Dashboard: Labor Transaction Detail Report

What is the Labor Transaction Detail Report dashboard?

The Labor Transaction Detail Report provides salary and fringe details by employee. There are several view options for displaying the data and provides more detailed information than the General Ledger reports.

IMPORTANT NOTE: This report will only display data if you have **Labor Security Access** to the prompted values. If you do not have access to the prompted values you will receive an error message. Labor Security Access is not granted by EBI. See the [How do I Submit a Request for Labor Data Access?] job aid for additional information.

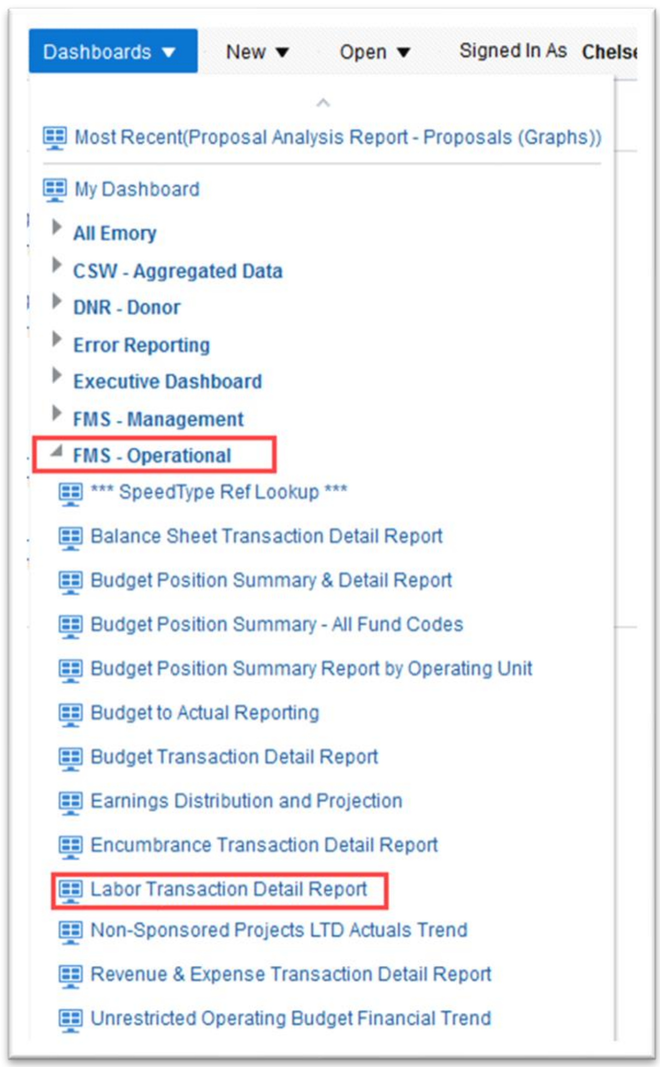
When should I use the Labor Transaction Detail Report dashboard?

This report should be used when you need to see transaction details for salary, fringe, and Retroactive Salary Transfers (RSTs). Details include employee, pay dates, earnings codes, and other variables.

TIP: The Labor Transaction Detail Report is often referred to as "LTDR"

Where do I find this report in EBI?

1. Log in to EBI: https://dwbi.emory.edu/analytics
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Operational folder, click the Labor Transaction Detail Report link.



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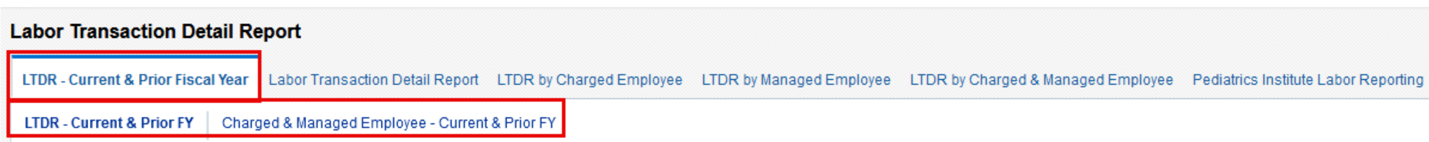
Understanding the Dashboard Pages

The dashboard is divided into six pages (or tabs): **LTDR – Current & Prior Fiscal Year, Labor Transaction Detail Report, LTDR by Charged Employee, LTDR by Managed Employee, LTDR by Charged & Managed Employee** and **Pediatrics Institute Labor Reporting**. The default page for the dashboard is the LTDR – Current & Prior Fiscal Year.

