

CSULB CFS Data Warehouse Labor Cost Distribution (LCD) Reporting Training Manual



Table of Contents

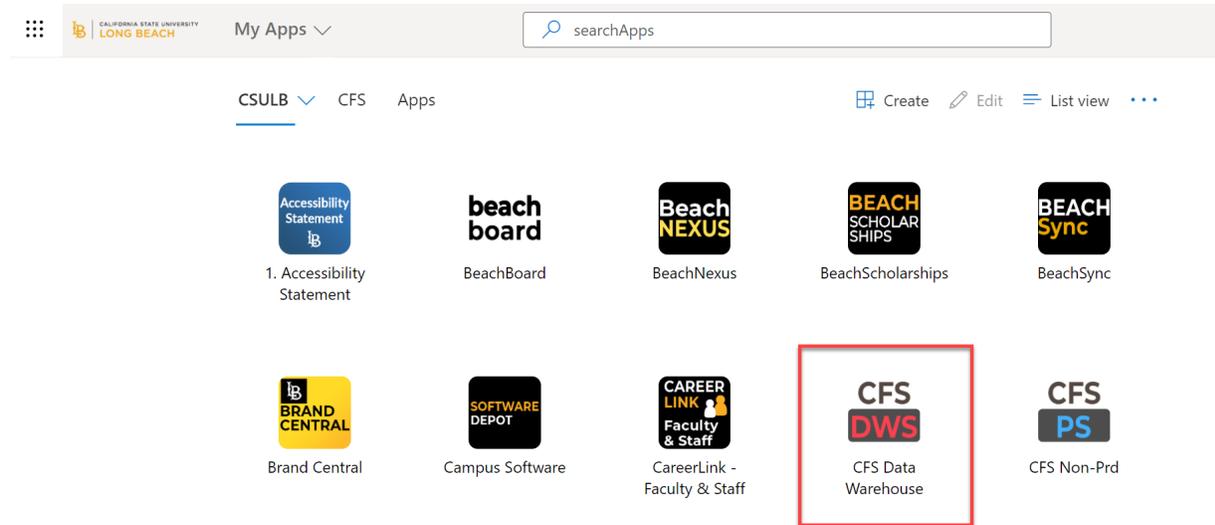
Page

1.0	Logging into the CFS Data Warehouse System.....	3
2.0	Data Warehouse Features.....	4
2.1	Home Page.....	4
2.2	Report Filters.....	6
2.3	Search Functionality.....	7
2.4	Column Functionality.....	8
2.4.1	Hiding / Unhiding Columns.....	8
2.4.2	Sorting a Column.....	8
2.4.3	Exclude or Include Columns.....	8
2.4.4	Subtotaling a Column – Add or Remove.....	9
2.5	Saving Customizations.....	9
2.5.1	Home Page of Dashboard.....	9
2.5.2	Report (Tab) within Dashboard.....	10
2.5.3	Applying Saved Customizations.....	10
2.6	Miscellaneous Features.....	11
2.6.1	Printing Results.....	11
2.6.2	Scrolling.....	11
3.0	Labor Cost Distribution (LCD) Reports.....	12
3.1	Payroll Summary.....	12
3.1.1	Running The Report.....	12
3.1.2	Reading The Report.....	14
3.2	Payroll Detail.....	15
3.2.1	Running The Report.....	15
3.2.2	Reading The Report.....	17
3.3	Employee Detail.....	18
3.3.1	Running The Report.....	18
3.3.2	Reading The Report.....	20
3.4	Payroll Expenditure Actuals and Projection.....	21
3.4.1	Running The Report.....	21
3.4.2	Reading the Report.....	23
4.0	Appendix A DWH Labor Cost Distribution Reporting Index.....	24
5.0	Appendix B Data Warehouse Glossary.....	25
5.1	Fields: Dashboards – Home Page.....	25
5.2	Fields: Report Filters, Columns.....	25

1.0 Logging into the CFS Data Warehouse System

1. Access your default browser window. Enter the URL - <https://sso.csulb.edu> for the CFS Data Warehouse application. It is recommend you save this site as a favorite.
2. Enter your Campus ID and Password to access the CSULB Single Sign-On Application.
3. Click **Sign In**.

Once you have successfully logged in, you will be directed to My Apps page.



4. Select the **CFS DWH** button to access CFS Data Warehouse.

Note: For security purposes, both the CSULB Single Sign On Application and the Data Warehouse systems log you out of your application after a 15 minute period of inactivity.

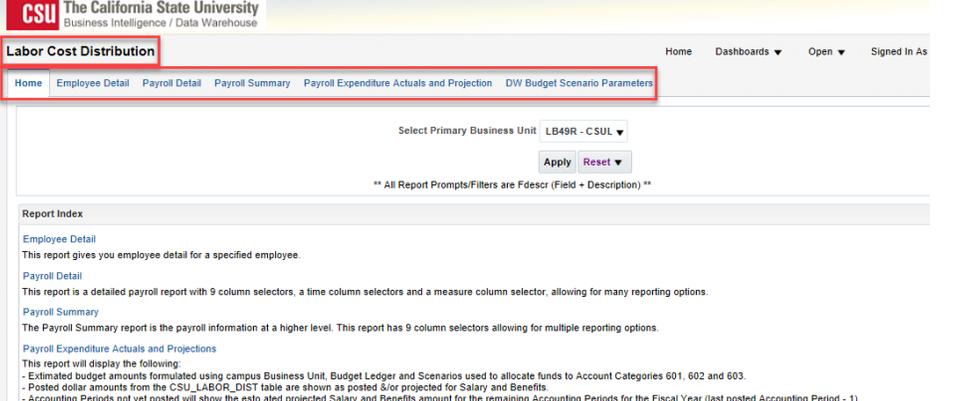
2.0 Data Warehouse Features

This section will review several of the CFS Data Warehouse version 11g features.

- Home Page
- Report Filters
- Search Functionality
- Column Functionality
- Report Section
- Trees and Chartfield Attributes
- Saving Customizations
- Miscellaneous Features

2.1 Home Page

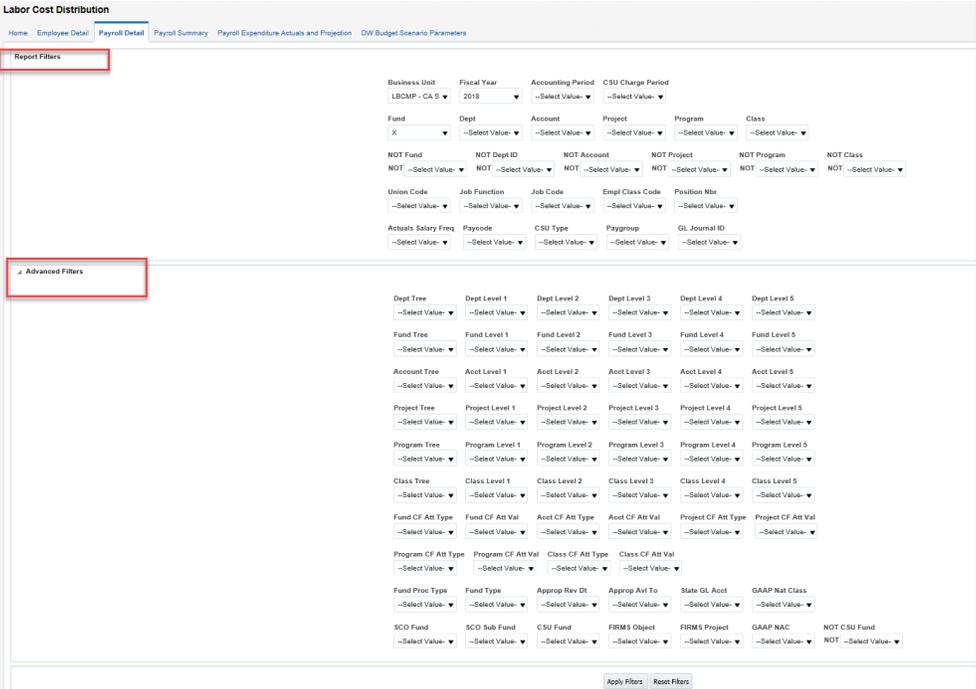
Once you have successfully logged in, you will be directed to the Home page. This page contains links to the Dashboards.

Processing Steps / Field Name	Screenshot / Description
<p>The Dashboards is where you run a report from.</p> <ol style="list-style-type: none"> 1. Click on the Labor Cost Distribution button to go to the associated dashboard. 	 <p>The screenshot shows the CSU Business Intelligence / Data Warehouse Home page. The page features a navigation bar with 'Home', 'Dashboards', 'Open', and 'Signed In As'. Below the navigation bar, there is a 'MADE IN CALIFORNIA CSU' banner. A central message states 'The Data Warehouse is current as of 26-FEB-19 02:00 AM'. To the right, there are several dashboard tiles: 'Financial Reporting', 'FIRMS GAAP', 'Sponsored Programs', 'Asset management', 'Tree Reporting', 'Transaction Inquiry', and 'Labor Cost Distribution'. The 'Labor Cost Distribution' tile is highlighted with a red box.</p>
<ol style="list-style-type: none"> 2. You are now in the Labor Cost Distribution dashboard. The different tabs represent the different inquiries/reports you have available to run within the selected dashboard. 	 <p>The screenshot shows the CSU Business Intelligence / Data Warehouse Labor Cost Distribution dashboard. The page features a navigation bar with 'Home', 'Employee Detail', 'Payroll Detail', 'Payroll Summary', 'Payroll Expenditure Actuals and Projection', and 'DW Budget Scenario Parameters'. Below the navigation bar, there is a 'Select Primary Business Unit' dropdown menu set to 'LB49R - CSUL'. Below the dropdown menu, there are 'Apply' and 'Reset' buttons. Below the buttons, there is a 'Report Index' section with a list of reports: 'Employee Detail', 'Payroll Detail', 'Payroll Summary', and 'Payroll Expenditure Actuals and Projections'. The 'Employee Detail' report is highlighted with a red box.</p>

