



San Francisco
State University

SFSU LABOR COST DISTRIBUTION

VIEWING EXPENSE DATA

SFSU DIVISION OF INFORMATION
TECHNOLOGY
SEPTEMBER 2004

SFSU Labor Cost Distribution
Viewing Expense Data
SKU LCD_VW

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Viewing Expense Detail

In the Labor Cost Distribution module, users have the ability to look up detailed information on employer-paid expenses by employee and by department. This enables departments to research their expense allocations.

Users of this lookup functionality are limited to seeing data only on those employees who report to the department(s) for which they are responsible.

Viewing Expense Detail by Employee

To view expense allocation data by employee, choose **Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Employee**.

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Employee**

Expense Detail by Employee

Find an Existing Value


Pay Period End Date:	<input type="text" value="31"/>
EmplID:	<input type="text"/>
Empl Rcd Nbr:	<input type="text"/>
Name:	<input type="text"/>
Last Name:	<input type="text"/>
Department:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search	

You are prompted for **Pay Period End Date, EmplID, Empl Rcd Nbr, Name, Last Name** and **Department**. Pay Period End Date is the last day of the month for which you are requesting labor expenses. For example, 03/31/2004 would report the labor expenses for March 2004. You only need to enter a value into one field. You can enter more values to further refine the search results.

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Employee**

Expense Detail by Employee



Find an Existing Value

Pay Period End Date: 03/31/2004 EmplID: Empl Rcd Nbr: Name: Last Name:

Department: 3385

[Basic Search](#)

Search Results

[View All](#)First  1-5 of 5  Last

Pay Period End Date	EmplID	Empl Rcd Nbr	Name	Last Name	Department
03/31/2004	900014822	0	Randall,Griffin J	RANDALL	3385
03/31/2004	900032580	0	Look,Bill	LOOK	3385
03/31/2004	900036168	0	Jetter,Nicole	JETTER	3385
03/31/2004	900036779	0	Smith,Sinhin M	SMITH	3385

The example displayed above would retrieve employer expense records for March 2004 in Department 3385.

Click on a value from the list to display that employee's expense allocation data.

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Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Employee

[New Window](#)

LCD Detail By Emp

Fiscal Year: 2003 Period: 9 Charge Period: 200403

Empl ID: 900014822 Rcd#: 0 Name: Randall, Griffin J
Dept ID: 3385 WESTERN INDIAN STUDIES
Position#: 00002260 Instr Fac AY
Job Code: 2360 Union Code: R03 FTE: 1.00

Totals	
Earnings:	\$4,584.00
Other Earnings:	\$0.00
Total Earnings:	\$4,584.00
Benefits - Employer Costs:	\$1,074.87
Benefits Taxes - Employer Share:	\$347.89
Total Benefit Costs & Taxes:	\$1,422.76
Total:	\$6,006.76

Earnings								First	1 of 1	Last
Description	Amount	Comp Rate Used	Rate	Account	Fund	Department	Class	Project		
Regular Earnings	\$4,584.00	\$4,584.000000	\$4,584.000000	601100	GS103	3385				

Benefits - Employer Costs							First	1 of 6	Last
Description	Amount	Account	Fund	Department	Class	Project			
PERS	\$680.40	603804	GS103	3385					
Long-Term Disability	\$4.23	603810	GS103	3385					
Medical	\$332.54	603803	GS103	3385					
Dental	\$38.28	603802	GS103	3385					
Vision	\$9.47	603809	GS103	3385					
Life and AD/D	\$9.95	603807	GS103	3385					

Benefits Taxes - Employer Share							First	1 of 2	Last
Description	Amount	Account	Fund	Department	Class	Project			
OASDI/Disability - ER	\$281.95	603801	GS103	3385					
FICA Med Hospital Ins / ER	\$65.94	603808	GS103	3385					

[Return to Search](#) [Next in List](#) [Previous in List](#)

Under **LCD Detail by Emp** the system displays the **Fiscal Year**, **Period**, **Charge Period**, **EmplID**, **Empl Rcd#**, **Name**, **Dept ID**, **Position #**, **Job Code**, and **FTE** for which the expense allocation data is displayed.

