


PWRLABD - Labor Distribution of Salary and Benefit Expenses


[See the Report](#)

With the Banner report **PWRLABD**, you can get details about salary and/or benefit expenses charged to your department budget during the course of a year, a month, or any range of dates you specify. The report can also be run to show how much has been paid out to a single employee, to all employees within your department, or to an entire division or fund.

For training and access to this page, contact the [IT Training Team](#).

Directions:

1. From the main Banner Menu screen, type **PWRLABD**, then press *Enter* on your keyboard.
2. Click the **Go** button.
3. Click the **Next Section**  icon TWICE to get to the "Parameter Values" section. (Or, just click with your mouse into the third section, "Parameter Values.")

 Process Submission Controls GJAPCTL 9.3.3 (TEST)

Process: PWRLABD Labor Distribution by range Parameter Set:

PRINTER CONTROL

Printer

Special Print

PARAMETER VALUES

Number *	Parameters
01	Begin DD-MON-YYYY Range
02	End DD-MON-YYYY Range
03	Fiscal Year
04	Payroll ID
05	PayNo
06	Sort Option
07	Fund Code
08	Orgn Code
09	Acct Code
10	Program Code

10 Per Page

LENGTH: 11 TYPE: Character O/R: Optional M/S: Single

Enter Begin date range (DD-MON-YYYY)

SUBMISSION


Save Parameter Set as

Name Description

4. Type in your parameter values on the right side, using the information below as a guide. All fields are optional unless otherwise indicated.

Parameter	What to Type	Examples
01 Begin DD- MON- YYYY Range	Enter the beginning date for the range of dates you want your report to reflect. Use the PCC Monthly / Bi-Weekly Pay Schedules to determine what to put for the beginning date. If you are running your report to look at monthly payroll employees, always use the first day of the month. .	Example: 01-APR-2011 ...for all salary charges to your department beginning with the pay date April 1, 2011.
02 End DD- MON- YYYY Range	Enter the ending date for the range of dates you want. Use the PCC Monthly / Bi-Weekly Pay Schedules to determine what to put for the beginning date. If you are running your report to look at monthly payroll employees, always use the last day of the month.	Example: 01-MAY-2011
03 Fiscal Year	Enter the Fiscal Year as four digits, (This is a required field, so you cannot leave it blank.).	Example: 2011 for the fiscal year 7/1/10 -- 6/30/11.
04 Payroll ID	Enter the Payroll ID, such as MO for Monthly or BW for Biweekly. OR leave blank for all.	Example: BW for employees who are paid biweekly
05 Pay No	(Optional) If you narrowed down by Payroll ID above, you can further narrow down your results by Pay Period. Use the PCC Monthly / Bi-Weekly Pay Schedules to determine what to put for the Pay Period Number.	Example: Biweekly Pay Period 3 (January 5 -- 18, 2014)
06 Sort Option	We recommend 3 for the sort order (by last name). To see other options, place your cursor anywhere in the Sort Option line, then look at the "hint line" just below the list of parameters. This is a required field, so you cannot leave it blank.	Example: 3 to sort your results by employee's last name
07 Fund Code	Enter your Fund Code . Or, leave blank for all Funds.	Example: 1000 for the General Fund
08 Orgn Code	Enter your Org. Code (department budget code). Or, leave blank for all Org.s within your Fund (if you specified the Fund Code above). You can also enter a partial Org. Code, such as C3 for all Org's that fall within the Cascade Student Development Division.(No wildcard symbol (%))is needed.	Example: A30413 for the Sylvania Multicultural Center's budget
09 Account Code	Leave blank for all accounts in your budget, or enter an Account Code if you want to narrow it down further. You can also enter a partial account code, such as 02 for all Personnel Benefit accounts. No wildcard (%) is needed.	Example: 01222 for PT Faculty Salary Expenses
10 Program Code	Enter your Program Code, if needed.	Example: 21 for Instruction
11 Person ID	Leave blank unless you are running the report for a single employee. If you are, enter the employee's G Number.	
12 Position Number	Enter a Position Number for an employee or employee group, OR leave blank for all. Entering the position number is a good choice if you are running this report to show how much has been paid out to casual employees who share a "pooled" position number within your department budget.	

13 Suffix	(Optional) Enter the Suffix Number associated with the specific job performed for a particular employee, OR leave blank for all. (The suffix number is used to differentiate between different instances of an employee performing the same job with the same position number.)	
14 Distribu tion Type	Enter the Distribution Type: 1 for Earnings Only; 2 for Other Employee Expenses, and 3 for both. (This is a required field, so you cannot leave it blank.) "Other Employee Expenses" includes stipend charges (see Article 27.81 of the Faculty Contract [pdf]) paid to bargaining unit Part-Time Faculty for each term they teach. It also includes employer-paid taxes like FIM, FIO (FICA taxes), Long Term Disability, Life Insurance, Employee Assistance Program, and Unemployment (UEM) taxes. Deductions that are paid by the employee are not included.	Example: 1 for earnings only

5. When you have finished entering the Parameter Values, press **Next Section**  again.

6. Click the **Save** button.

(For more information about saving reports, including saving your parameters for a future time, see the [Banner Report Help](#) page.)

7. Open [Report Viewer](#) and view your report.

Here's what the completed PWRLABD report looks like. As you can see, it lists all employees that fall within the budget and other parameters you indicated, with the amount paid out for each "pay event" (payday). It also includes a total at the bottom.

Note: This information was updated 5/2/14 with NEW PARAMETERS #5 and #13