Please note that the Labor Transaction Detail Reports will run more slowly than other reports in EBI. This is due to the Labor Security Access roles assigned to each individual user.

If you only need data for either the current or prior fiscal year, you should run the new **LTDR – Current & Prior Fiscal Year** dashboard page, as it will return results much faster. This page will look and function the same as the original Labor Transaction Detail Report and LTDR by Charged & Managed Employee pages.



- NEW! The **LTDR – Current & Prior Fiscal Year** page contains two reports: **LTDR – Current & Prior FY** and **Charged & Managed Employee – Current & Prior FY.** To improve performance speeds, these reports are limited to display data for only the Current and Prior Fiscal Year. For example, if you run the report on 12/1/2024, you would only see results for FY25 and FY24.
  - The **LTDR – Current & Prior Fiscal Year** page is identical to the Labor Transaction Detail Report and shows transactions for the current and prior fiscal year for all employees for the selected prompt values. Security is based on the Operating Unit, Department, and/or Project to which you have access.
  - The **Charged & Managed Employee – Current & Prior FY** page is identical to the LTDR by Charged & Managed Employee page and shows transactions for the current and prior fiscal year for specific employee(s) based on a combination of the Charged and Managed Security access of the person running the report.

  TIP: If older data is required, you will need to run the original Labor Transaction Detail Report and LTDR by Charged & Managed Employee pages, with the knowledge that these pages will still experience slow performance speeds.

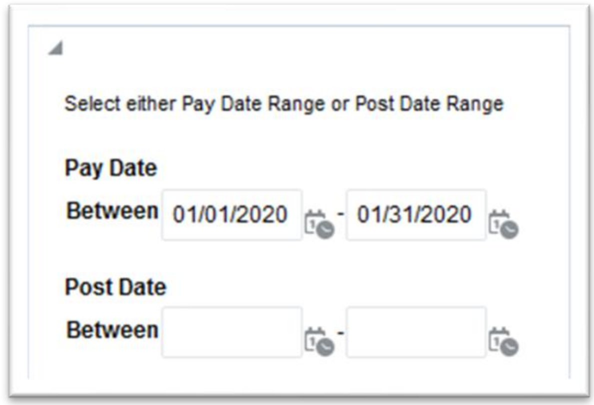
- The **Labor Transaction Detail Report** page shows transactions for all employees for the selected prompt values. Security is based on the Operating Unit, Department, and/or Project to which you have access.
- The **LTDR by Charged Employee** page shows transactions for specific employee(s) selected in the prompt. Security is based on the Operating Unit, Department, or Project where the transaction was charged.
- The **LTDR by Managed Employee** page shows transactions for specific employee(s) selected in the prompt. Security is based on access to that employee's HR department.
- The **LTDR by Charged & Managed Employee** shows transactions for specific employee(s) based on a combination of the Charged and Managed Security access of the person running the report.
- The **Pediatrics Institute Labor Reporting** page should only be used to view transactions for Pediatrics Institute employees.

Understanding the Pay Date vs. Post Date Prompts

While the available prompts will differ between the pages, all of the pages will have the option to prompt on a time range using either the **Pay Date** or the **Post Date**. **Do not enter dates in both**, as this will display overlapping results. The Pay Date Range is the default prompt selection, and populates with the dates for the current month.

TIP: The distinction between Pay Date and Post Date is important when reconciling, especially as it relates to managing Retroactive Salary Transfers (RSTs).