Processing Steps / Field Name	Screenshot / Description
<p>Before proceeding to the various tabs, you first need to set the dashboard's Home defaults. This is done from the Home Tab of the dashboard.</p> <p>3. Select Primary Business Unit that are applicable: Note: LCD has transactions only in the LBCMP BU.</p> <p>4. Click the Apply button once completed.</p>	<p>The top screenshot shows the 'Labor Cost Distribution' dashboard with the 'Select Primary Business Unit' dropdown menu open. The menu lists several options, with 'LBCMP - CA State University Long Beach' selected. Below the menu, there is a search bar and a note: '** All Report Prompts/ Filters are Fdescr (Field + Description) **'.</p> <p>The bottom screenshot shows the same dashboard with the 'Apply' button highlighted in red. The 'Select Primary Business Unit' dropdown is now closed and shows 'LBCMP - CA State University Long Beach' as the selected value. The 'Apply' button is located to the right of the dropdown, and the 'Reset' button is to its right.</p>

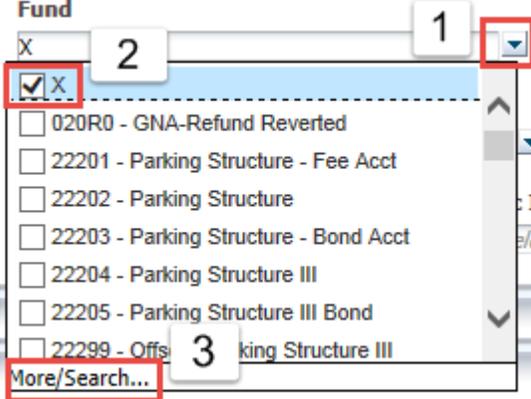
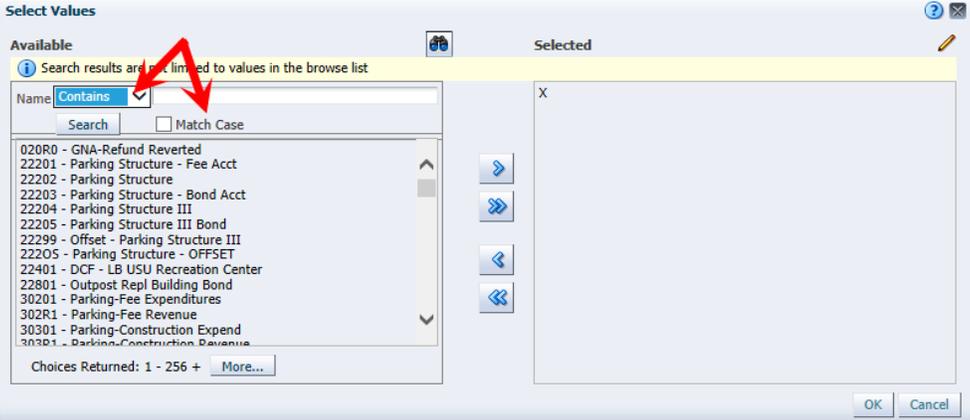
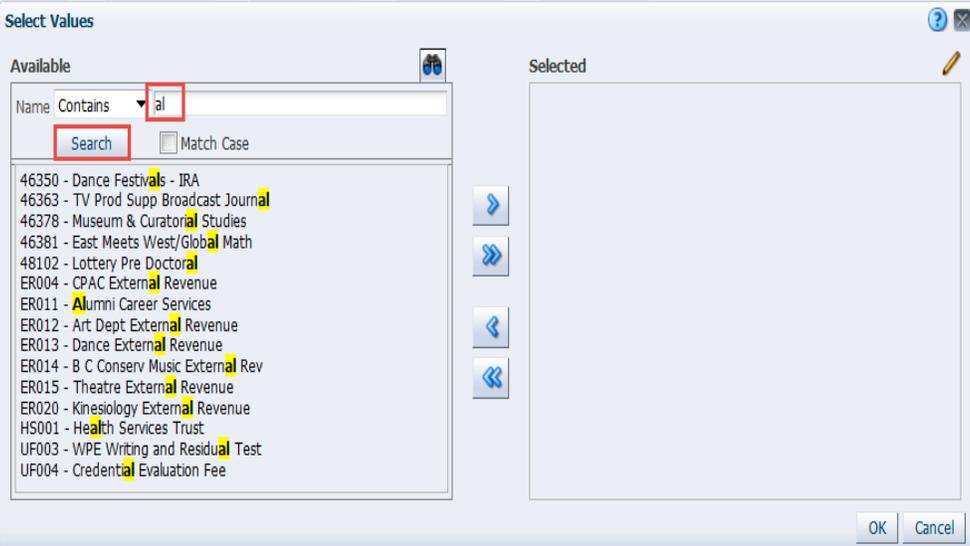
2.2 Report Filters

Most reports contain two filter sections: Report Filters and Advanced Filters. Report Filters are the most commonly used whereas the Advanced Filters offer a wider range of report criteria, including values based for Department, Fund, Account, and Project Charfields from trees that are loaded into the Finance Data Warehouse. The Advanced Filters section can be expanded or collapsed by clicking the down arrow icon. All values entered in the Advanced Filters section are stored in any associated Saved Customization whether the Advanced Filters section is open or closed.

Processing Steps / Field Name	Screenshot / Description
Report Filters vs. Advanced Filters	 <p>The screenshot displays the 'Labor Cost Distribution' report interface. At the top, there are navigation tabs: Home, Employee Detail, Payroll Detail, Payroll Summary, Payroll Expenditure Actuals and Projection, and DW Budget Scenario Parameters. Below the tabs, there are two main filter sections:</p> <ul style="list-style-type: none"> Report Filters: This section is highlighted with a red box. It contains various dropdown menus for Business Unit (LBCMP - CA 5), Fiscal Year (2018), Accounting Period, CSU Charge Period, Fund (X), Dept, Account, Project, Program, Class, NOT Fund, NOT Dept ID, NOT Account, NOT Project, NOT Program, NOT Class, Union Code, Job Function, Job Code, Empl Class Code, Position Nbr, Actuals Salary Freq, Paycode, CSU Type, Paygroup, and GL Journal ID. Advanced Filters: This section is also highlighted with a red box. It contains a grid of dropdown menus organized by tree structure: Dept Tree (Dept Level 1-5), Fund Tree (Fund Level 1-5), Account Tree (Acct Level 1-5), Project Tree (Project Level 1-5), Program Tree (Program Level 1-5), Class Tree (Class Level 1-5), Fund CF Alt Type (Fund CF Alt Val, Acct CF Alt Type, Acct CF Alt Val, Project CF Alt Type, Project CF Alt Val), Program CF Alt Type (Program CF Alt Val, Class CF Alt Type, Class CF Alt Val), Fund Proc Type (Fund Type, Approp Rev Dt, Approp Avl To, State GL Acct, GAAP Nat Class), and SCO Fund (SCO Sub Fund, CSU Fund, FIRM5 Object, FIRM5 Project, GAAP NAC, NOT CSU Fund). <p>At the bottom right of the interface, there are buttons for 'Apply Filters' and 'Reset Filters'.</p>

2.3 Search Functionality

There are various ways you can search for a value. By unchecking the 'Match Case' & using 'Contains' – you can run a broader search – see below:

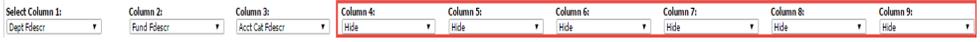
Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> 1. Select the “down” arrow to see the valid search choices. You can scroll down and find the value you are looking for. 2. If the “Blank” value is checked (X), make sure to uncheck or no data will be returned. 3. If the list is too long and you want to perform a specific search select the More/Search. See below. 	 <p>The screenshot shows a dropdown menu for the 'Fund' field. The dropdown is open, showing a search bar with 'X' entered. Below the search bar is a list of fund codes with checkboxes. The first item, 'X', is checked. A red box highlights the search bar and the 'X' checkbox. Another red box highlights the 'More/Search...' option at the bottom of the list. A red arrow points to the dropdown arrow icon. The list includes: 020R0 - GNA-Refund Reverted, 22201 - Parking Structure - Fee Acct, 22202 - Parking Structure, 22203 - Parking Structure - Bond Acct, 22204 - Parking Structure III, 22205 - Parking Structure III Bond, and 22299 - Offs king Structure III.</p>
<p>More/Search Feature To perform a broader search, you have the following options:</p> <ol style="list-style-type: none"> 1. Name <ul style="list-style-type: none"> • Starts • Contains • Ends • Is Like (pattern match) 2. Match Case <ul style="list-style-type: none"> • Uncheck 	 <p>The screenshot shows the 'Select Values' dialog box. The 'Name' dropdown is set to 'Contains'. The 'Match Case' checkbox is unchecked. A red arrow points to the 'Match Case' checkbox. The 'Available' list contains various fund codes, including 020R0 - GNA-Refund Reverted, 22201 - Parking Structure - Fee Acct, 22202 - Parking Structure, 22203 - Parking Structure - Bond Acct, 22204 - Parking Structure III, 22205 - Parking Structure III Bond, 22299 - Offset - Parking Structure III, 22205 - Parking Structure - OFFSET, 22401 - DCF - LB USU Recreation Center, 22801 - Outpost Repl Building Bond, 30201 - Parking-Fee Expenditures, 302R1 - Parking-Fee Revenue, 30301 - Parking-Construction Expend, and 303D1 - Parking-Construction Revenue. The 'Selected' list is empty. The 'Choices Returned' is 1 - 256 +. The 'More...' button is visible.</p>
<ol style="list-style-type: none"> 3. Enter the value you are searching for. 4. Select Search. 5. Once you find what you are looking for you can do the following to get the value(s) to move to the Selected box: Double click the value. Or Select the value, and then click on the “Move” icon. Or Click on the “Move All” icon and the entire search results will move to the Selected section. 	 <p>The screenshot shows the 'Select Values' dialog box. The 'Name' dropdown is set to 'Contains'. The 'Match Case' checkbox is unchecked. The 'Available' list contains various fund codes, including 46350 - Dance Festival - IRA, 46363 - TV Prod Supp Broadcast Journal, 46378 - Museum & Curatorial Studies, 46381 - East Meets West/Global Math, 48102 - Lottery Pre Doctoral, ER004 - CPAC External Revenue, ER011 - Alumni Career Services, ER012 - Art Dept External Revenue, ER013 - Dance External Revenue, ER014 - B C Conserv Music External Rev, ER015 - Theatre External Revenue, ER020 - Kinesiology External Revenue, HS001 - Health Services Trust, UF003 - WPE Writing and Residual Test, and UF004 - Credential Evaluation Fee. The 'Selected' list is empty. The 'Move' and 'Move All' icons are visible.</p>

2.4 Column Functionality

Most LCD reports contain nine columns. You can add, delete, hide, and unhide columns to accommodate your report requirements. You can also choose to add subtotals to newly added columns, if desired. All of your choices can be stored in a saved customization.

