

Human Resources Report

HR-LD-287B-Labor Expense Detail-Data Reference Sheet

Purpose: Provides detail of payroll labor expense and fringe expense.

Example for Report Use:

- Query to monitor where labor is charged. Assists with reconciliation and in the preparation or tracking the processing of Labor Redistribution Forms
- Use for labor and man hour reports for labor in the current year only.

Reference: This report provides information similar to that provided by the Banner Forms shown below.

Banner INB – Form Name	e~Print – Report Name
ZHIDIST	ZIEMPDIST

Updated Frequency: Weekly; on Saturday


Prompts Screen: A multitude of parameters have been provided for which data may be queried. Please note that results of a query are the direct result of the combination of parameters selected therefore it is highly advised to limit the number of parameters selected in any one query. Available parameters prompted are:

Pay Event Year	Pay Event PICT Code	Payroll Number
Fiscal Year	Distribution Category	Transaction Date Range
Finance Document	Account Index	Fund Code
Organization Code	Earnings Code	Employee ID
Position Number		

Report Data Results

Position Summary Org: The owning Summary Organization (as defined by NMSU Business Rules) of the position. Summary Organizations do not necessarily represent the official organization hierarchy but rather how organizations are commonly reported for both internal and external reporting.

Posn. Location: The organization to which the position belongs; generally refers to the department associated with the position or the hiring organization.



Name: The name of the employee

ID: The Banner ID of the employee

ECLS: Employee Classification for the position.

Position Title: Position description for the employee's listed position.

Posn/Suff: Each established position is assigned a position number. Position Suffix number is and additional attribute to make the position unique.

Fiscal Year: Fiscal year to which the transaction is posted in Finance.

Calendar Year: Year of the actual pay event transaction.

PICT: Payroll Identification code. Indicates payroll event code being paid on current pay period basis (SC) or on a two-week lag pay period basis (SL). Typically regular exempt faculty and staff positions are paid on Pay Code SC and regular non-exempt staff positions and all temporary positions are paid on SL.


PayNo: Payroll number associated with the transaction (1 through 24).


Sequence No: A sequential number associated with a payroll transaction. Sequence "0" is always an original pay event. Other sequence numbers do not have a specific meaning to the numbering and are assigned for special pay transactions such as manual checks, voids and labor redistribution.

Acct. Index: The 6-digit number that associates a particular combination of fund-org-program-activity (See **FOAPAL**, below)

Fund: The number and description of the fund. The fund is a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives.

Organization: The number and the description of the Organization. The organization is a designation for departmental/budgetary subdivisions within NMSU





Account: Represents Account number. The account is a designation for individual asset, liability, equity, revenue and expenditure and/or transfer account classifications. For this particular report, only expense accounts related to labor should appear.

Program: Represents Program number. The program designates the function (specific purpose or objective) related to the transactions, such as Instruction, Academic Support, Institutional Support, etc.

Activity: Activity Code, if any, for the Index. Designation for temporary units of work, subsidiary functional classifications, or short duration projects.

Location: Location Code, if any, for the Index. Designation for physical places or sites and is primarily used with, but not limited to, the Fixed Asset module.

Expense Category: Indicates if this expense is for Labor or Fringe charges.

Earnings: Payroll earnings code. Designates the type of earnings paid to the employee.

Earnings Desc: The description of the earnings code.

Labor Hours: The labor hours breakdown associated with the charge to the FOPAL.

Labor Amount: The amount of expense associated with the charge calculated on labor hours and hourly rate.

Document: Finance posting document number.

Document Date: Check date associated with the year and pay number combination in the payroll calendar for the pay event.

Transaction Date: Typically indicates the date of the transaction and the date the transaction was posted to Finance.