- The **Pay Date Range** prompts will display data based on the date that salary is paid to the employee, also known as the Orig Pay Date.
- The **Post Date Range** prompts will display data based on when the transaction posted to the Chartfields in the General Ledger, also known as the Journal Date.



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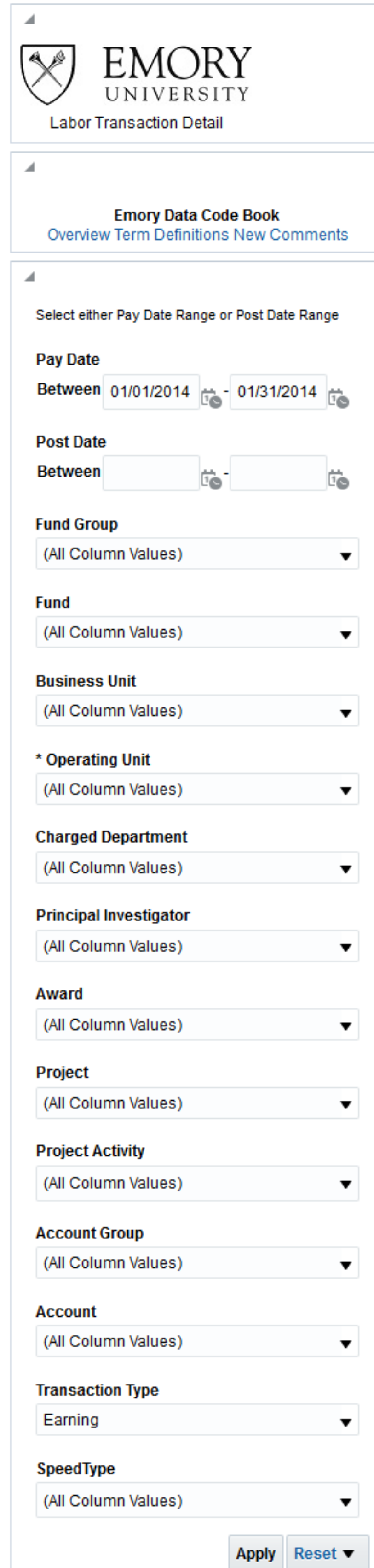
Labor Transaction Detail Report Page

Selecting Prompts:

1. Enter a Pay Date Range or a Post Date Range.
2. Select an Operating Unit or choose All Column Values.
3. Select other prompt values as needed.
4. Click Apply.

TIP: The Transaction Type prompt defaults to "Earning." If you need to see details for Accruals or Reversals, modify the Transaction Type prompt values.

TIP: The LTDR is one of the few reports that includes a prompt for SpeedType. This is because when entering salary distributions, users are only allowed to enter a SpeedType. Other transactions, such as journal entries, expense reports, etc. allow users to enter a SpeedType AND/OR enter Chartfields that may not correspond to the SpeedType.