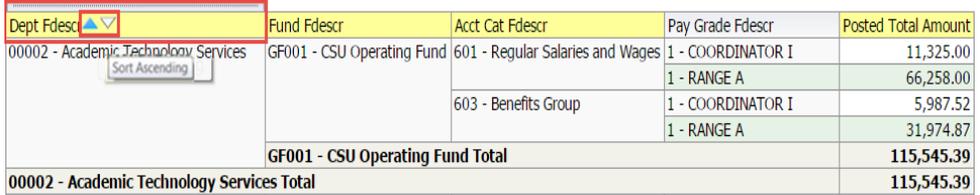
2.4.1 Hiding / Unhiding Columns

Columns can be hidden or unhidden in a report. The word “Hide” appears in the drop down list. LCD 9 column reports will have the last 6 columns hidden. You can unhide any of these, or if you wish you can hide up to 7 columns.

Processing Steps / Field Name	Screenshot / Description
Hide or unhide any of the last six columns in a nine-column report.	

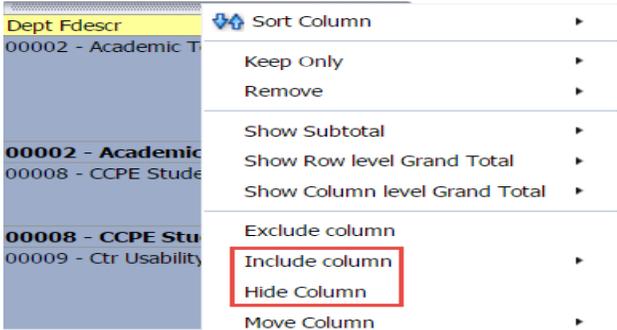
2.4.2 Sorting a Column

Once the report is generated, the option to sort by a column (ascending/descending) is available.

Processing Steps / Field Name	Screenshot / Description																																			
Hover your cursor on the desired column. You will see an “Up” & “Down” arrow. This indicates you can Sort the column in Ascending or Descending order. Click on arrow to change sort.	 <table border="1"> <thead> <tr> <th>Dept Fdescr</th> <th>Fund Fdescr</th> <th>Acct Cat Fdescr</th> <th>Pay Grade Fdescr</th> <th>Posted Total Amount</th> </tr> </thead> <tbody> <tr> <td>00002 - Academic Technology Services</td> <td>GF001 - CSU Operating Fund</td> <td>601 - Regular Salaries and Wages</td> <td>1 - COORDINATOR I</td> <td>11,325.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1 - RANGE A</td> <td>66,258.00</td> </tr> <tr> <td></td> <td></td> <td>603 - Benefits Group</td> <td>1 - COORDINATOR I</td> <td>5,987.52</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1 - RANGE A</td> <td>31,974.87</td> </tr> <tr> <td></td> <td></td> <td colspan="2">GF001 - CSU Operating Fund Total</td> <td>115,545.39</td> </tr> <tr> <td colspan="4">00002 - Academic Technology Services Total</td> <td>115,545.39</td> </tr> </tbody> </table>	Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Pay Grade Fdescr	Posted Total Amount	00002 - Academic Technology Services	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	1 - COORDINATOR I	11,325.00				1 - RANGE A	66,258.00			603 - Benefits Group	1 - COORDINATOR I	5,987.52				1 - RANGE A	31,974.87			GF001 - CSU Operating Fund Total		115,545.39	00002 - Academic Technology Services Total				115,545.39
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Pay Grade Fdescr	Posted Total Amount																																
00002 - Academic Technology Services	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	1 - COORDINATOR I	11,325.00																																
			1 - RANGE A	66,258.00																																
		603 - Benefits Group	1 - COORDINATOR I	5,987.52																																
			1 - RANGE A	31,974.87																																
		GF001 - CSU Operating Fund Total		115,545.39																																
00002 - Academic Technology Services Total				115,545.39																																

2.4.3 Exclude or Include Columns

On any report, a column can be Excluded or Included.

Processing Steps / Field Name	Screenshot / Description																																			
1. Right Mouse Click on the column. Select action accordingly. Note: All columns have the same Exclude, Include, and Move Column functionality as described above.	 <table border="1"> <thead> <tr> <th>Dept Fdescr</th> <th>Fund Fdescr</th> <th>Acct Cat Fdescr</th> <th>Pay Grade Fdescr</th> <th>Posted Total Amount</th> </tr> </thead> <tbody> <tr> <td>00002 - Academic Technology Services</td> <td>GF001 - CSU Operating Fund</td> <td>601 - Regular Salaries and Wages</td> <td>1 - COORDINATOR I</td> <td>11,325.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1 - RANGE A</td> <td>66,258.00</td> </tr> <tr> <td></td> <td></td> <td>603 - Benefits Group</td> <td>1 - COORDINATOR I</td> <td>5,987.52</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1 - RANGE A</td> <td>31,974.87</td> </tr> <tr> <td></td> <td></td> <td colspan="2">GF001 - CSU Operating Fund Total</td> <td>115,545.39</td> </tr> <tr> <td colspan="4">00002 - Academic Technology Services Total</td> <td>115,545.39</td> </tr> </tbody> </table>	Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Pay Grade Fdescr	Posted Total Amount	00002 - Academic Technology Services	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	1 - COORDINATOR I	11,325.00				1 - RANGE A	66,258.00			603 - Benefits Group	1 - COORDINATOR I	5,987.52				1 - RANGE A	31,974.87			GF001 - CSU Operating Fund Total		115,545.39	00002 - Academic Technology Services Total				115,545.39
Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Pay Grade Fdescr	Posted Total Amount																																
00002 - Academic Technology Services	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	1 - COORDINATOR I	11,325.00																																
			1 - RANGE A	66,258.00																																
		603 - Benefits Group	1 - COORDINATOR I	5,987.52																																
			1 - RANGE A	31,974.87																																
		GF001 - CSU Operating Fund Total		115,545.39																																
00002 - Academic Technology Services Total				115,545.39																																

2.4.4 Subtotaling a Column – Add or Remove

The first two columns in every report are formatted to display subtotals. The remaining columns are formatted without a subtotal. To add or remove a subtotal, use the Show Subtotal option.

Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> Place the cursor at the top of a column. <i>The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.</i> Right click on the yellow column heading to access the Columns shortcut menu. Choose Show Subtotal > After Values to add a Subtotal. <p>Or</p> <p>Choose None to remove Subtotal.</p>	

2.5 Saving Customizations

Once you have selected your report filters and are satisfied with the results, you can “Save Current Customizations”. You can also make one of the “Save Current Customizations” a default for the page so the next time you select the specific Dashboard/Tab/Report the report filters you saved will be recognized and the report will be automatically generated.

2.5.1 Home Page of Dashboard

First, for every Dashboard you use, save your Home Page selections.

Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> Navigate to the Dashboards Home page you wish to make your default. After you select your report filters, and click Apply, select the Page Options icon (located in the upper right hand corner). Select Save Current Customization. 	

Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> Enter the name you wish to call your default page. Check the "Make this my default for this page". Select OK. The next time you access the Dashboards Home page your defaults will be recognized. 	

2.5.2 Report (Tab) within Dashboard

Second, for every Dashboard Report you use, you can save your Report filters.

Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> Navigate to the Dashboard you wish to make your default. After you select your report filters and click Apply Filters, select the Page Options icon (in the upper right hand corner). Select Save Current Customization. 	
<ol style="list-style-type: none"> Enter the name you wish to call your default page. Check the "Make this my default for this page". Select OK. <p>The next time you access the dashboard/tab/report your report results will automatically be generated.</p>	

2.5.3 Applying Saved Customizations

If you have many "Save Current Customizations", use Apply Saved Customization.

Processing Steps / Field Name	Screenshot / Description
<ol style="list-style-type: none"> Once you have accessed the dashboard/tab/report, select Apply Saved Customizations. Select the one you wish to generate the report for. Once selected, the report will automatically be generated. 	

2.6 Miscellaneous Features

2.6.1 Printing Results

Once the report is generated you can Print or Export the results. The Print and Export link appears at the bottom on the report.

[Print](#) Link

The results can be printed to PDF or HTML.

Print Report to PDF [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Print hyperlink immediately below the report.
2. Select Printable PDF. Another window will open up with the report to be printed.
3. Print PDF per usual procedure.

[Export](#) Link

The results can be exported to PDF, Excel, PowerPoint, MHT or Data.

Export to PDF [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select PDF. Another window will open up with the report in PDF.

Export to Excel [Refresh](#) - [Print](#) - [Export](#)

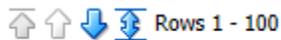
1. Click on the Export hyperlink immediately below the report.
2. Select Excel then the Excel version you have. Another window will open up with the report in Excel.

Export to Data [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
Select Data then the Tab delimited Format. Another window will open up with the report in Excel.

2.6.2 Scrolling

If you report results are more than the page displays, use the icons at the bottom of the screen to move forward and back through the returned results.



