



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:  

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Department:

[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:

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Department:

[Basic Search](#)

### Search Results

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

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

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.

PeopleSoft®

Home Help Sign Out

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
<b>Total Earnings:</b>	<b>\$4,584.00</b>
Benefits - Employer Costs:	\$1,074.87
Benefits Taxes - Employer Share:	\$347.89
<b>Total Benefit Costs &amp; Taxes:</b>	<b>\$1,422.76</b>
<b>Total:</b>	<b>\$6,006.76</b>

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	1-6 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	1-2 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

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#### Find an Existing Value

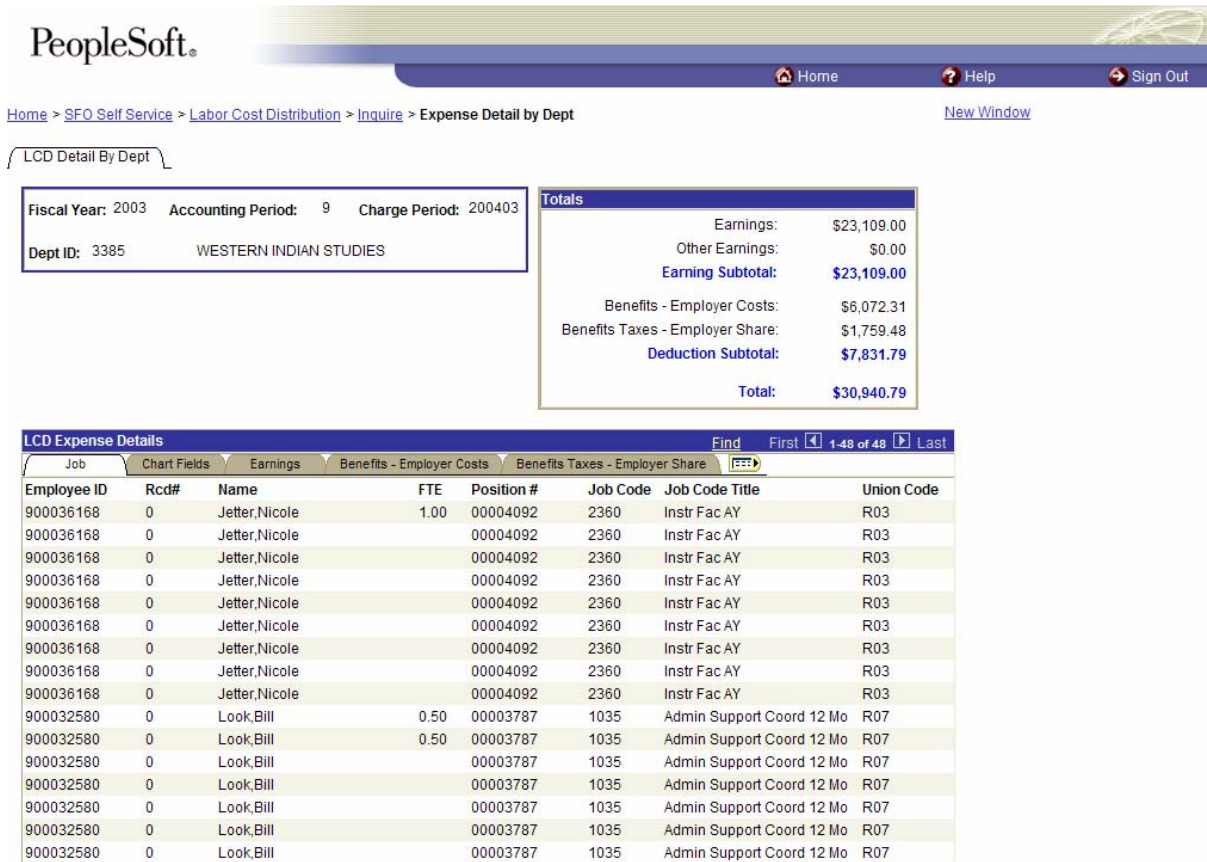
Pay Period End Date:  

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.



The screenshot shows the PeopleSoft interface for 'LCD Detail by Dept'. It includes a navigation bar with 'Home', 'Help', and 'Sign Out' buttons. The breadcrumb trail is: Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Dept. A 'New Window' link is also present.

Below the breadcrumb trail, there are two summary boxes:

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

To the right is a **Totals** box:

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

Below these is the **LCD Expense Details** table, which is a grid with columns for Job, Chart Fields, Earnings, Benefits - Employer Costs, Benefits Taxes - Employer Share, Employee ID, Rcd#, Name, FTE, Position #, Job Code, Job Code Title, and Union Code. The table lists 20 rows of employee data, including Nicole Jetter and Bill Look.