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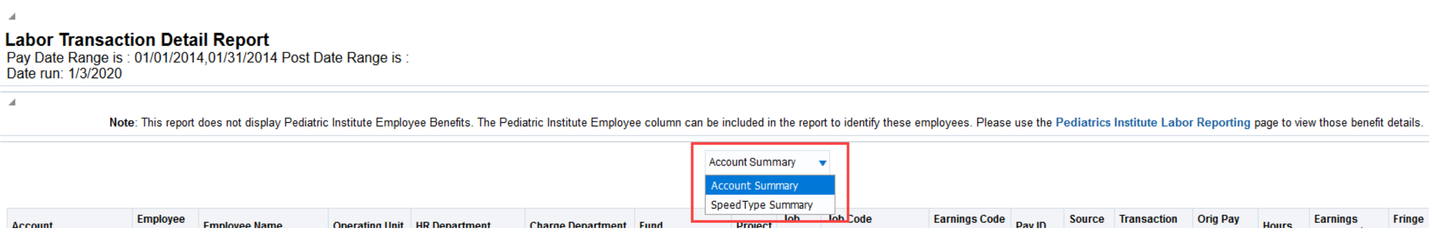
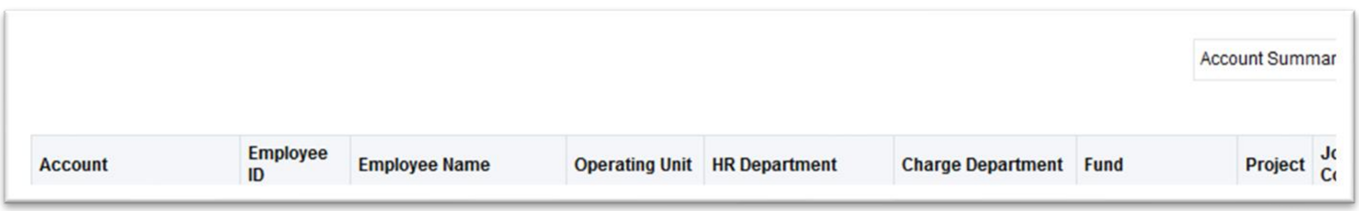
View Options:

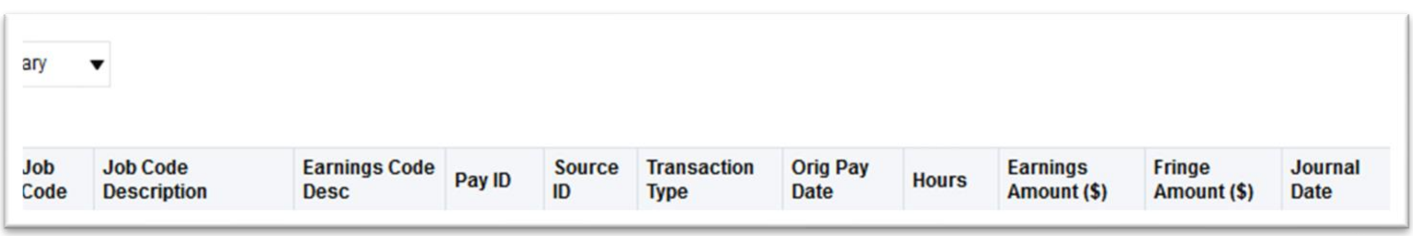
Once the report has run and results display, there are two view options available in the View Selector.



1. **Account Summary View** – this is the default view. It shows salary transaction details by Account Code, Employee ID, Employee Name, Operating Unit, HR Department, Charged Department, Fund, and Project. It includes subtotals by Employee ID.



It also displays the following columns: Job Code, Job Code Description, Earnings Code Desc, Pay ID, Source ID, Transaction Type, Orig Pay Date, Hours, Earnings Amount ($), Fringe Amount ($), and Journal Date.