Under **Totals** is displayed the total **Regular Earnings** (REG), **Other Earnings** (including any earnings other than REG), **Total Earnings**, **Benefits – Employer Costs**, **Benefits Taxes – Employer Share**, **Total Benefit Cost and Taxes**, and **Total** for this combination of **Fiscal Year**, **Period**, **Charge Period**, **EmplID**, **Empl Rcd#**, **Name**, **Dept ID**, **Position #**, **Job Code**, and **FTE**.

For a table of each earnings type and where it is displayed in the **Totals** box, please see page 12.

Under **Earnings**, **Benefits – Employer Costs**, and **Benefits Taxes – Employer Share** you see detailed information these expenses.


Viewing Expense Detail by Department

To view expense allocation data by department, choose **Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Department**.

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Dept**

Expense Detail by Dept

Find an Existing Value

Pay Period End Date: 

Department:


[Basic Search](#)

You are prompted for **Fiscal Year, Accounting Period, Department** and **Charge Period**. Pay Period End Date is the last day of the month for which you are requesting labor expenses. For example, 03/31/2004 would report the labor expenses for March 2004. You only need to enter a value into one field. You can enter more values to further refine the search results.

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Dept**

Expense Detail by Dept

Find an Existing Value


Pay Period End Date: 

Department:

[Basic Search](#)

The example displayed above would retrieve employer expense records for March 2004 in Department 3385.

You see the **LCD Detail by Department** page.



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LCD Detail By Dept

Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385 WESTERN INDIAN STUDIES		

Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details								Find	First	1-48 of 48	Last
Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share							
Employee ID	Rcd#	Name	FTE	Position #	Job Code	Job Code Title	Union Code				
900036168	0	Jetter,Nicole	1.00	00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03				
900032580	0	Look,Bill	0.50	00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill	0.50	00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07				
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07				

Under **LCD Detail by Dept** the system displays the **Fiscal Year**, **Accounting Period**, **Charge Period**, and **Dept ID** for which the expense allocation data is displayed. In **Totals** the system displays the total Regular **Earnings** (REG), **Other Earnings** (including any earnings other than REG), **Earning Subtotal**, **Benefits – Employer Costs**, **Benefits Taxes – Employer Share**, **Deduction Subtotal**, and Grand **Total** for the department.

For a table of each earnings type and where it is displayed in the **Totals** box, please see page 12.

Under **LCD Expense Details** you see a list of **Employee IDs**. You can view detailed information on these employees' earnings by **Job**, **Chart Fields**, **Earnings**, **Benefits – Employer Costs**, and **Benefits Taxes – Employer Share**.

Note: You may see multiple lines of earnings for each employee. This is because there is a separate line for each earnings type, for example, regular earnings, overtime, bonuses, life and ADD, vision, dental, benefit, PERS, long-term disability, FICA, and OASDI.

By Job

Under **LCD Expense Details**, click **Job** to view each employee's Job Data.

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LCD Detail By Dept

Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385	WESTERN INDIAN STUDIES	


Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details Find First 1-48 of 48 Last

Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share	REF		
Employee ID	Rcd#	Name	FTE	Position #	Job Code	Job Code Title	Union Code
900036168	0	Jetter,Nicole	1.00	00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900036168	0	Jetter,Nicole		00004092	2360	Instr Fac AY	R03
900032580	0	Look,Bill	0.50	00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill	0.50	00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07
900032580	0	Look,Bill		00003787	1035	Admin Support Coord 12 Mo	R07

For each employee, you see their **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, and **Union Code**.

Viewing Full Detail

Click  to view full detail on each employee. You will need to scroll quite far to the right to see all the information.

You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID, Employee Rcd #, Name, FTE, Position #, Job Code, Job Code Title, Union Code, Account, Project, Fund, Class, Project, Earnings Description, Earnings Amount, Comp Rate Used, Rate, Deduction Description, Deduction Amount, Tax Description, and Tax Amount.**

This is where you can find specific funding information for each expense type for each employee.

