocation Level = Worker Position  
Total Encumbrance Amount for each earning for the given position × Distribution Percentage = Encumbrance Amount charged to the given Account
- c. Cost Allocation Level = Worker  
Total Encumbrance Amount for each earning for each position for the given Worker × Distribution Percentage = Encumbrance charged to the given Account
- d. No Cost Allocations  
In the absence of Cost Allocations, the entire encumbrance amount is applied to the default cost center.

**NOTE:** Only Cost Allocations that are active at the end of a pay cycle are applied to the encumbrance amount.

#### When Are Proration Rules Applied?

Proration rules are applied to encumbrance lines of workers in the Monthly pay group only. Proration rules need to be applied when any one or more of the following is true:

- a. For workers with any employee status
  - Compensation plan start date is after the start of the first pay cycle to be paid
  - Compensation plan end date is before the end of a pay cycle to be paid
- b. For workers on leave
  - Payroll effect = Y and Leave Start Date is after start of the first pay cycle to be paid
  - Payroll effect = Y and Leave End Date is before end of the last pay cycle not to be paid

#### How Are Proration Rules Applied?

Proration method is determined based on the earning on the encumbrance line:

- a. Proration Method = Half-Month Proration
  - If the compensation start date, or leave start date for workers on leave and payroll effect = Y, is from the first through the 15th of the month, the employee receives entire monthly compensation amount.
  - If the compensation start date, or leave start date for workers on leave and payroll effect = Y, is from the 16th through the end of the month, the employee receives the one-half the monthly compensation amount.
  - If the compensation end date, or leave end date for workers on leave and payroll effect = Y, is from the first through the 15th of the month, the employee receives one-half the monthly compensation amount.
  - If the compensation end date, or leave end date for workers on leave and payroll effect = Y, is from the 16th through the end of the month, the employee receives the entire monthly compensation amount.
- b. Proration Method = Use Days Worked
  - Determine the total number of work days in the given monthly pay cycle.
  - Determine the paid amount for the given monthly pay cycle.
  - Determine the number of days the employee is expected to work (for the given pay period).

- Amount earned per work day = Total paid amount ÷ Total number of work days
- Prorated encumbrance amount = Amount earned per work day × Number of days employee is expected to work

**How Are Encumbrance Rules Handled For Employees On Leave?**

- a. Payroll Effect = No
  - Calculate encumbrances as if the employee status is active
- b. Payroll Effect = Yes
  - Do not calculate encumbrances for the period that the employee is on leave.
  - If multiple leave types overlap, then encumbrances are not calculated from the earliest start date till the latest end date.
  - If Compensation Plan = Housing Subsidy, calculate encumbrance as if the employee status is active.

**How Are Encumbrance Rules Handled For Terminated Employees?**

No encumbrances for employees in “Terminated” status.

**How Is Object Code Applied?**

Object Code Mapping rules, which are maintained in Workday, utilize a combination of up to 11 dimensions/parameters to determine the object code to be applied to actuals. The same rules are applied for encumbrances.

Following are the dimensions used to apply object codes to an encumbrance line:

- i. Job family
- ii. Job Profile
- iii. Pay Component
- iv. Position Worker Type
- v. Cost Center
- vi. Region
- vii. Time Type
- viii. On Campus
- ix. Pay Rate Type
- x. Pay Group
- xi. Currently Enrolled

When the given encumbrance line does not follow any of the rules defined in Workday, then a default object code of 99995 is applied to that line. It indicates error in configurations.

The following pages present several examples showing how labor encumbrances are calculated.