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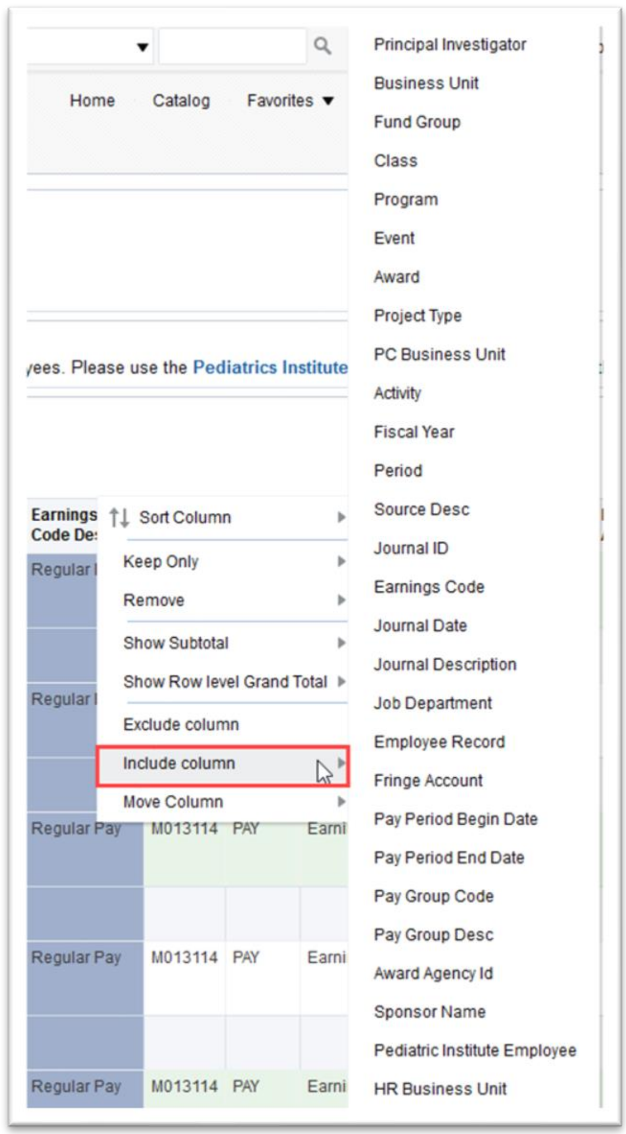
2. **SpeedType Summary View -** this view shows similar columns as the Account Summary View, but includes the SpeedType column to the left of the Account Code column.

TIP: Remember, all reports in EBI can be customized. If you don't see information you need, check to see what columns can be included by right clicking on any column header and selecting "Include Column"



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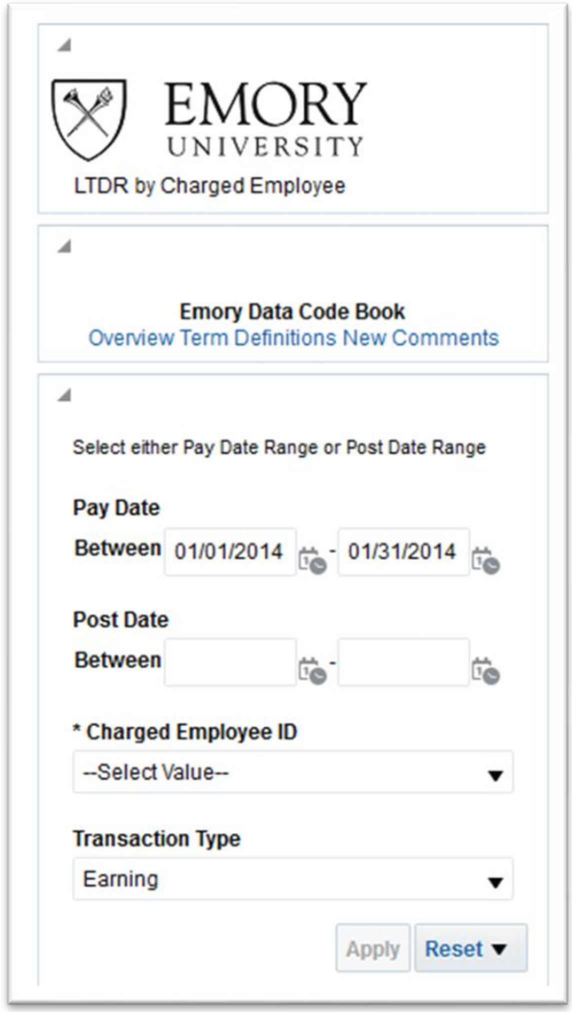
LTDR by Charged Employee Page

Remember: Security for this page is based on the Operating Unit, Department, or Project where the transaction was charged.



Selecting Prompts:

1. Enter a Pay Date Range or a Post Date Range.
2. Select the Charged Employee(s) you wish to see.
3. Review the Transaction Type prompt and modify selections if needed.
4. Click Apply.

View Options:

This page will display results in the same order as the Account Summary view on the LTDR page.