Account	Fund	Department	Class	Project	Earnings Description	Earnings Amount	Comp Rate Used	Rate	Description
601100	GS103	3385			Regular Earnings	\$4,584.00	\$4,584.000000	\$4,584.000000	
603808	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	
603801	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	
603807	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	Life and AD/D
603809	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	Vision
603802	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	Dental
603811	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	Benefit Program
603804	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	PERS
603810	GS103	3385				\$0.00	\$4,584.000000	\$4,584.000000	Long-Term Disabi
601300	GS103	3385			Regular Earnings	\$1,761.50	\$3,523.000000	\$1,761.500000	
601300	GS103	3385			Regular Earnings	\$1,761.50	\$3,523.000000	\$1,761.500000	
603012	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	
603012	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	
603001	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	
603001	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	
603011	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	Life and AD/D
603013	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	Vision
603003	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	Dental
603004	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	Medical
603005	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	PERS
603005	GS103	3385				\$0.00	\$3,523.000000	\$1,761.500000	PERS

By Chart Fields

Under **LCD Expense Details**, click **Chart Fields** to view each employee's Chart Fields data.

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LCD Detail By Dept

Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385	WESTERN INDIAN STUDIES	


Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details

Find First 1-48 of 48 Last

Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share	
Employee ID	Rcd#	Name	Account	Fund	Department Class Project
900036168	0	Jetter,Nicole	601100	GS103	3385
900036168	0	Jetter,Nicole	603808	GS103	3385
900036168	0	Jetter,Nicole	603801	GS103	3385
900036168	0	Jetter,Nicole	603807	GS103	3385
900036168	0	Jetter,Nicole	603809	GS103	3385
900036168	0	Jetter,Nicole	603802	GS103	3385
900036168	0	Jetter,Nicole	603811	GS103	3385
900036168	0	Jetter,Nicole	603804	GS103	3385
900036168	0	Jetter,Nicole	603810	GS103	3385
900032580	0	Look,Bill	601300	GS103	3385
900032580	0	Look,Bill	601300	GS103	3385
900032580	0	Look,Bill	603012	GS103	3385
900032580	0	Look,Bill	603012	GS103	3385
900032580	0	Look,Bill	603001	GS103	3385
900032580	0	Look,Bill	603001	GS103	3385
900032580	0	Look,Bill	603011	GS103	3385

For each employee you see their **Employee ID**, **Employee Rcd#**, **Name**, **Account**, **Fund**, **Department**, **Class**, and **Project**.

Click  to view full detail on each employee. You will need to scroll quite far to the right to see all the information.

You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings Amount**, **Comp Rate Used**, **Rate**, **Deduction Description**, **Deduction Amount**, **Tax Description**, and **Tax Amount**.

This is where you can find specific funding information for each expense type for each employee.

For an example of what you can see on this screen, turn to page 7.

By Earnings

Under **LCD Expense Details**, click **Earnings** to view each employee's Earnings data.

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LCD Detail By Dept

Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385	WESTERN INDIAN STUDIES	


Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details

Find First 1-48 of 48 Last

Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share		
Employee ID	Rcd#	Name	Earnings Description	Earnings Amount	Comp Rate Used	Rate
900036168	0	Jetter,Nicole	Regular Earnings	\$4,584.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900036168	0	Jetter,Nicole		\$0.00	\$4,584.000000	\$4,584.000000
900032580	0	Look,Bill	Regular Earnings	\$1,761.50	\$3,523.000000	\$1,761.500000
900032580	0	Look,Bill	Regular Earnings	\$1,761.50	\$3,523.000000	\$1,761.500000
900032580	0	Look,Bill		\$0.00	\$3,523.000000	\$1,761.500000
900032580	0	Look,Bill		\$0.00	\$3,523.000000	\$1,761.500000
900032580	0	Look,Bill		\$0.00	\$3,523.000000	\$1,761.500000
900032580	0	Look,Bill		\$0.00	\$3,523.000000	\$1,761.500000

For each employee you see their **Employee ID**, **Employee Rcd#**, **Name**, **Earnings Description**, **Earnings Amount**, **Comp Rate Used**, and **Rate**.

Click  to view full detail on each employee. You will need to scroll quite far to the right to see all the information.