**EXAMPLES OF LABOR ENCUMBRANCE CALCULATIONS**

**Example 1: Single Comp Plan, Multiple Cost Allocations**

Employee: Timmy Trojan, Pay Group = Monthly

Compensation Plan Details:

Compensation Plan	Start Date	End Date	Compensation Amount	Compensation Frequency
Base Pay	07/01/2015	06/30/2016	5000	Monthly

Cost Allocation Details:

Row ID	Cost Allocation Level	Start Date	End Date	Account/Cost Center	Distribution Percent
CA1	Worker Position	07/01/2015	12/31/2015	1111111111	100
CA2	Worker Position	01/01/2016	06/30/2016	2222222222	100

Calculation Date: 12/08/2015 Next Payroll Complete Date: 12/22/2015

Since Calculation Date is before Next Pay Payroll Complete Date, December pay cycle will be included:

Remaining Pay Cycles: 7

Pay Cycles by Cost Allocations:

Pay Cycle	CA1	CA2
December	1	
January		1
February		1
March		1
April		1
May		1
June		1

Total Encumbrance Amount for CA1 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 1 × 1  
 = 5000

Total Encumbrance Amount for CA2 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 6 × 1  
 = 30000

**Example 2: Multiple Comp Plan, Multiple Cost Allocations**

Employee: Tina Trojan, Pay Group = Monthly

Compensation Plan Details:

Compensation Plan	Start Date	End Date	Compensation Amount	Compensation Frequency
Base Pay	07/01/2015	06/30/2016	5000	Monthly
Mobile Allowance	01/01/2016	05/31/2016	50	Monthly

Cost Allocation Details:

Row ID	Cost Allocation Level	Earning	Start Date	End Date	Account/Cost Center	Distribution Percent
CA1	Worker Position		07/01/2015	06/30/2016	222222222	60
					333333333	40
CA2	Worker Position Earning	Mobile Allowance	01/01/2016	06/30/2016	444444444	100

Calculation Date: 12/08/2015 Next Payroll Complete Date: 12/22/2015

Since Calculation Date is before Next Pay Payroll Complete Date, December pay cycle will be included:

Remaining Pay Cycles: 7

Pay Cycles by Cost Allocations for Base Pay:

Pay Cycle	CA1 (60/40 split)	CA2
December	1	
January	1	
February	1	
March	1	
April	1	
May	1	
June	1	

Total Encumbrance Amount for

Base Pay from 222222222 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 7 × .6  
 = 21000

Total Encumbrance Amount for

Base Pay from 333333333 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 7 × .4  
 = 14000

Pay Cycles by Cost Allocations for Mobile Allowance:

Pay Cycle	CA1 (60/40 split)	CA2
December		
January		1
February		1
March		1
April		1
May		1
June		

Total Encumbrance Amount for  
Mobile Allowance from

$$\begin{aligned}
 4444444444 &= \text{Compensation Amount} \times \text{Remaining Pay Cycles} \times \text{Distribution Percent} \\
 &= 50 \times 5 \times 1 \\
 &= 250
 \end{aligned}$$

**Example 3: Single Comp Plan, Single Cost Allocation, Cost Allocation end date before last pay cycle end date, Cost Allocation Level - Position**

Employee: Timmy Trojan, Pay Group = Monthly

Compensation Plan Details:

Compensation Plan	Start Date	End Date	Compensation Amount	Compensation Frequency
Base Pay	06/24/2015	06/30/2016	4712.12	Monthly

Cost Allocation Details:

Row ID	Cost Allocation Level	Start Date	End Date	Account/Cost Center	Distribution Percent
CA1	Worker Position	06/24/2015	06/23/2016	555555555	100

Default Clearing Account = 9999999999

Calculation Date: 12/08/2015 Next Payroll Complete Date: 12/22/2015

Since Calculation Date is before Next Pay Payroll Complete Date, December pay cycle will be included:

Remaining Pay Cycles: 7

Pay Cycles by Cost Allocations:

Pay Cycle	CA1	Default or Clearing Account
December	1	
January	1	
February	1	
March	1	
April	1	
May	1	
June		1

$$\begin{aligned}
 \text{Total Encumbrance Amount for CA1} &= \text{Compensation Amount} \times \text{Remaining Pay Cycles} \times \text{Distribution Percent} \\
 &= 4712.12 \times 6 \times 1 \\
 &= 28272.72
 \end{aligned}$$