Account	Employee ID	Employee Name	Operating Unit	HR Department	Charge Department	Fund	Project	Job Code	Job Code Description	Earnings Code Desc	Pay ID	Source ID	Transaction Type	Orig Pay Date	Hours	Earnings Amount ($)	Fringe Amount ($)	Journal Date

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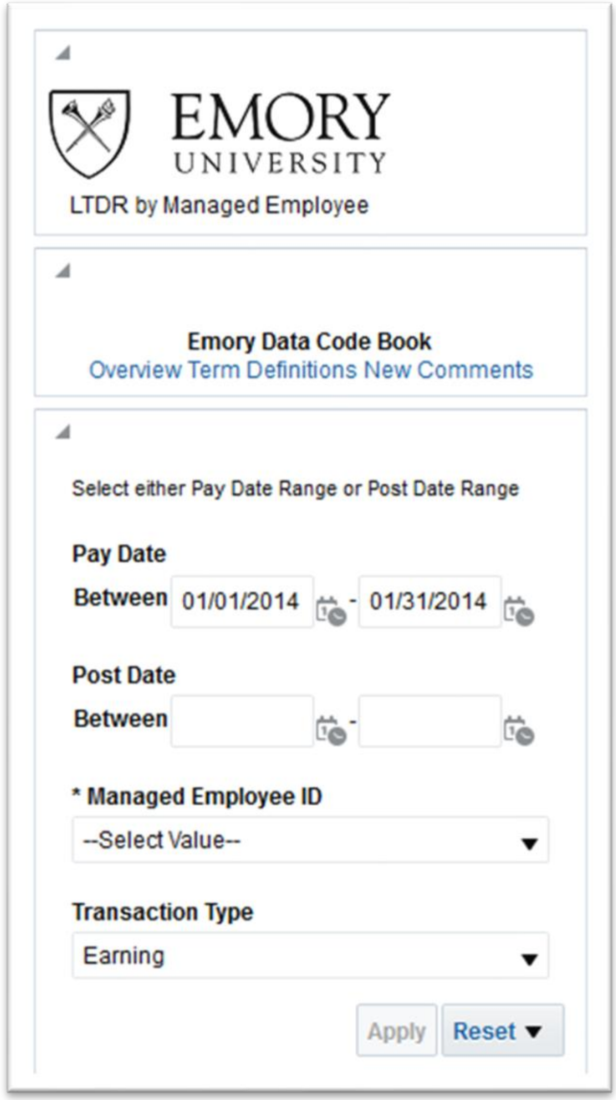
LTDR by Managed Employee Page

Remember: Security for this page is based on access to the prompted employee's HR department.



Selecting Prompts:

1. Enter a Pay Date Range or a Post Date Range.
2. Select the Managed Employee(s) you wish to see.
3. Review the Transaction Type prompt and modify selections if needed.
4. Click Apply.

View Options:

This page will display results in the same order as the Account Summary view on the LTDR page.

Account	Employee ID	Employee Name	Operating Unit	HR Department	Charge Department	Fund	Project	Job Code	Job Code Description	Earnings Code Desc	Pay ID	Source ID	Transaction Type	Orig Pay Date	Hours	Earnings Amount ($)	Fringe Amount ($)	Journal Date