You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings Amount**, **Comp Rate Used**, **Rate**, **Deduction Description**, **Deduction Amount**, **Tax Description**, and **Tax Amount**.

This is where you can find specific funding information for each expense type for each employee.

For an example of what you can see on this screen, turn to page 7.

By Benefits – Employer Costs

Under **LCD Expense Details**, click **Benefits – Employer Costs** to view each employee's Employer-paid Benefits data.

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LCD Detail By Dept


Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385	WESTERN INDIAN STUDIES	

Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details Find First 1-48 of 48 Last

Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share
Employee ID	Rcd#	Name	Description	Amount
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole	Life and AD/D	\$9.95
900036168	0	Jetter,Nicole	Vision	\$9.47
900036168	0	Jetter,Nicole	Dental	\$72.21
900036168	0	Jetter,Nicole	Benefit Program	\$128.00
900036168	0	Jetter,Nicole	PERS	\$680.40
900036168	0	Jetter,Nicole	Long-Term Disability	\$4.23
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill	Life and AD/D	\$1.99

For each employee you see their **Employee ID**, **Employee Rcd#**, **Name**, **Deduction Description**, and **Deduction Amount**.

Note: On these inquiry pages **Deductions** refer only to Employer-paid Deductions. Click  to view full detail on each employee. You will need to scroll quite far to the right to see all the information.

You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings Amount**, **Comp Rate Used**, **Rate**, **Deduction Description**, **Deduction Amount**, **Tax Description**, and **Tax Amount**.

This is where you can find specific funding information for each expense type for each employee.

For an example of what you can see on this screen, turn to page 7.

By Benefits Taxes – Employer Share

Under **LCD Expense Details**, click **Benefits Taxes – Employer Share** to view each employee's Taxes data.

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LCD Detail By Dept

Fiscal Year: 2003	Accounting Period: 9	Charge Period: 200403
Dept ID: 3385	WESTERN INDIAN STUDIES	

Totals	
Earnings:	\$23,109.00
Other Earnings:	\$0.00
Earning Subtotal:	\$23,109.00
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
Deduction Subtotal:	\$7,831.79
Total:	\$30,940.79

LCD Expense Details				
Job	Chart Fields	Earnings	Benefits - Employer Costs	Benefits Taxes - Employer Share
Employee ID	Rcd#	Name	Description	Amount
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole	FICA Med Hospital Ins / ER	\$68.06
900036168	0	Jetter,Nicole	OASDI/Disability - ER	\$291.03
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900036168	0	Jetter,Nicole		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill		\$0.00
900032580	0	Look,Bill	FICA Med Hospital Ins / ER	\$25.54
900032580	0	Look,Bill	FICA Med Hospital Ins / ER	\$23.42
900032580	0	Look,Bill	OASDI/Disability - ER	\$109.21
900032580	0	Look,Bill	OASDI/Disability - ER	\$100.13
900032580	0	Look,Bill		\$0.00

For each employee you see their **Employee ID**, **Employee Rcd#**, **Name**, **Tax Description**, and **Tax Amount**.

Click  to view full detail on each employee. You will need to scroll quite far to the right to see all the information.

You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings Amount**, **Comp Rate Used**, **Rate**, **Deduction Description**, **Deduction Amount**, **Tax Description**, and **Tax Amount**.

This is where you can find specific funding information for each expense type for each employee.

For an example of what you can see on this screen, turn to page 7.