3.0 Labor Cost Distribution (LCD) Reports

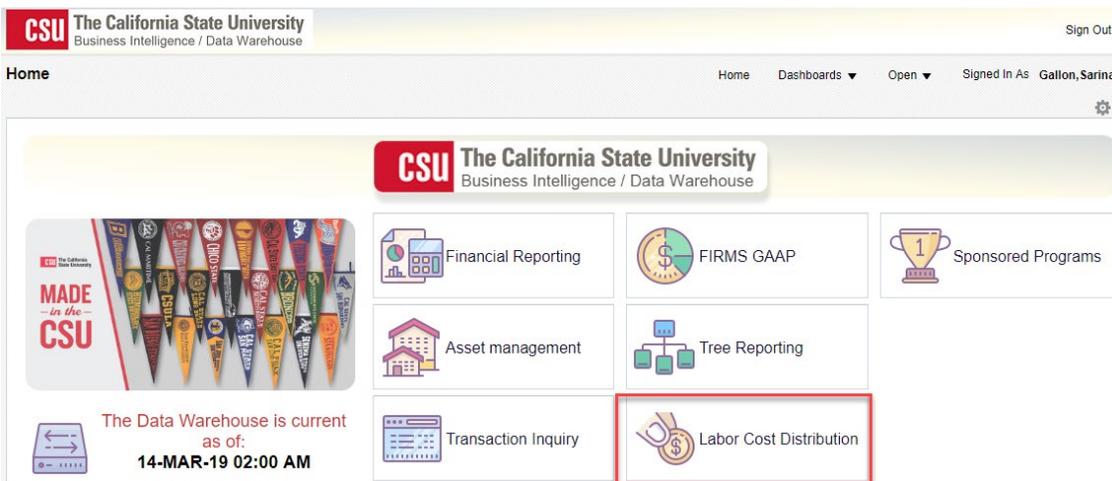
3.1 Payroll Summary

The Payroll Summary report is designed to provide a detailed listing of employees using various attributes related to the employee with salary and benefit information. This report provides data to help users manage to a budget and to project salary costs.

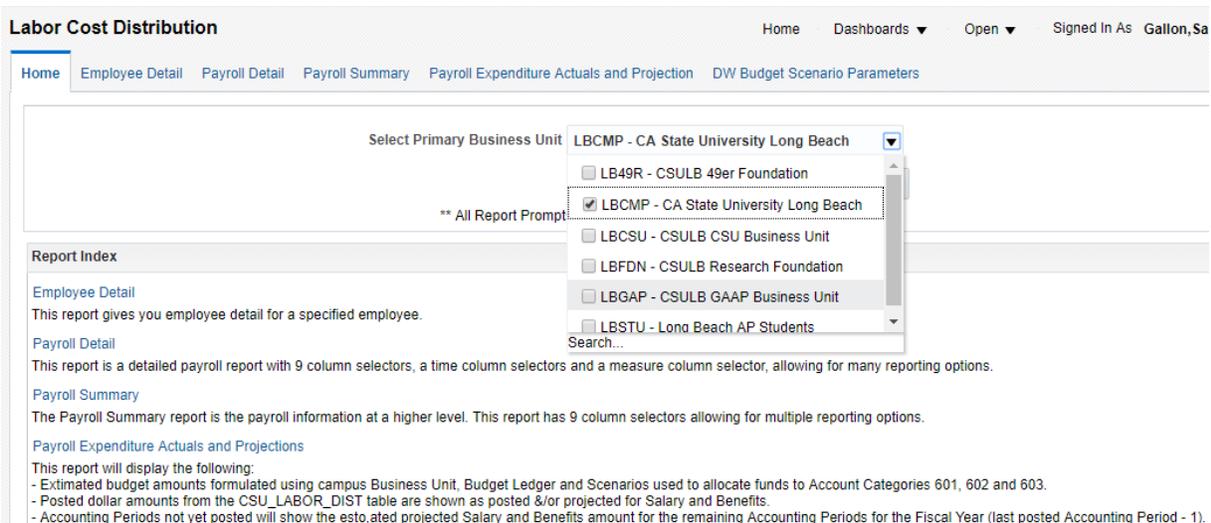
Note: The primary difference between the Payroll Detail and Payroll Summary reports are the fixed columns on report results containing all the needed attributes.

3.1.1 Running The Report

1. From the Home page, select the **Labor Cost Distribution** dashboard button.



2. This will take you to the **Home** tab of the **Labor Cost Distribution** dashboard. Select **LBCMP** as the **Primary Business Unit** Default Setting.



3. Click **Apply** to execute your selection.

Select Primary Business Unit LBCMP - CA State University Long Beach ▼

Apply Reset ▼

Optional. Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards.

4. From the **Labor Cost Distribution** Dashboard, select the **Payroll Summary** Tab.

5. Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from Home page. Select the BU to run this for.
- **Fiscal Year** = Current year i.e.: 2016 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose from one to many periods.
- **Dept** = User specific – Click on the down arrow to choose a value(s).

6. When all your report filters are selected, click **Apply Filters** to generate the report.

										Posted Total Amt		
										2016		
										Period 3 - 2016-09-01		
Dept Fdescr	LCD Job Function Code	LCD Empl Class Fdescr	Regular Temp Fdescr	CSU Charge Period Descr	Name	Empl ID	Salary	Benefits	Posted Total Amt	FTE	Adjustment Amt	
00195 - Department Program	MPP - Management Personnel Plan	H - Temporary	R - Regular	Period 2 - 2016-08-01	Barney Rubble	000000008	0.00	0.88	0.88	0.00	0.00	
				Period 3 - 2016-09-01	Barney Rubble	000000008	7,857.75	2,881.10	10,738.85	0.75	0.00	
	MPP - Management Personnel Plan Total						7,857.75	2,881.98	10,739.73	0.75	0.00	
	STF - Staff	G - Regular	R - Regular	Period 3 - 2016-09-01	Anita Lown	000000004	4,315.00	2,242.00	6,557.00	1.00	0.00	
					Barbie Doll	000000006	4,831.00	3,098.81	7,929.81	1.00	0.00	
					Boo-Boo Bear	000000011	4,444.00	2,191.57	6,635.57	1.00	0.00	
					Jane Doe	000000001	4,044.00	2,148.84	6,192.84	1.00	0.00	
					Jiminy Cricket	000000013	5,665.00	3,833.71	9,498.71	1.00	0.00	
					Scobby Doo	000000002	4,430.00	2,960.95	7,390.95	1.00	0.00	
				Period 10 - 2016-04-01	Jiminy Cricket	000000013	0.00		0.00	0.00	0.00	
	STF - Staff Total						27,729.00	16,475.88	44,204.88	6.00	0.00	
00195 - Department Program Total							35,586.75	19,357.86	54,944.61	6.75	0.00	

Change Column Selectors to: Column 1 = **Dept Fdescr** Column 2 = **LCD Job Function Code** Column 3 = **LCD Empl Class Fdescr** Column 4 = **LCD Union CD Fdescr** Column 5 through Column 9 = **Hide**

Payroll Summary

Select Column 1: Dept Fdescr Column 2: LCD Job Function Code Column 3: LCD Empl Class Fdescr Column 4: LCD Union CD Fdescr Column 5: Hide Column 6: Hide Column 7: Hide Column 8: Hide Column 9: Hide OK

7. Click **OK** to regenerate report results with selected columns.

										Posted Total Amt			
										2016			
										Period 3 - 2016-09-01			
Dept Fdescr	LCD Job Function Code	LCD Empl Class Fdescr	LCD Union Cd Fdescr	Regular Temp Fdescr	CSU Charge Period Descr	Name	Empl ID	Salary	Benefits	Posted Total Amt	FTE	Adjustment Amt	

Note: Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 9 columns. The last six default to “Hide” and can be added as a column if needed.

8. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated.

3.1.2 Reading The Report

										Posted Total Amt					
										2016					
										Period 3 - 2016-09-01					
Dept Fdescr	LCD Job Function Code	LCD Empl Class Fdescr	LCD Union Cd Fdescr	Regular Temp Fdescr	CSU Charge Period Descr	Name	Empl ID	Salary	Benefits	Posted Total Amt	FTE	Adjustment Amt			
00195 - Department Program	MPP - Management Personnel Plan	H - Temporary	M80 - Management Personnel Plan	R - Regular	Period 2 - 2016-08-01	Barney Rubble	000000008	0.00	0.88	0.88	0.00	0.00			
					Period 3 - 2016-09-01	Barney Rubble	000000008	7,857.75	2,881.10	10,738.85	0.75	0.00			
	MPP - Management Personnel Plan Total										7,857.75	2,881.98	10,739.73	0.75	0.00
	STF - Staff	G - Regular	R09 - CSU/EU, Technical & Support Services (Unit 9)	R - Regular	Period 3 - 2016-09-01	Anita Lown	000000004	4,315.00	2,242.00	6,557.00	1.00	0.00			
						Barbie Doll	000000006	4,831.00	3,098.81	7,929.81	1.00	0.00			
						Boo-Boo Bear	000000011	4,444.00	2,191.57	6,635.57	1.00	0.00			
						Jane Doe	000000001	4,044.00	2,148.84	6,192.84	1.00	0.00			
						Jiminy Cricket	000000013	5,665.00	3,833.71	9,498.71	1.00	0.00			
						Scooby Doo	000000002	4,430.00	2,960.95	7,390.95	1.00	0.00			
					Period 10 - 2016-04-01	Jiminy Cricket	000000013	0.00		0.00	0.00	0.00			
	STF - Staff Total										27,729.00	16,475.88	44,204.88	6.00	0.00
00195 - Department Program Total											35,586.75	19,357.86	54,944.61	6.75	0.00

Columns	Definitions
Dept Fdescr	The Dept chartfield value and full description where the payroll was posted to the GL.
LCD Job Function Code	A categorization of the job code. Sample include TEN – Tenure, LEC – Lecturer, STF – Staff, COA – Coach, MPP – Management, etc.
LCD Empl Class Fdescr	A code that describes the nature of the employee’s appointments. Sample values mean Regular, Temporary, Hourly, Rehired Annuitant, FERP, and Student.
LCD Union Cd Fdescr	The bargaining union code value with full description.
Regular Temp Fdescr	Regular or Temp Employee
CSU Charge Period Descr	Indicates the month and year of the work performed, not the Accounting Period which is the month and year the payroll was posted to the ledger.
Name	Employee’s name.
Empl ID	Employee ID Number: Employees 11 Digit identification number assigned when hired within the PS Human Resource application.
Salary	Posted actuals for any transactions with the Type = ERN.
Benefits	Posted actuals for any transactions with the Type of DED or TAX.
Posted Total Amt	The actual amount posted for all transactions.
FTE	The time base of the employee’s appointment.
Adjustment Amt	Notation of an adjusting journal.

3.2 Payroll Detail

The Payroll Detail report is designed to answer various questions. This report has nine independent column selectors to allow users to set up finance chartfields as well as LCD attributes in a single report.