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**.

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**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.

PeopleSoft®

Home Help Sign Out

Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Dept New Window

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
<b>Earning Subtotal:</b>	<b>\$23,109.00</b>
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
<b>Deduction Subtotal:</b>	<b>\$7,831.79</b>
<b>Total:</b>	<b>\$30,940.79</b>

LCD Expense Details							
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

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.

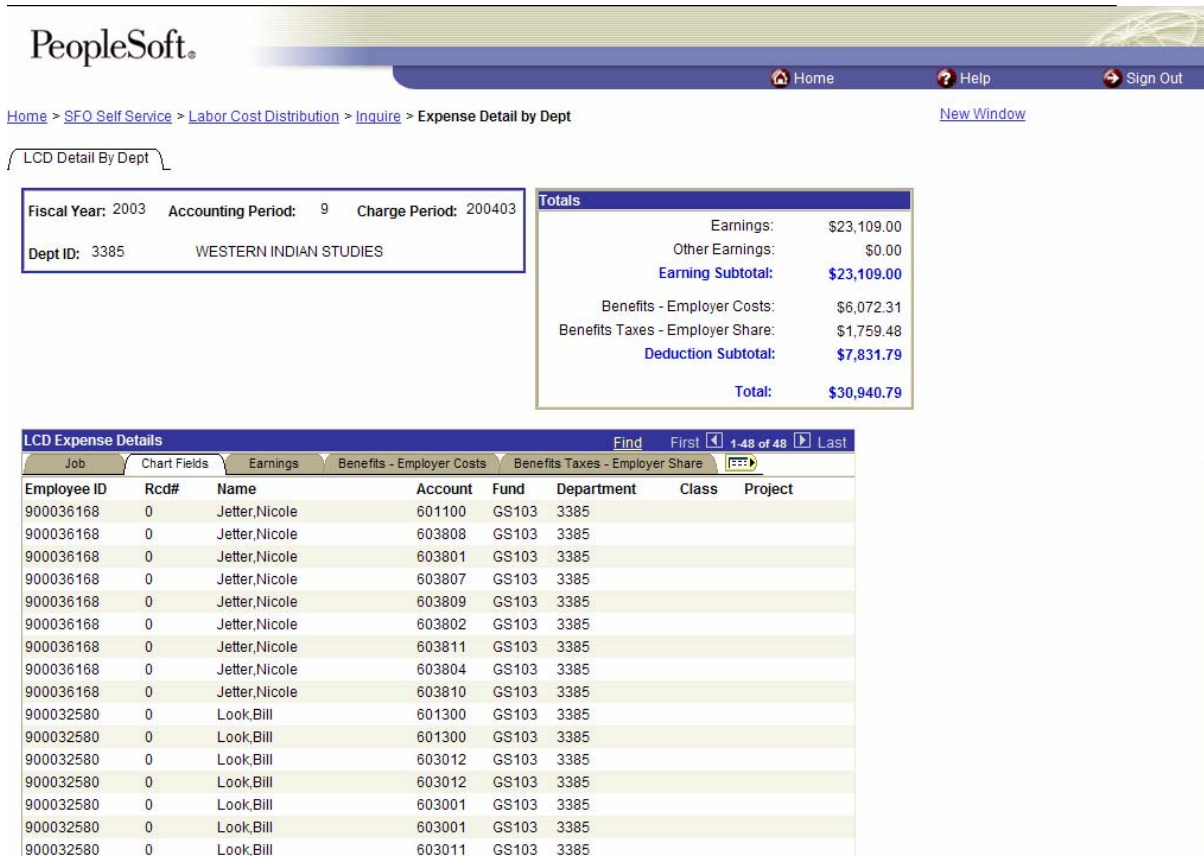
You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID, Employee Rcd #, Name, FTE, Position #, Job Code, Job Code Title, Union Code, Account, Project, Fund, Class, Project, Earnings Description, Earnings Amount, Comp Rate Used, Rate, Deduction Description,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




The screenshot shows the PeopleSoft interface for LCD Expense Details. At the top, there is a navigation bar with 'Home', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Dept. A 'New Window' link is also present.