Earnings Types and Where They are Displayed in the Totals Box

Totals Category	Earnings Code	Description
Regular Earnings	REG	Regular Earnings
Other Earnings	AA1	Auto Allowance, M80H
	AA2	Auto Allowance, M98H
	AS1	Asbestos/Haz Training Allowance
	AS2	Asbestos/Haz Training Allowance
	AS3	Asbestos Pay
	AW1	Distinguished Teaching Award
	AW2	Exceptional Merit Service Award
	AW3	Meritorious Service and Professional Prom. Award
	AW4	CSU Fellowship Award
	AW5	Merit/Sust Superior Accomplishment Award
	BF1	Backflow/Water Treatment Certificate Award
	BF2	Backflow/Water Treatment Certificate Renewal
	BN1	PERS-Exempt Bonus (FLSA Exempt)
	BN2	PERS-Exempt Bonus (FLSA Non-Exempt)
	BN3	Performance/Lump Sum Bonus (SF)
	BN4	Performance/Lump Sum Bonus (S6)
	BN5	Performance/Lump Sum Bonus (R08)
	BN6	LT Satisfactory Bonus (R04)
	BN7	Certification Bonus (SD)
	BN8	CSU Lump Sum Payment (SB)
	BN9	Lump Sum – Exempt
	COT	Commanding Officer, Train Ship, CMA
	CSE	CSEA Salary Stipend
	HCR	Holiday Credit Earnings
	HOL	Holiday
	HRS	Hours Only
	ID1	IDL Full/Enhanced

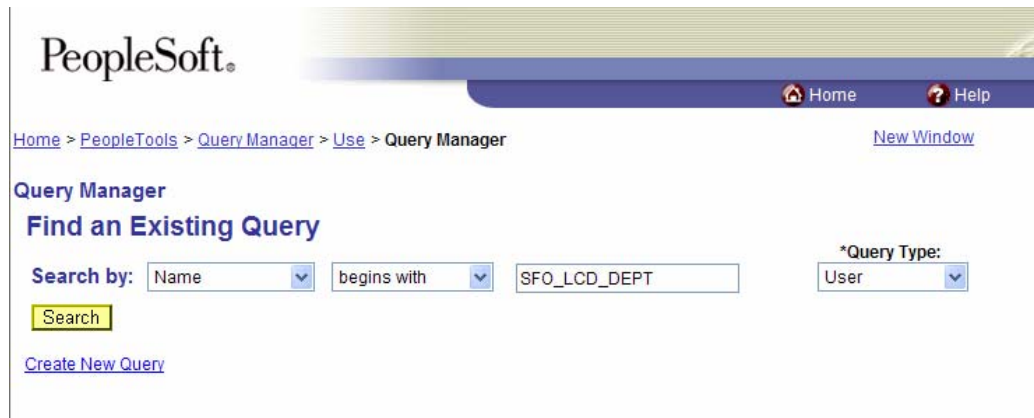
Totals Category	Earnings Code	Description
	ID2	IDL (2/3)
	ID3	IDL Sick Leave Supplementation
	ID4	IDL Full Supplementation
	ND1	NDI Insurance
	ND2	NDI + Time/Rate/Gross
	ND3	NDI When Working
	OMM	Overtime Meal Money
	OTP	Overtime Pay
	OTS	Overtime Straight Time
	PC0	Interim POST Cert Stipend \$100
	PC1	Interim Cert Stip R08 \$100
	PC2	Interim Cert Stip R08 \$150
	PC3	Interim Cert Stip R08 \$250
	PC8	Interim Adv POST Stipend \$250
	PDL	Professional Development Leave
	RCA	Refregeration Cert. R06
	RS1	Rural Stipend
	SA1	Special Assignment Stipend \$100
	SA2	Special Assignment Stipend R08
	SCK	Sick
	SHP	Shift Pay
	SKS	Sick – Salaried
	SS1	Salary Stipend \$80
	SS2	Salary Stipend \$125
	TD	Temporary Disability
	TP1	Final Settlement
	TP2	Admin Leave Terminate Pay
	UA1	Uniform Allowance (91)
	UA2	Uniform Allowance (S1)
	UTR	Union Time Reimbursed
	VAC	Vacation
Benefits – Employer Costs	N/A	Life and AD/D
	N/A	Vision

Totals Category	Earnings Code	Description
	N/A	Medical
	N/A	Dental
	N/A	PERS
	N/A	Long-Term Disability
	N/A	Benefit Program
Benefits Taxes – Employer Share	N/A	FICA Med Hospital Ins / ER
	N/A	OASDI/Disability - ER

Using LCD Earnings Distribution Queries

A number of queries are available for viewing Labor Cost Distribution earnings allocation detail. Because the process of running a query is always the same, no matter which one you're running, we give explicit instructions only once in this chapter.