3.2.1 Running The Report

1. From the **Home** page, select the **Labor Cost Distribution** dashboard button.

The screenshot shows the CSU Business Intelligence / Data Warehouse Home page. The page header includes the CSU logo and the text 'The California State University Business Intelligence / Data Warehouse'. The main content area features several dashboard buttons: 'Financial Reporting', 'FIRMS GAAP', 'Sponsored Programs', 'Asset management', 'Tree Reporting', 'Transaction Inquiry', and 'Labor Cost Distribution'. The 'Labor Cost Distribution' button is highlighted with a red box. A status message indicates 'The Data Warehouse is current as of: 14-MAR-19 02:00 AM'.

2. This will take you to the **Home** tab of the **Labor Cost Distribution** dashboard. Select **LBCMP** as the **Primary Business Unit Default Setting**.

The screenshot shows the Labor Cost Distribution dashboard. The 'Home' tab is selected. The 'Select Primary Business Unit' dropdown menu is open, showing the following options: 'LBCMP - CA State University Long Beach' (selected), 'LB49R - CSULB 49er Foundation', 'LBCMP - CA State University Long Beach', 'LBBCSU - CSULB CSU Business Unit', 'LBFDN - CSULB Research Foundation', 'LBGAP - CSULB GAAP Business Unit', and 'LBSTU - Long Beach AP Students'. The 'LBCMP - CA State University Long Beach' option is selected. Below the dropdown, there is a 'Report Index' section with links to 'Employee Detail', 'Payroll Detail', 'Payroll Summary', and 'Payroll Expenditure Actuals and Projections'. A search bar is also visible.

3. Click **Apply** to execute your selection.

The screenshot shows the Labor Cost Distribution dashboard. The 'Home' tab is selected. The 'Select Primary Business Unit' dropdown menu is set to 'LBCMP - CA State University Long Beach'. The 'Apply' button is highlighted with a red box. The 'Reset' button is also visible.

- Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.7.1 Home Page of Dashboard** for details.
- From the **Labor Cost Distribution** Dashboard, select the **Payroll Detail** Tab.
- Select Report Filters - search criteria that are used to generate the report results.

- Business Unit** = Defaults from Home page. LBCMP BU is the only BU that has LCD transactions.
- Fiscal Year** = Current year i.e.: 2016 – Click on the down arrow to choose a value from a dropdown field.
- Accounting Period** = Click on the down arrow to choose from one to many periods.
- Department** = User specific – Click on the down arrow to choose a value(s).

- When all your report filters are selected, click **Apply Filters** to generate the report.

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	Fiscal Year	LCD Posted Total Amt
00195 - Department Program	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	2016	35,586.75
		603 - Benefits Group	2016	19,357.86
	GF001 - CSU Operating Fund Total			54,944.61
00195 - Department Program Total				54,944.61

- Change Column Selectors to: Column 1 = **Dept Fdescr** Column 2 = **Fund Fdescr** Column 3 = **Acct Fdescr** Column 4 = **LCD Name** Column 5 = **Hide** Column 6 = **Hide** Column 7 = **Hide** Column 8 = **Hide** Column 9 = **Hide** Show Time Column = **LCD CSU Charge Period Descr** Show Measure = **LCD Posted Total Amt**

- Click **OK** to regenerate report results with selected columns.

Dept Fdescr	Fund Fdescr	Account Fdescr	LCD Name	LCD CSU Charge Period Descr	LCD Posted Total Amount
-------------	-------------	----------------	----------	-----------------------------	-------------------------

Note: Column headers that are highlighted in “Yellow” can be changed. You can select up to 9 columns. The last six default to “Hide” and can be added as a column if needed.

- Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated.

3.2.2 Reading The Report

Dept Fdescr	Fund Fdescr	Acct Cat Fdescr	LCD Name	CSU Charge Period	LCD Posted	Total Amt	
00195 - Department Program	GF001 - CSU Operating Fund	601 - Regular Salaries and Wages	Anita Lown	3		4,315.00	
			Barbie Doll	3		4,831.00	
			Barney Rubble	2		0.00	
				3		7,857.75	
			Boo-Boo Bear	3		4,444.00	
			Jane Doe	3		4,044.00	
			Jiminy Cricket	3		5,665.00	
				10		0.00	
			Scooby Doo	3		4,430.00	
			603 - Benefits Group	Anita Lown	3		2,242.00
				Barbie Doll	3		3,098.81
				Barney Rubble	2		0.88
					3		2,881.10
				Boo-Boo Bear	3		2,191.57
	Jane Doe	3			2,148.84		
	Jiminy Cricket	3		3,833.71			
		Scooby Doo	3		2,960.95		
	GF001 - CSU Operating Fund Total						54,944.61
	00195 - Department Program Total						54,944.61

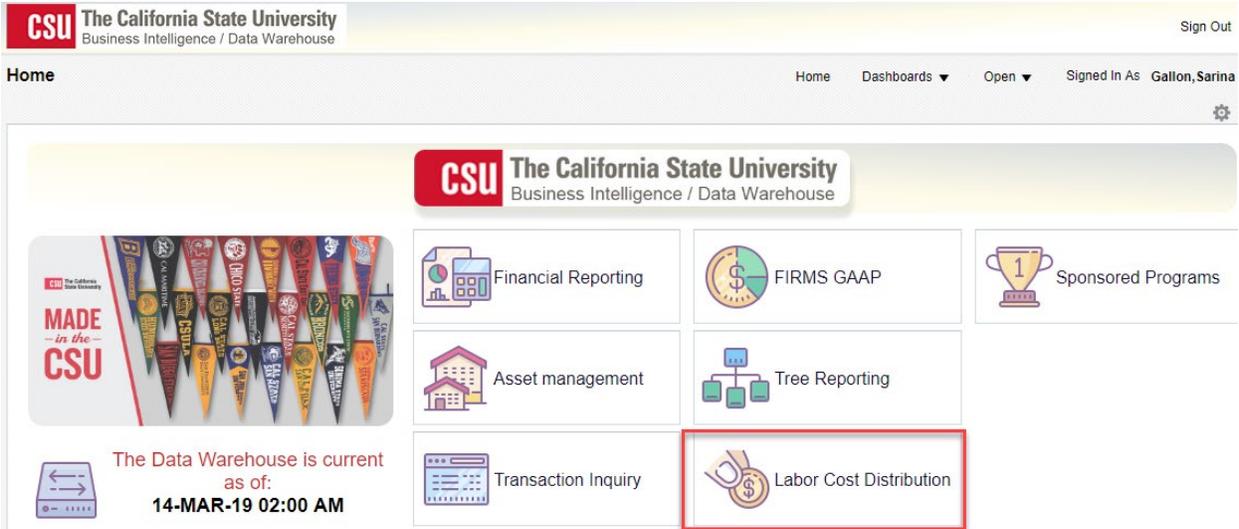
Columns	Definitions
Dept Fdescr	The Dept charfield value and full description where the payroll was posted to the GL.
Fund Fdescr	The Fund charfield value and full description where the payroll was posted to the GL.
Account Fdescr	The Account charfield value and full description where the payroll was posted to the GL.
LCD Name	Employee's name.
LCD CSU Charge Period	Indicates the month and year of the work performed, not the Accounting Period which is the month and year the payroll was posted to the ledger.
LCD Posted Total Amt	The actual amount posted for all transactions.

3.3 Employee Detail

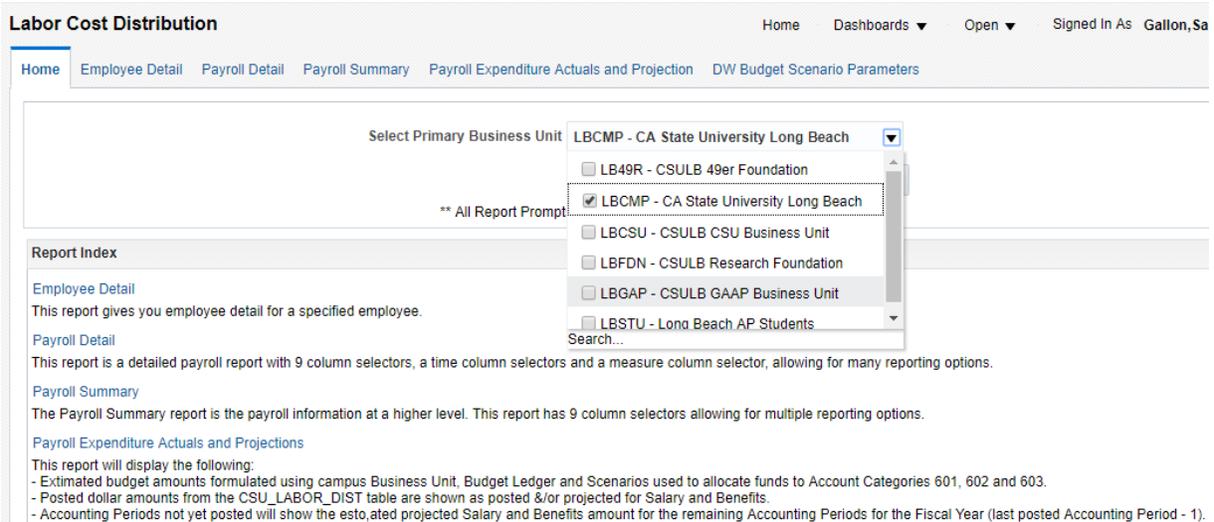
The Employee Detail report provides payroll information for a single employee. This report provides information to assist with personnel transactions. Due to the complex layout of the report results format, it is best to use this report for only one employee at a time.

3.3.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Labor Cost Distribution** dashboard.



2. This will take you to the **Home** tab of the **Labor Cost Distribution** dashboard. Select **LBCMP** as the **Primary Business Unit Default Setting**.



3. Click **Apply** to execute your selection.



- Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.7.1 Home Page of Dashboard** for details.
- From the **Labor Cost Distribution Dashboard**, select the **Employee Detail Tab**.
- Select Report Filters - search criteria that are used to generate the report results.