Total Encumbrance Amount for  
Default/Clearing Account

$$\begin{aligned}
 (9999999999) &= \text{Compensation Amount} \times \text{Remaining Pay Cycles} \times \text{Distribution Percent} \\
 &= 4712.12 \times 1 \times 1 \\
 &= 4712.12
 \end{aligned}$$

**Example 4: Multiple Comp Plan, Multiple Cost Allocations, Cost Allocation End Date before Comp Plan End Date**

Employee: Tammy Trojan, Pay Group = Monthly

Compensation Plan Details:

Compensation Plan	Start Date	End Date	Compensation Amount	Compensation Frequency
Base Pay	07/01/2015	06/30/2016	5000	Monthly
Mobile Allowance	07/01/2016	05/31/2016	50	Monthly

Cost Allocation Details:

Row ID	Cost Allocation Level	Earning	Start Date	End Date	Account/Cost Center	Distribution Percent
CA1	Worker Position		07/01/2015	06/30/2016	2222222222	60
					3333333333	40
CA2	Worker Position Earning	Mobile Allowance	01/01/2016	03/31/2016	4444444444	100

Calculation Date: 12/08/2015 Next Payroll Complete Date: 12/22/2015

Since Calculation Date is before Next Pay Payroll Complete Date, December pay cycle will be included:

Remaining Pay Cycles: 7

Pay Cycles by Cost Allocations for Base Pay:

Pay Cycle	CA1 (60/40 split) position level	CA2 Earning Level
December	1	
January	1	
February	1	
March	1	
April	1	
May	1	
June	1	

Total Encumbrance Amount for

Base Pay from 2222222222 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 7 × .6  
 = 21000

Total Encumbrance Amount for

Base Pay from 3333333333 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 5000 × 7 × .4  
 = 14000

Pay Cycles by Cost Allocations for Mobile Allowance:

Pay Cycle	CA1 (60/40 split)	CA2
December		
January		1
February		1
March		1
April	1	
May	1	
June		

Total Encumbrance Amount for  
 Mobile Allowance from  
 4444444444 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 50 × 3 × 1  
 = 150

Total Encumbrance Amount for  
 Mobile Allowance from  
 2222222222 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 50 × 2 × .6  
 = 60

Total Encumbrance Amount for  
 Mobile Allowance from  
 3333333333 = Compensation Amount × Remaining Pay Cycles × Distribution Percent  
 = 50 × 2 × .4  
 = 40

**Example 5: Academic Enabled Pay, Single Comp Plan, Single Cost Allocations, AWP = 9, DPP = 12**

Employee: Tammy Trojan, Pay Group = Monthly

Compensation Plan Details:

Compensation Plan	Start Date	End Date	Compensation Amount	Compensation Frequency
Core Pay	07/01/2015	06/30/2016	5000	Monthly

Cost Allocation Details:

Row ID	Cost Allocation Level	Earning	Start Date	End Date	Account/Cost Center	Distribution Percent
CA1	Worker Position		07/01/2015	06/30/2016	2222222222	100

Academic Pay Calendar:

AWP	AWP Start Date	AWP End Date	DPP	DPP Start Date	DPP End Date
9	8/15/2015	05/15/2016	12	07/01/2015	06/30/2016

Annual Earned Amount = Compensation Amount × AWP = 5000 × 9 = 45000

Monthly Paid Amount = Annual Compensation Amount ÷ DPP = 45000 ÷ 12 = 3750

Calculation Date: 12/08/2015 Next Payroll Complete Date: 12/22/2015

Number of Remaining Pay Cycles based on DPP: 7

Pay Cycles by Cost Allocations for Base Pay:

Pay Cycle	CA
December	1
January	1
February	1
March	1
April	1
May	1
June	1

Total Encumbrance Amount for

$$\begin{aligned} \text{Base Pay from 2222222222} &= \text{Monthly Paid Amount} \times \text{Remaining Pay Cycles} \times \text{Distribution Percent} \\ &= 3750 \times 7 \times 1 \\ &= 26250 \end{aligned}$$