To run a query, choose **PeopleTools > Query Manager > Use > Query Manager**.



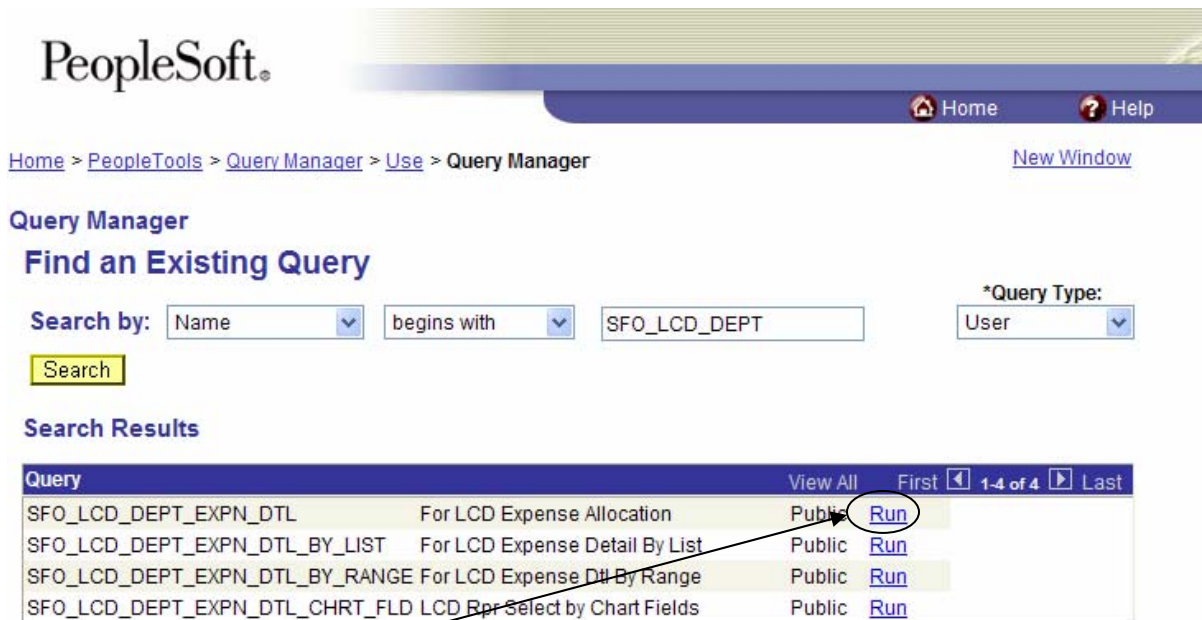
The screenshot shows the PeopleSoft Query Manager interface. At the top is the PeopleSoft logo and a navigation bar with 'Home' and 'Help' links. Below the logo is a breadcrumb trail: 'Home > PeopleTools > Query Manager > Use > Query Manager'. A 'New Window' link is also present. The main heading is 'Query Manager' followed by 'Find an Existing Query'. The search criteria are set as follows: 'Search by:' with a dropdown menu showing 'Name', a second dropdown menu showing 'begins with', a text input field containing 'SFO_LCD_DEPT', and a '*Query Type:' dropdown menu showing 'User'. A yellow 'Search' button is located below the search criteria. A 'Create New Query' link is at the bottom left of the search area.

To search for a Labor Cost Distribution query choose **Search by Name begins with SFO_LCD_DEPT** and **Query Type User**.

Press **Search**.

Note: You must press **Search**. If you press **Enter** instead you will receive an error message.

You see a list of Labor-Cost-Distribution-related Earnings Distribution queries.



PeopleSoft.

Home > PeopleTools > Query Manager > Use > Query Manager [New Window](#)

Query Manager
Find an Existing Query

Search by: Name begins with SFO_LCD_DEPT *Query Type: User

Search

Search Results

Query	View All	First	1-4 of 4	Last
SFO_LCD_DEPT_EXP_N_DTL For LCD Expense Allocation	Public	Run		
SFO_LCD_DEPT_EXP_N_DTL_BY_LIST For LCD Expense Detail By List	Public	Run		
SFO_LCD_DEPT_EXP_N_DTL_BY_RANGE For LCD Expense Dtl By Range	Public	Run		
SFO_LCD_DEPT_EXP_N_DTL_CHRT_FLD LCD Rpt Select by Chart Fields	Public	Run		



Click **Run** at the right and on the same line as the query name to run the query.