- Business Unit** = LBCMP, Defaults from home page. LBCMP BU is the only BU that has LCD transactions.
- Fiscal Year** = Current year i.e.: 2016 – Click on the down arrow to choose a value from a dropdown field.
- Accounting Period** = Click on the down arrow to choose from one to many periods
- Name** = User specific – Click on the down arrow to choose value(s) from a multi-select fields.

- When all your report filters are selected, click **Apply Filters** to generate the report.

						Posted Total Amt			FTE		
						2016			2016		
						1038 - Admin Analyst/Spclst 12 Mo			1038 - Admin Analyst/Spclst 12 Mo		
						Period 3 - 2016-09-01			Period 4 - 2016-10-01		
						Period 2 - 2016-08-01			Period 3 - 2016-09-01		
						Period 4 - 2016-10-01			Period 4 - 2016-10-01		
Dept Fdescr	Fund Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Account Fdescr	Posted Total Amt	Posted Total Amt Total	Period 2 - 2016-08-01	Period 3 - 2016-09-01	Period 4 - 2016-10-01	FTE Total
00543 - Department Program	CL499 - Clearing Fund	E0115 - USC/SCM Payroll Admin			601300 - Support Staff Salaries	3,537.00	3,537.00				2.00
					601301 - Overtime	122.48	122.48		0.00		0.00
					603003 - OASDI	7.59	219.29		0.00		0.00
					603003 - Dental Insurance		26.04		0.00		0.00
					603004 - Medical Insurance		1,327.62		0.00		0.00
					603005 - Retirement		945.37		0.00		0.00
					603011 - Life Insurance		1.50		0.00		0.00
					603012 - Medicare	1.78	51.29		0.00		0.00
					603013 - Vision Care		7.87		0.00		0.00
						7,074.00	1,890.74				0.00

Note: The report results display static information associated with the employee(s) identified in the report filters search.

- Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated.

3.3.2 Reading The Report

Employee Detail											
Empl RCD											
Name		Fred Flintstone									
Empl ID		000000007									
HR Dept Fdescr		00543 - Ocean Studies - 3702									
Union Cd Fdescr		R09 - CSUEB, Technical & Support Services (Unit 9)									
Position Number		00002549									
Position Pool ID		E1									

				Posted Total Amt			FTE							
				2016			2016							
Job Code Fdescr				1038 - Admin Analyst/Spdnt 12 Mo			1038 - Admin Analyst/Spdnt 12 Mo							
Accounting Period Descr		Period 3 - 2016-09-01		Period 4 - 2016-10-01		Posted Total Amt Total		Period 3 - 2016-09-01		Period 4 - 2016-10-01		FTE Total		
CSU Charge Period Descr		Period 2 - 2016-08-01		Period 3 - 2016-09-01		Period 4 - 2016-10-01		Period 2 - 2016-08-01		Period 3 - 2016-09-01		Period 4 - 2016-10-01		FTE Total
Dept Fdescr	Fund Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Account Fdescr									
00543 - Department Program	CL499 - Clearing Fund	E0115 - USC/SCM Payroll Admin			601300 - Support Staff Salaries		3,537.00	3,537.00				7,074.00		2.00
					601301 - Overtime	122.48						122.48	0.00	0.00
					602001 - OASDI	7.59	219.29	219.29				446.17	0.00	0.00
					603003 - Dental Insurance		26.04	26.04				52.08	0.00	0.00
					603004 - Medical Insurance		1,327.62	1,327.62				2,655.24	0.00	0.00
					603005 - Retirement		945.37	945.37				1,890.74	0.00	0.00
					603011 - Life Insurance		1.50	1.50				3.00	0.00	0.00
					603012 - Medicare	1.78	51.29	51.29				104.36	0.00	0.00
					603013 - Vision Care		7.87	7.87				15.74	0.00	0.00

Period is equal to 3, 4
 and Business Unit Fdescr is equal to LBCMP - CA State University Long Beach
 and Name is equal to Fred Flintstone
 and Fiscal Year is equal to 2016
 and Period is equal to 3, 4

[Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

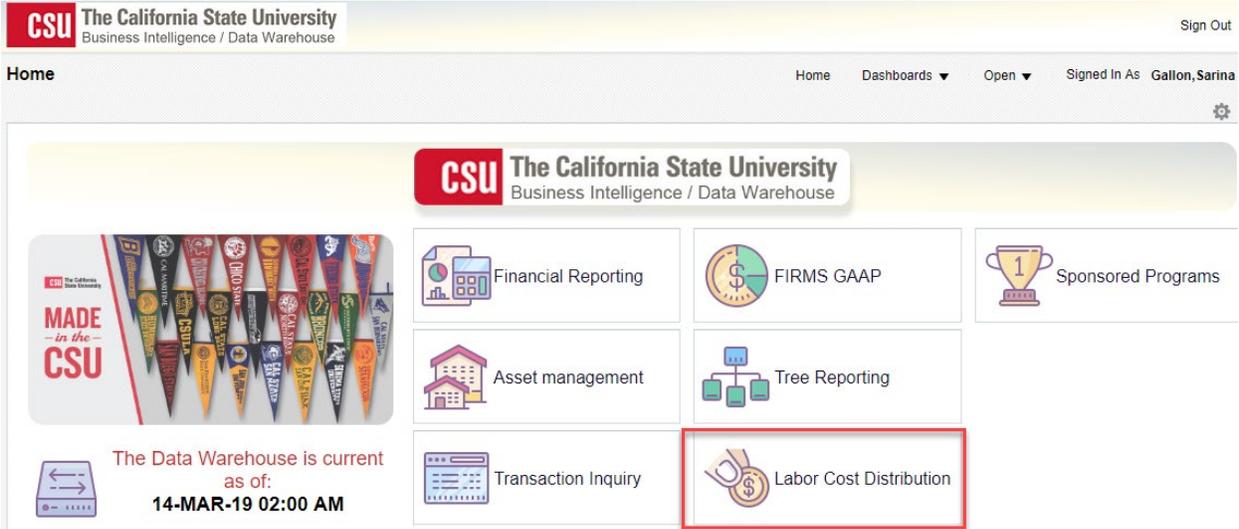
Rows	Description
Name	Employee Name.
Empl ID	Employee ID Number; employee 11-digit identification number assigned when hired within the PS Human Resource application.
HR Dept Fdescr	The LCD Dept chartfield value and full description (not the department chartfield used for labor distribution).
Union Cd Fdescr	The bargaining union code value and full description.
Position Number	The employees position number within the PS Human Resource Application.
Position Pool ID	The pool ID assigned to the position, which is used to assign labor distribution chartfields at the pool level within the Department Budget Table.
Fiscal Year	The fiscal year in which the payroll was posted to the GL.
Job Code Fdescr	The Job Code with full description the employee is assigned on job data.
Accounting Period Descr	Accounting Period numeric value and description.
CSU Charge Period Descr	Month (period) in which LCD activity occurred (not the same as the Accounting Period, which is the period in which the pay was issued).
Posted Total Amt	The actual amount posted for all transactions.
FTE	The time base of the employee's appointment.
Dept Fdescr	The Dept chartfield value and full description where the payroll was posted to the GL.
Fund Fdescr	The Fund chartfield value and full description where the payroll was posted to the GL.
Project Fdescr	The Project chartfield value and full description where the payroll was posted to the GL.
Class Descr	The Class chartfield value and full description where the payroll was posted to the GL.
Account Fdescr	The Account chartfield value and full description where the payroll was posted to the GL.

3.4 Payroll Expenditure Actuals and Projection

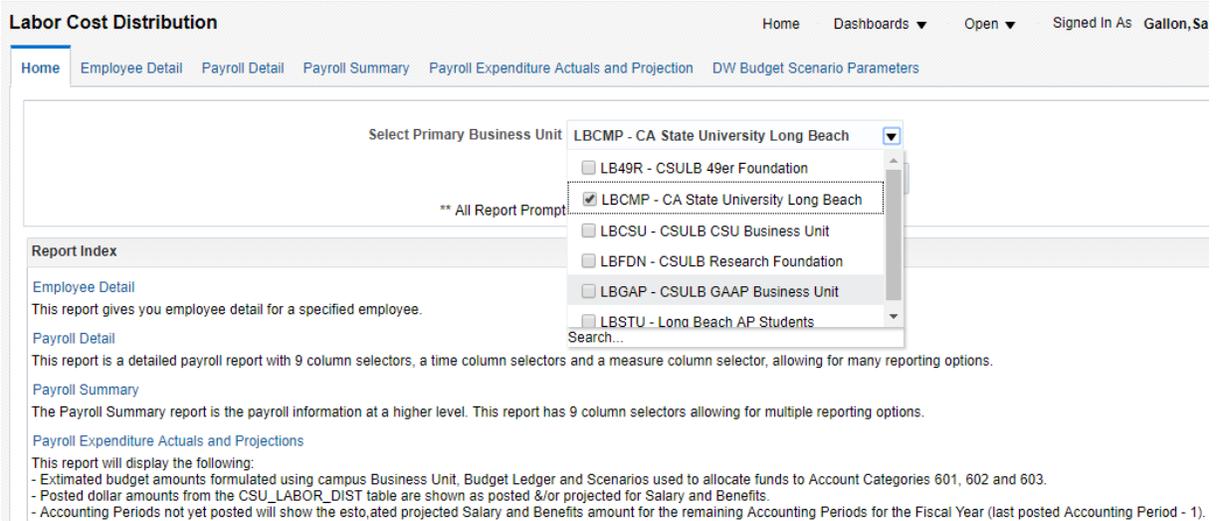
The Payroll Expenditure Actuals and Projection report can be helpful for estimating Fiscal Year Payroll (Salary and Benefits) Expenditures. It is also can be used to forecast annual Payroll activity.

3.4.1 Running The Report

1. From the Home page, select **Dashboards**, then select the **Labor Cost Distribution** dashboard.



2. This will take you to the **Home** tab of the **Labor Cost Distribution** dashboard. Select **LBCMP** as the **Primary Business Unit Default Setting**.



3. Click **Apply** to execute your selection.

Labor Cost Distribution Home Dashboards ▾

Home Employee Detail Payroll Detail Payroll Summary Payroll Expenditure Actuals and Projection DW Budget Scenario Parameters

Select Primary Business Unit LBCMP - CA State University Long Beach ▾

Apply Reset ▾

4. **Optional.** Save your Home Page Default Settings. This will allow these values to be passed onto the various Dashboards. See **2.7.1 Home Page of Dashboard** for details.