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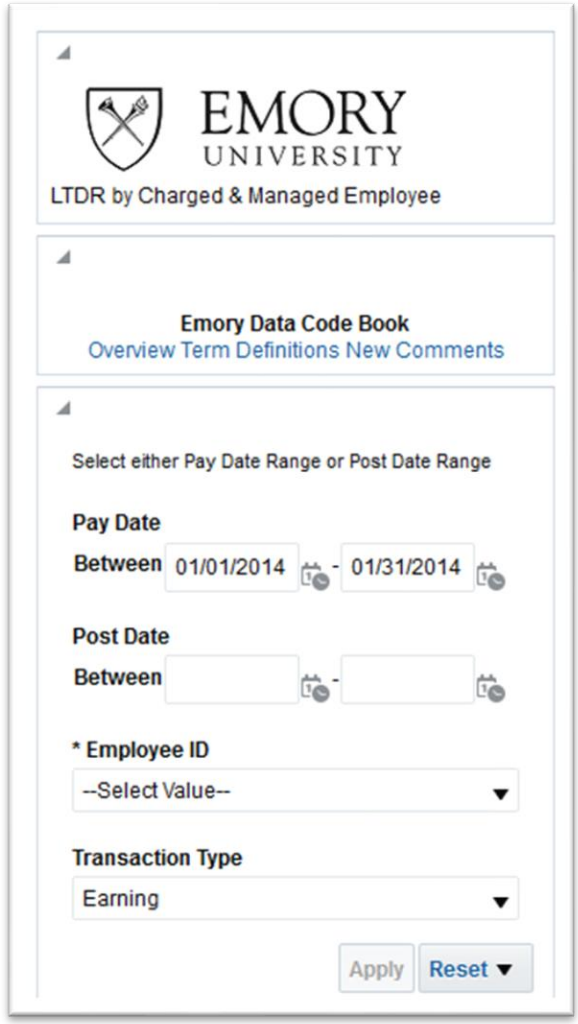
LTDR by Charged & Managed Employee Page

Remember: Security for this page is based on a combination of the Charged and Managed Security access of the person running the report.

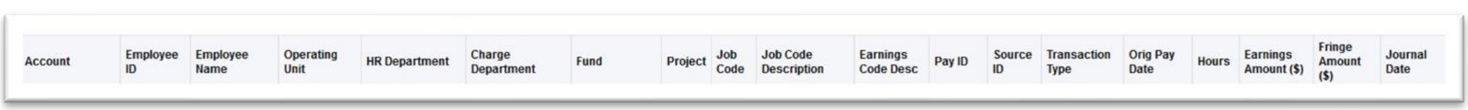


Selecting Prompts:

1. Enter a Pay Date Range or a Post Date Range.
2. Select the Employee(s) you wish to see.
3. Review the Transaction Type prompt and modify selections if needed.
4. Click Apply.

View Options:

This page will display results in the same order as the Account Summary view on the LTDR page.



Account	Employee ID	Employee Name	Operating Unit	HR Department	Charge Department	Fund	Project	Job Code	Job Code Description	Earnings Code Desc	Pay ID	Source ID	Transaction Type	Orig Pay Date	Hours	Earnings Amount ($)	Fringe Amount ($)	Journal Date

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Pediatrics Institute Labor Reporting Page

The Pediatrics Institute Labor Reporting page is similar to the standard Labor Transaction Detail Report page in terms of functionality and information. The primary difference is that this page **should only be used for payroll data related to Pediatrics Institute employees**.

View Options

There are three sub-pages available: **By Chartfields, By Employee**, and **RST Details**.

- The **By Chartfields** sub-page provides labor details by SpeedType for employees of the Pediatrics Institute. The Prompt selections on this page are similar to the Labor Transaction Detail Report page, with Summary and Detail views available.

- The **By Employee** sub-page provides labor details by Employee for employees of the Pediatrics Institute. The Prompt selections on this page are similar to the Charged & Managed Employee page. Users will be able to view complete labor details for employees for whom the user has managed access. Users with charged access will be limited to labor details on the Chartfields for which they have been granted access.

- The **RST Details** sub-page provides Retroactive Salary (RST) details by SpeedType for employees of the Pediatrics Institute. Prompt selections are similar to the Labor Transaction Detail Report page, with views by SpeedType, Employee, and Business Unit.

More Information:

For assistance with Labor Security Access, contact the Cost Studies team via the **Finance Support Center**. Choose **Cost Studies - Labor** as your ticket category.

For questions about or issues with the Labor Transaction Detail Report, please contact the Analytics & Reporting team via the **Finance Support Center**. Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.