The main content area is titled 'LCD Detail By Dept'. It contains two summary boxes:

- Summary Box 1:** Fiscal Year: 2003, Accounting Period: 9, Charge Period: 200403, Dept ID: 3385, WESTERN INDIAN STUDIES
- Totals Box:**
  - 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**

Below these boxes is the 'LCD Expense Details' table. The table has a header row with columns: Job, Chart Fields, Earnings, Benefits - Employer Costs, Benefits Taxes - Employer Share, and a scroll button. The main data table has columns: Employee ID, Rcd#, Name, Account, Fund, Department, Class, and Project. The table contains 20 rows of data for employees Jetter, Nicole and Look, Bill.

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.

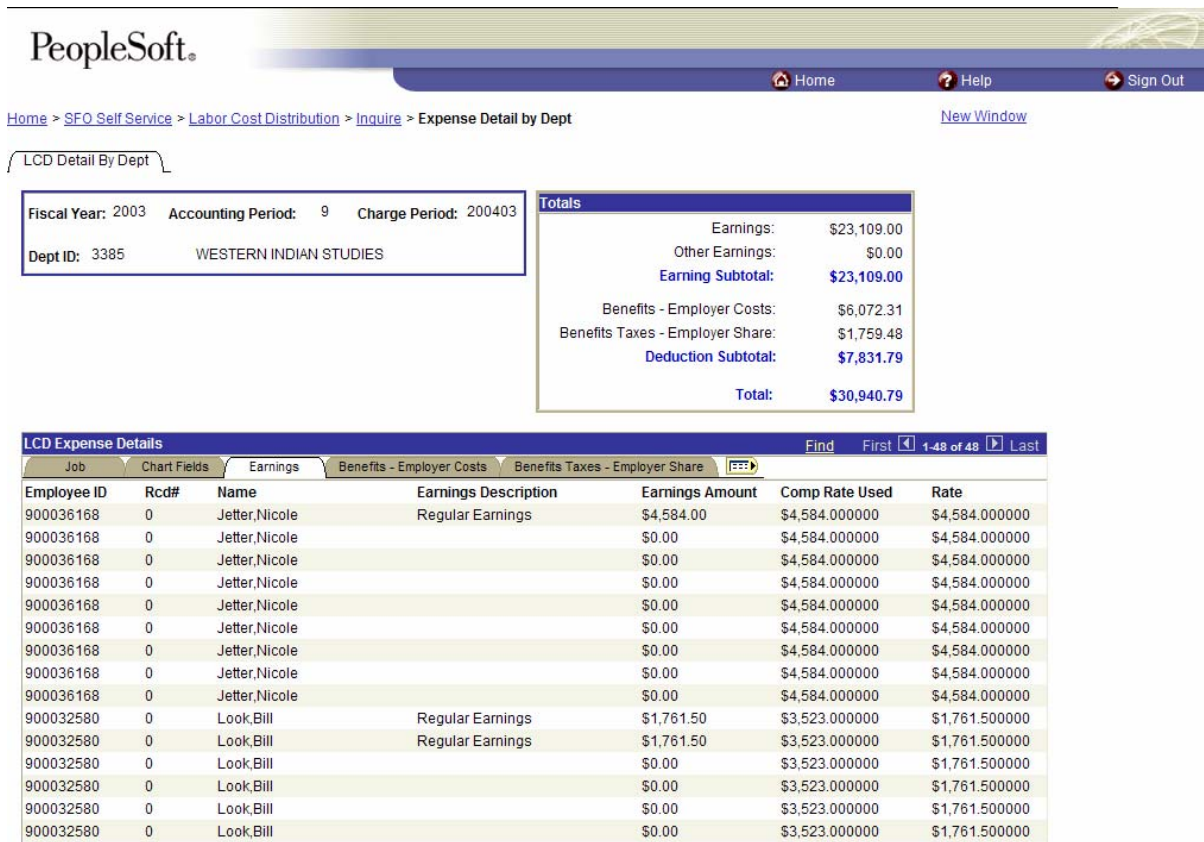
You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings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



The screenshot shows the PeopleSoft interface for LCD Expense Details. At the top, there's a navigation bar with 'Home', 'Help', and 'Sign Out' buttons. Below that, a breadcrumb trail reads: Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Dept. A 'New Window' link is also present.

Under the 'LCD Detail By Dept' section, there are two boxes:


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

To the right, a 'Totals' box displays the following summary:

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

The main 'LCD Expense Details' table is shown below, with tabs for 'Job', 'Chart Fields', 'Earnings', 'Benefits - Employer Costs', and 'Benefits Taxes - Employer Share'. The 'Earnings' tab is selected. The table has columns for Employee ID, Rcd#, Name, Earnings Description, Earnings Amount, Comp Rate Used, and Rate. It lists 20 rows of data for employees Jetter, Nicole and Look, Bill.