Available queries include the following:

Query Name	Query Use
SFO_LCD_DEPT_EXP_N_DTL	LCD Expense Allocation Detail by Single Department Number
SFO_LCD_DEPT_EXP_N_DTL_BY_LIST	LCD Expense Allocation Detail by List of Department Numbers
SFO_LCD_DEPT_EXP_N_DTL_BY_RANGE	LCD Expense Allocation Detail by Range of Department Numbers
SFO_LCD_DEPT_EXP_N_DTL_CHRT_FLD	LCD Expense Allocation Detail by ChartField

You see the **Query Parameters** page.

SFO_LCD_DEPT_EXP_N_DTL - For LCD Expense Allocation



Department:	<input type="text" value="3385"/>
From Pay Period End Date:	<input type="text" value="03/31/2005"/> 
To Pay Period End Date:	<input type="text" value="03/31/2005"/> 
<input type="button" value="View Results"/>	

Query Parameters Page for the LCD Expense Allocation Detail by Department Query

In the example above, this will display the March 2005 labor expenses for department 3385.

You do have the option to view data for multiple months at one time by selected the appropriate from and to pay period end dates.

SFO_LCD_DEPT_EXP_N_DTL_BY_LIST - For LCD Expense Detail By List

Department 1:	<input type="text" value="3385"/>
Department 2:	<input type="text" value="3060"/>
Department 3:	<input type="text"/>
Department 4:	<input type="text"/>
Department 5:	<input type="text"/>
Department 6:	<input type="text"/>
Department 7:	<input type="text"/>
Department 8:	<input type="text"/>
Department 9:	<input type="text"/>
Department 10:	<input type="text"/>
From Pay Period End Date:	<input type="text" value="03/31/2005"/> 
To Pay Period End Date:	<input type="text" value="03/31/2005"/> 
<input type="button" value="View Results"/>	

Query Parameters Page for the LCD Expense Allocation Detail by Department List Query


In the example above, this will display the March 2005 labor expenses charged to departments 3385 and 3060.


You do have the option to view data for multiple months at one time by selected the appropriate from and to pay period end dates.

SFO_LCD_DEPT_EXP_N_DTL_BY_RANGE - For LCD Expense Dtl By Range

Department From:

Department To:

From Pay Period End Date: 


To Pay Period End Date: 


[View Results](#)

Query Parameters Page for the LCD Expense Allocation Detail by Department Range Query

In the example above, this will display the March 2005 and April 2005 labor expenses charged to departments 3385 through 3400.

SFO_LCD_DEPT_EXP_N_DTL_CHRT_FLD - LCD Rpr Select by Chart Fields

From Pay Period End Date: 

To Pay Period End Date: 

Account Charged:


Fund Charged:

Department Charged:

Class Charged:

Project Charged:

Program Charged:

Name: 

Job Code:

Union Code:

Department:

[View Results](#)

Query Parameters Page for the LCD Expense Allocation Detail by ChartField

In the example above, this will display the March 2005 labor expenses charged to account 601300 and department 3385.

Note: For the LCD Expense Allocation by ChartField query, you must enter a wildcard symbol (%) into any parameter field you want to leave blank.

If entering a name into the Name field you must insert in the format of Last Name, First Name. If you do not know the entire name, use the wildcard character (%) to see all related records.


Enter any necessary parameters and click [View Results](#) to view the results of the query. You must enter a value into every parameter field.


Note: There is an upper limit to the number of query results that can be returned at one time. Should your parameters return more than the upper limit you will receive an error message stating that the query result set is too large. If this happens, modify your parameters to return fewer results and try again.

You see the query results.

