How to Obtain a Labor Distribution Report

Step 1: Start on *Emory University Finance Division* website (www.finance.emory.edu).

Step 2: Under *Finance Shortcuts*, click on *Labor Distribution Reports*.

Step 3: The *GroupView Login* screen will appear. Enter your Emory University User ID and password.

Step 4: The Emory Finance screen will appear (blue, white and yellow). Click on *Labor & Payroll* yellow tab.

Step 5: The *Labor & Payroll* screen will appear with a list of 7 Labor Distribution links.
- The first four Labor Distribution links are associated with the old FAS system. Use these links to obtain labor detail prior to 09/01/2009 (FY09 and prior years).
- The last three Labor Distribution links, labeled "PeopleSoft", are associated with the new Compass system. Use these links to obtain labor detail after 08/31/2009 (FY10 and future years).
- Depending on which Labor Distribution link you select, you will need to enter a combination of the following input criteria:
  - A. Date Range (From/To)
  - B. Employee ID
  - C. Account (old FAS system)
  - D. Smart Key (new PeopleSoft/Compass system)

Step 6: Select a Labor Distribution link.

Step 7: Enter the required input criteria.

Step 8: Click on the *Submit* button at the upper right corner of the screen. The Labor Distribution report will appear.

Note: If the Labor Distribution report does not appear, then you either do not have access to run the report or you do not have access to the department associated with the input criteria. If you believe you should have access to this information, please contact Joel Tingle (jgtingl@emory.edu) to request access.