5. From the **Labor Cost Distribution** Dashboard, select the **Payroll Expenditure Actuals and Projection** Tab.

6. Select Report Filters - search criteria that are used to generate the report results.

Business Unit: LBCMP - CA SI ▾ Fiscal Year: 2018 ▾ Accounting Period From: Between 1 ▾ To: 12 ▾ CSU Charge Period: --Select Value-- ▾ Account Category: 601 - Regular S ▾

Fund: --Select Value-- ▾ Dept: 00732 - CMS F ▾ Account: --Select Value-- ▾ Project: --Select Value-- ▾ Program: --Select Value-- ▾ Class: --Select Value-- ▾

Dept Tree: --Select Value-- ▾ Dept Level 1: --Select Value-- ▾ Dept Level 2: --Select Value-- ▾ Dept Level 3: --Select Value-- ▾ Dept Level 4: --Select Value-- ▾ Dept Level 5: --Select Value-- ▾

Apply Reset ▾

- **Business Unit** = Defaults from Home page. LBCMP BU is the only BU that has LCD transactions.
- **Fiscal Year** = Current year i.e.: 2016 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose from one to many periods.
- **Department** = User specific – Click on the down arrow to choose a value(s).

7. When all your report filters are selected, click **Apply Filters** to generate the report.

Summary View

View selector Summary View ▾

Dept Fdescr	Fund Fdescr	Account Fdescr	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt
1148 - BUSINESS INTELLIGENCE/DW	48521 - CSU Oper Fund-GS -CCF	601201 - MPP Salaries	543,692.00	193,270.00	138,050.00	331,320.00
		601300 - STAFF SALARIES	587,732.00	341,667.16	247,526.05	589,193.21
		601822 - PERFORMANCE BONUS	0.00	0.00		0.00
		603001 - OASDI	30,520.84	30,520.84	23,882.00	54,402.84
		603003 - DENTAL INSURANCE	4,456.48	4,456.48	3,243.25	7,699.73
		603004 - HEALTH & WELFARE	58,089.48	58,089.48	34,487.40	92,576.88
		603005 - RETIREMENT	156,727.67	156,727.67	113,343.85	270,071.52

Projected Summary by Accounting Period

601201 - MPP Salaries								Actuals												Actuals Total	
Dept Fdescr	Fund Fdescr	LCD Empl ID	LCD Employee Name	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt	1	2	3	4	5	6	7	8	9	10	11	12	Actuals Total	
1148 - BUSINESS INTELLIGENCE/DW	48521 - CSU Oper Fund-GS -CCI			0	0	0	0													0	132,276.00
Grand Total				0	0	0	0													0	199,044.00
601300 - STAFF SALARIES								Actuals												Actuals Total	
Dept Fdescr	Fund Fdescr	LCD Empl ID	LCD Employee Name	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt	1	2	3	4	5	6	7	8	9	10	11	12	Actuals Total	
1148 - BUSINESS INTELLIGENCE/DW	48521 - CSU Oper Fund-GS -CCF			587,732.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99,809.21
Grand Total				587,732.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119,376.00
Grand Total				0	0	0	0													0	128,100.00
Grand Total				0	0	0	0													0	331,320.00

8. **Optional.** Save your Report Filters. The next time you access the dashboard/tab/report your report results will automatically be generated.

3.4.2 Reading the Report

View selector Summary View						
Dept Fdescr	Fund Fdescr	Account Fdescr	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt
1148 - BUSINESS INTELLIGENCE/DW	48521 - CSU Oper Fund-GS -CCF	601201 - MPP Salaries	543,692.00	193,270.00	138,050.00	331,320.00
		601300 - STAFF SALARIES	587,732.00	341,667.16	247,526.05	589,193.21
		601822 - PERFORMANCE BONUS	0.00	0.00		0.00
		603001 - OASDI	30,520.84	30,520.84	23,882.00	54,402.84
		603003 - DENTAL INSURANCE	4,456.48	4,456.48	3,243.25	7,699.73
		603004 - HEALTH & WELFARE	58,089.48	58,089.48	34,487.40	92,576.88
		603005 - RETIREMENT	156,727.67	156,727.67	113,343.85	270,071.52

Rows	Description
Dept Fdescr	The Dept chartfield code plus description where the payroll was posted to the GL
Fund Fdescr	The Fund chartfield plus description where the payroll was posted to the GL
Account Fdescr	Account value and full description.
Budget	Formulated budget amount
Posted Actuals	The actual amount posted for all transactions
Projected Actuals	The projected amount for all future transactions
Projected Salary Amt	Posted Actuals and Projected Actuals combined

4.0 Appendix A DWH Labor Cost Distribution Reporting Index

Page Name	Page / Report Description
Employee Detail	Displays a one-page report for a single employee with various position and payroll elements.
Payroll Detail	Report for advanced analytics, including nine column selectors, a measures selector, and a time selector.
Payroll Summary	Report for the Campus Departments to use to monitor payroll cost at a summary or detail level.
Payroll Expenditure Actuals and Projection	Report for estimating Fiscal Year Payroll (Salary and Benefits) Expenditures. It is also can be used to forecast annual Payroll activity.

5.0 Appendix B Data Warehouse Glossary

5.1 Fields: Dashboards – Home Page

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	LBCMP (LBCMP BU is the only BU that has LCD details)

5.2 Fields: Report Filters, Columns

FIELD	DEFINITION
Account	Column Selector: Account chartfield value where the payroll was posted to the GL. Report Filters: Account chartfield value and full description where the payroll was posted to the GL.
Acct Fdescr (Column Selector) Account Fdescr (Hard Coded on Employee Detail)	The Account chartfield value and full description where the payroll was posted to the GL.
Accounting Period	Accounting period numeric value.
Accounting Period Descr	Accounting period full description.
Acct Cat	Account category value. Summarizes Account chartfields into higher level categories.
Acct Cat Fdescr	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
Acct Type	Account Type Value. Summarizes Account chartfields into a higher level type.
Acct Type Fdescr	Account Type value and full description. Summarizes Account Chartfields into a higher level type with description.
Acct CF Att Type	Account Chartfield Attribute Type.
Acct CF Att Val	Account Chartfield Attribute Value.
Acct CF Att Val Descr	Account Chartfield Attribute Value and Description.
Acct CF Att Val Fdescr	Account Chartfield Attribute Value and full description.
Acct CF Att Val Fld Name	Account Chartfield Attribute Value Field Name.
Acct CF Attrib	Used for reporting.
Acct Tree Name	Account Tree Name.
Acct Level 1 Fdescr	Account Level 1 value and full description.
Acct Level 2 Fdescr	Account Level 2 value and full description.
Acct Level 3 Fdescr	Account Level 3 value and full description.
Acct Level 4 Fdescr	Account Level 4 value and full description.
Acct Level 5 Fdescr	Account Level 5 value and full description.

FIELD	DEFINITION
Actuals Salary Freq	Determines the rate at which a salary is paid to employee
Adjustment Amt	Notation of an adjusting journal.
Approp Avl To	SCO State Fund appropriation available from/to.
Approp Rev Dt	SCO State Fund appropriation reversion date.
Bus Unit	Business Unit value
Business Unit	Business Unit value and full description.
Campus Set ID	Set ID that rolls up to a Business Unit
Charge Period Descr	Month (period) in which LCD activity occurred.
Class	Column Selector: Class chartfield value where the payroll was posted to the GL. Report Filter: Class chartfield value and full description where the payroll was posted to the GL
Class CF Att Type	Class Chartfield Attribute Type
Class CF Att Val	Class Chartfield Attribute Value.
Class CF Att Val Descr	Class Chartfield Attribute Value and Description.
Class CF Att Val Fdescr	Class Chartfield Attribute Value and full description.
Class CF Att Val Fld Name	Class Chartfield Attribute Value Field Name.
Class Fdescr	Class chartfield value and full description where the payroll was posted to the GL.
Class Level 1 or Class Level 1 Fdescr	Class Level 1 code plus description
Class Level 2 or Class Level 2 Fdescr	Class Level 2 code plus description
Class Level 3 or Class Level 3 Fdescr	Class Level 3 code plus description
Class Level 4 or Class Level 4 Fdescr	Class Level 4 code plus description
Class Level 5 or Class Level 5 Fdescr	Class Level 5 code plus description
Class Tree or Class Tree Name	The name of the Class Tree
CSU Charge Period	Concatenated year / month (YYYYMM) representing the year and the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued)
CSU Charge Period Descr	Concatenated year / month (YYYYMM) plus description of the year and the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued)
CSU Fund	CSU Fund value.
CSU Fund Fdescr	CSU Fund value and full description.

FIELD	DEFINITION
CSU Fund Type	System-wide grouping of funds based on their attributes.
CSU Paid Days	If an employee is hired on a daily basis the number of day for which he is paid will be in this data element. For all non-daily employees this field will be blank.
CSU Rate	Whether it's monthly/weekly/annual etc.
Dept	Report Filter: Dept chartfield value and full description where the payroll was posted to the GL.
Dept Fdescr	Column Selector: Dept chartfield value and full description where the payroll was posted to the GL.
Dept ID	Dept chartfield value where the payroll was posted to the GL.
Dept Tree (Filter Selector) Dept Tree Name (Column Selector)	The name of the Department Tree.
Dept Level 1 (Filter Selector) Dept Level 1 Fdescr (Column Selector)	Department Level 1 code and full description. Top level department based on active department tree.
Dept Level 2 (Filter Selector) Dept Level 2 Fdescr (Column Selector)	Department Level 2 code and full description. Top level department based on active department tree.
Dept Level 3 (Filter Selector) Dept Level 3 Fdescr (Column Selector)	Department Level 3 code and full description. Top level department based on active department tree.
Dept Level 4 (Filter Selector) Dept Level 4 Fdescr (Column Selector)	Department Level 4 code and full description. Top level department based on active department tree.
Dept Level 5 (Filter Selector) Dept Level 5 Fdescr (Column Selector)	Department Level 5 code and full description. Top level department based on active department tree.
Empl Class Code	A code that describes the nature of the employee's appointments. Sample values mean Regular, Temporary, Hourly, Rehired Annuitant, FERP, and Student
Empl ID	Employee ID Number; employee 11-digit identification number assigned when hired within the PS Human Resource application
Empl Record	The code assigned to each employee's ID that represents a unique job. If an employee has two concurrent jobs, s/he will have two Empl Records. The combination of the employee ID plus the Empl record represents a unique value for a single job.
FIRMS Obj Cd Fdescr	FIRMS Object Code and full description.
FIRMS Object	CSU account level that represents a grouping of campus accounts.
FIRMS Proj Cd Fdescr	FIRMS Project Code and full description.