SFO_LCD_DEPT_EXPN_DTL - For LCD Expense Allocation

Department:

From Pay Period End Date: 

To Pay Period End Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (106 kb)
[Excel2K SpreadSheet](#)

[View All](#)

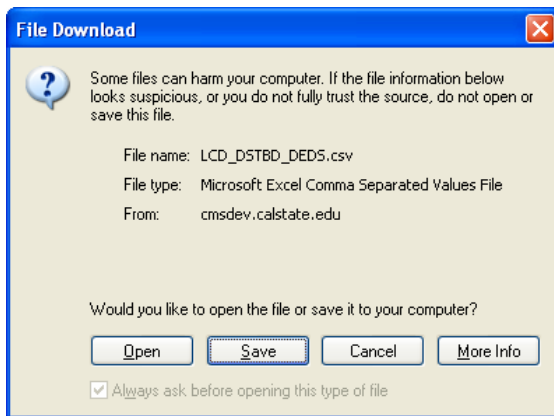
	Year	Period	DeptID	Dept Name	ID	Empl Rcd#	First Name	Last Name	Position Nbr	Position	Job Code	Union Code	Comp Rate Used	Charge Period	Account	Fund	Department
1	2004	1	3385	Landscape	900014822	0	Amy	Lonetree	00002260	Instr Fac AY	2360	R03	4584.000000	200407	601100	GS104	3385
2	2004	1	3385	Landscape	900014822	0	Amy	Lonetree	00002260	Instr Fac AY	2360	R03	4584.000000	200407	603801	GS104	3385
3	2004	1	3385	Landscape	900014822	0	Amy	Lonetree	00002260	Instr Fac AY	2360	R03	4584.000000	200407	603802	GS104	3385

Depending on the size of the query results you be given the option to click **View All** to view all the results on one page, or click **View 100** to view only the first 100 results.

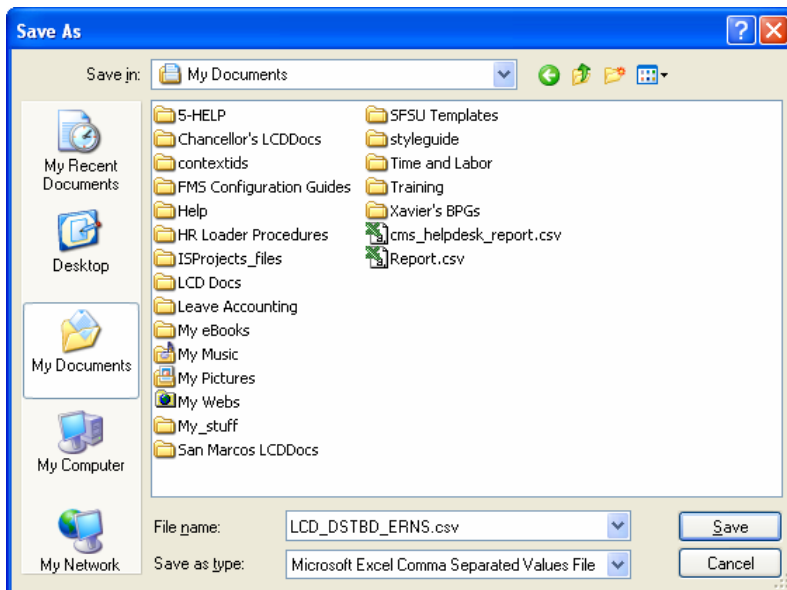
You also have the option to download the results in an **Excel SpreadSheet** or **CSV** (comma-separated variable) **Text File**.

To download the results, click the link for the file type you want.

You are given the option to either **Open** or **Save** the file.



This is the standard Microsoft **File Download** dialog box. If you click **Open**, the file will open on your computer. If you click **Save**, you will be prompted with the standard Microsoft **Save As** dialog box.



Navigate to the directory where you would like to save the file and click **Save**. Make sure you make note of where the file is saved on your hard drive so that you can find it later.

Once you have exported the results of the query or opened them in another application, such as Excel, you are free to manipulate them in any way you desire. This will not alter the data contained in the PeopleSoft Labor Cost Distribution module.

There are macros available to help organize the data resulting from the SFO_LCD_DEPT queries. Please go to <http://www.sfsu.edu/~cms/lcdmacro.htm>.