

## Labor Distribution Report Dates

Understanding the date Characteristics used in Business Warehouse Labor Distribution reports is essential to understanding report output. This document provides definitions of dates used in the two primary Labor Distribution reports, *Labor Distributions Payroll Inquiry by Employee (PA15)* and *Labor Distributions: Funds Center report*.

### BW Characteristic/Variable Definitions

Characteristic	Definition	Used in Report <sup>1</sup>
Payment date	The date of a payment issued to an employee; the check date or the date of the ACH payment. Typically, weekly-paid payment date is Friday; Monthly-paid payment date is last work day of period.	PA15
Posting date	Date a payroll transaction was posted to the BUworks finance system. Generally the same as or very close in time to the payment date, but may be later or earlier.	LD-FC; PA15
End Date of For-Per.	The last date of the payroll period for which an employee is being paid. For retroactive payments and adjustments, the “For-Period” date can be different than the “In-Period” date, the date when the adjustment is posted. For non-retroactive postings, <b>End date of For-Per</b> will match <b>End date of In-period</b> .	LD-FC; PA15
End Date of In-Per.	The end date of a payroll period in which a payroll result is created.	LD-FC; PA15
Fiscal Period/Year - Payment Date	Fiscal period and year corresponding to the Payment Date.	PA15
Fiscal Year/Period - Posting date	Fiscal period and year corresponding to the Posting Date.	PA15
Payroll Run Date	Date on which the payroll is finalized, usually a Tuesday. <b>Rather than using this date to examine payroll adjustments in BW Labor Distribution reports, we recommend relying on End Date of In-Per and End Date of For-Per.</b>	LD-FC; PA15

### Overview of Payroll Process – common case

Although there are exceptions, payroll normally runs on Tuesdays. Corrections, if required, and payroll finalization typically occurs on Wednesdays. Posting to FI takes place following finalization; late in the day on Wednesdays.

- For monthly-paid employees, the BW **Posting Date/Payment Date** is the last working day of the period.
- For weekly-paid employees, the BW **Posting Date/Payment Date** will be Friday.

<sup>1</sup> PA15 = Labor Distributions Payroll Inquiry by Employee (PA15); LD-FC= Labor Distributions: Funds Center report