FIELD	DEFINITION
FIRMS Project	CSU system-wide assignment to track various activities at the CSU level.
Fiscal Year	The fiscal year in which the payroll was posted to the GL.
FTE	The time base of the employee's appointment.
Fund	Column Selector: Fund chartfield value where the payroll was posted to the GL. Report Filter: Fund chartfield value and full description where the payroll was posted to the GL.
Fund Fdescr	Fund chartfield value and full description where the payroll was posted to the GL.
Fund Tree Name	The name of the Fund tree.
Fund Level 1 <i>(Advanced Filters)</i> Fund Level 1 Descr <i>(Column Selector)</i>	Fund Level 1 value and full description.
Fund Level 2 <i>(Advanced Filters)</i> Fund Level 2 Descr <i>(Column Selector)</i>	Fund Level 2 value and full description.
Fund Level 3 <i>(Advanced Filters)</i> Fund Level 3 Descr <i>(Column Selector)</i>	Fund Level 3 value and full description.
Fund Level 4 <i>(Advanced Filters)</i> Fund Level 4 Descr <i>(Column Selector)</i>	Fund Level 4 value and full description.
Fund Level 5 <i>(Advanced Filters)</i> Fund Level 5 Descr <i>(Column Selector)</i>	Fund Level 5 value and full description.
Fund CF Att Type	Fund Chartfield Attribute Type.
Fund CF Att Val Fdescr <i>(Column Selector)</i> Fund CF Att Val Descr <i>(Column Selector)</i>	Fund Chartfield Attribute Value and full description.
Fund CF Att Val	Fund Chartfield Attribute value.
Fund CF Att Val Fld Name	Fund Chartfield Attribute Value Name.
Fund CF Attrib	Used for Reporting.
Fund CF Status	Fund Chartfield Status (active / inactive).
Fund Proc Type Fdescr	Fund Processing Type Field and full description.
GAAP NAC	GAAP Net Asset Category which is assigned at the Fund level. Used for GAAP reporting.
GAAP Nat Class	GAAP Natural Class is a high-level classification assigned to the account chartfield.

FIELD	DEFINITION
GL Journal ID	The Journal ID posted to the GL.
LCD Account Cd	The HR Account Code used for labor distribution.
LCD Actuals Salary Freq (Report Filter selector and Selector for 'Show Time' column on Payroll Detail) Actuals Salary Freq (Report Filter)	A code defining the frequency how the time an employees pay is based. Samples include Monthly, Hourly and Daily.
LCD Base Salary Amt	The full time value of the base salary rate for the employee.
LCD Benefits (Column Selector) Benefits (Hard coded column on Payroll Summary)	Posted actuals for any transactions with the Type of DED or TAX.
LCD CSU Account Cd Level	Labor distribution has 11 hierarchical levels from which the LCD process can obtain the Chart Fields to post payroll. The level, which was used for this employees pay will be indicated in this field. 1 - Paycheck Creation Error 3 - Time and Labor 3 - Additional / Immediate Pay 4 - Job Earnings Distribution 5 - Job Data (Not used) 6 - Department Budget Table – Appointment 7 - Department Budget Table – Position 8 - Department Budget Table – Pool 9 - Department Budget Table – Department 10- Distribution Reject 11- Distribution Override (Different Logic)
LCD CSU Charge Period (Column Selector) CSU Charge Period (Report Filter selector and Selector for 'Show Time' column on Payroll Detail)	Represents the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued and posted to the Ledger).
CSU Charge Period Descr (Selector for 'Show Time' column on Payroll Detail, hard coded column on Payroll Summary and Employee Detail)	Represents the month and full description for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued and posted to the Ledger).
LCD CSU Comprate	Corresponds to compensation rate on the Job Date Compensation tab in HR. If you are a salaried employee, Comprate and Comprate Used will match.
LCD CSU Comprate Used	Positive pay for student and non-salaried employees.
LCD CSU Paycheck Nbr	Paycheck number
LCD CSU Type (Column Selector) CSU Type (Report Filter Selector)	Indicates whether the payroll is one of 3 types ERN – Earnings, DED – Deductions or TAX – Taxes. The total of DED plus TAX = Benefits as defined by the CSU. ERN would be salary only. These values were used to create 2 new fields "Salary" and "Benefits".

FIELD	DEFINITION
LCD Dept Fdescr (Column Selector) HR Dept Fdescr (Hard coded column on Employee Detail) HR Dept (Report Filter Selector)	The Department ID and Description assigned to the employee's job data (not the department chartfield used for labor distribution).
LCD Dept ID	The Department ID assigned to the employee's job data (not the department chartfield used for labor distribution).
LCD Empl Class Fdescr (Column Selector) Empl Class Code (Report Filter Selector)	A code that describes the nature of the employee's appointments. Sample values mean G-Regular, H-Temporary, C-Emergency Hire, E-Rehired Annuitant, F-FERP, and S-Student.
LCD Empl ID (Column Selector) Empl ID (Report Filter Selector, hard coded column on Employee Detail and Payroll Summary)	Employee ID Number: Employees 11 Digit identification number assigned when hired within the PS Human Resource application.
LCD Empl Record (Column Selector) Empl Record (Report Filter Selector)	The code assigned to each employee's id that represents a unique job. If an employee has 2 concurrent jobs they will have 2 Empl records. The combination of the employee ID plus the Empl record represents a unique value for a single job.
LCD Job Code Fdescr (Column Selector) Job Code Fdescr (Hard coded column on Employee Detail) Job Code (Report Filter Selector)	The Job Code and Job Code Description the employee is assigned on job data.
LCD Job Function Code (Column Selector) Job Function (Report Filter Selector)	A categorization of the job code. Sample include TEN – Tenure, LEC – Lecturer, STF – Staff, COA – Coach, MPP – Management, etc.
LCD Name (Column Selector) Name (Hard coded column on Employee Detail and Payroll Summary)	The employee's name (First Name, Middle Initial, Last Name).
LCD Pay Grade Fdescr	Indicates the PeopleSoft Earnings Code or Tax Code or Deduction Code and its description based on whether the transaction is earnings, taxes or deductions.
LCD Paycode Fdescr (Column Selector) Paycode (Report Filter Selector)	Indicates the PeopleSoft Earnings Code or Tax Code or Deduction Code and its description based on whether the transaction is earnings, taxes or deductions.

FIELD	DEFINITION
LCD Paygroup (Column Selector) Paygroup (Report Filter Selector)	The payroll group this employee's job is assigned to. Samples include Master (MST), which is a 12-month employee, Academic (ACD), which is an employee who works 10 months but is paid 12, or Student (STU) and Positive Pay (POS).
LCD Position Fdescr	The employees' position number concatenated with the description assigned to that position number within the PS Human Resource application.
LCD Position Number (Column Selector) Position Nbr (Report Filter Selector) Position Number (Hard coded column on Employee Detail)	The employees position number within the PS Human Resource Application.
LCD Position Pool ID (Column Selector) Position Pool ID (Report Filter Selector and hard coded column on Employee Detail)	The pool ID assigned to the position, which is used to assign labor distribution chartfields at the pool level within the Department Budget Table.
LCD Posted Total Amt	The actual amount posted for all transactions.
LCD Salary (Column Selector) Salary (Hard coded column on Payroll Summary)	Posted actuals for any transactions with the Type = ERN.
LCD Union Cd Fdescr (Column Selector) Union Cd Fdescr (Hard coded column on Employee Detail) Union Code (Report Filter Selector)	The bargaining union code value with full description.
Name (Hard coded column on Employee Detail and Payroll Summary) LCD Name (Column Selector)	Employee name.
Net Asset Cat	Net Asset Category.
Net Class Fdescr	Natural Class Value and Description.
Paid Hours	For an employee hired on an hourly basis the number of hours for which he is paid will be in this data element. For all non-hourly employees this field will be blank
Posted Total Amt	The actual amount posted for all transactions.
Prog Fdescr	Program chartfield and description where the payroll was posted to the GL.

FIELD	DEFINITION
Program	Column Selector: Program chartfield value where the payroll was posted to the GL. Report Filter: Program chartfield value and full description where the payroll was posted to the GL.
Project	Column Selector: Project chartfield value where the payroll was posted to the GL. Report Filter: Project chartfield value and full description where the payroll was posted to the GL.
Project Fdescr	Project ID value and full description.
Project CF Att Type	Project Chartfield Attribute Type.
Project CF Att Val	Project Chartfield Attribute Value.
Project CF Att Val Descr	Project Chartfield Attribute Value and full description.
Project CF Att Val Fdescr	Project Chartfield Attribute Value and full description.
Project CF Att Val Fld Name	Project Chartfield Attribute Value Field Name.
Project CF Attrib	Used for Reporting.
Project Tree Name	Name of the Project Tree.
Project Level 1 Fdescr	Project Level 1 value and full description.
Project Level 2 Fdescr	Project Level 2 value and full description.
Project Level 3 Fdescr	Project Level 3 value and full description.
Project Level 4 Fdescr	Project Level 4 value and full description.
Project Level 5 Fdescr	Project Level 5 value and full description.
Regular Temp Fdescr	Regular or Temp Employee
SCO Fund	SCO Fund Value with description. Used for State Reporting.
SCO Fund Fdescr	SCO Fund Value with description. Used for State Reporting.
SCO Subfund	SCO Subfund. Used for State Reporting.
SCO Subfund Fdescr	SCO Subfund value with description. Used for State Reporting.
State GL Acct Fdescr <i>(Column Selector)</i> State GL Acct <i>(Advanced Filters Selector)</i>	State GL Account Field and Description. Used for SW and State Reporting.