

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.

[\(Training Link\)](#)

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Procedures:

1. Run the Employee Labor Distribution by Grant via Grants Management (Distributed) through the "Accounting" function

The screenshot displays the Business Warehouse Reporting application interface. The browser address bar shows the URL <https://ppb.buw.bu.edu/>. The page title is "Reporting Home - Business...". The navigation bar includes "Accounting (FI)", "Human Capital Management (HCM)", and "Supplier Relationship Management (SRM)". The left sidebar menu is expanded to show "Grants Management (Distributed)", with a green arrow pointing to the "Employee Labor Distribution by Grant" option. The main content area is titled "BU Reporting Home Page" and contains sections for "Saved Views" (with a link to [Saved Views](#)) and "BW Reporting Help" (with a link to [BW Reporting Help](#)).

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

The screenshot shows the Business Warehouse Reporting interface. The browser address bar displays <https://ppb.buw.bu.edu/>. The page title is "BU Business Warehouse Reporting". The navigation menu on the left is expanded to "Personnel Administration", which includes the following items:

- Reporting Home
- Organizational Management
- Personnel Administration
 - Labor Distributions: Payroll Inquiry by Distribution (PA12)
 - Labor Distributions: Payroll Inquiry by Employee (PA15)
 - Labor Distributions: Funds Center Report
 - General Personnel Actions Report
 - New Hire & Re-Hire Report-All
 - New Hire & Re-Hire Report - Compensated Employees Only
 - Transfers to Non-Comp Report
 - Terminations
 - Terminations & Transfers to Non-Comp
 - Terminations, Transfer to Non-Comp & Retirees
 - Audit of FMLA Codes

The main content area shows the "BU Reporting Home Page" with sections for "Saved Views" and "BW Reporting Help". A green arrow points from the "Personnel Administration" menu item to the "Labor Distributions: Payroll Inquiry by Distribution (PA12)" item.

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

The screenshot shows the "Variable Entry" dialog box. The "Available Variants" section contains a text input field, a "Save" button, a "Save As..." button, and a "Delete" button. The "General Variables" section contains a table with the following data:

Variable*	Current Selection	Description
* Posting Date	xx/xx/xxxx - xx/xx/xxxx	
Funds Center		
Grant	50xxxxxx	

At the bottom of the dialog box, there are "OK" and "Check" buttons.

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(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).

Variable [≡]	Current Selection	Description
Posting Date	xx/xx/xxxx - xx/xx/xxxx	
Payment Date		
End Date of For-Per.		
End Date of In-Per.		
Organizational Unit		
Master Cost Center		
Fund		
Funds Center		
Cost Center		
Internal Order	95xxxxxxx	
WBS Element		
Grant		
BU ID		
Employee		
Payroll Area		
Personnel Area		
Personnel Subarea		
Employee Group		
Employee Subgroup		

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Budget vs. Actuals

Variable Screen Open Save As... Display A

- Columns
 - Budget/Actual
- Rows
 - Grant
 - Sponsored Program (IO)
 - SP End Date
 - PWCO-PI
 - Sponsor

Grant ▲

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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.

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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	950xxxxxx	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	01/08/2016	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					