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.

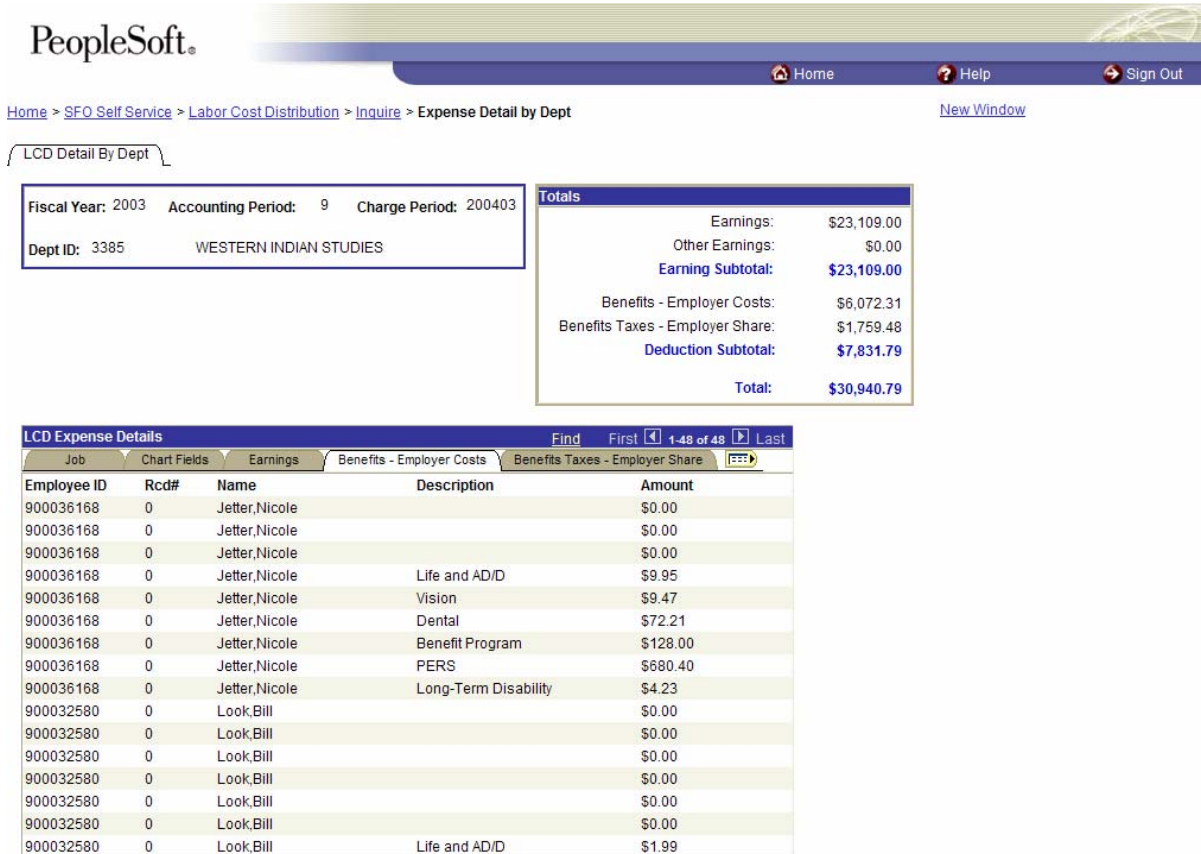
You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings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



The screenshot shows the PeopleSoft interface for LCD Expense Details. At the top, there is a navigation bar with 'Home', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Dept. A 'New Window' link is also present.


The main content area is titled 'LCD Detail By Dept'. It contains two summary boxes:

- Metadata Box:** Fiscal Year: 2003, Accounting Period: 9, Charge Period: 200403, Dept ID: 3385, WESTERN INDIAN STUDIES
- Totals Box:**

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

Below these boxes is the 'LCD Expense Details' table. The table has tabs for 'Job', 'Chart Fields', 'Earnings', 'Benefits - Employer Costs', and 'Benefits Taxes - Employer Share'. The 'Benefits - Employer Costs' tab is selected. The table columns are Employee ID, Rcd#, Name, Description, and Amount. The data shows expenses for employees Jetter, Nicole and Look, Bill, including various benefit programs like Life and AD/D, Vision, Dental, and PERS.

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.

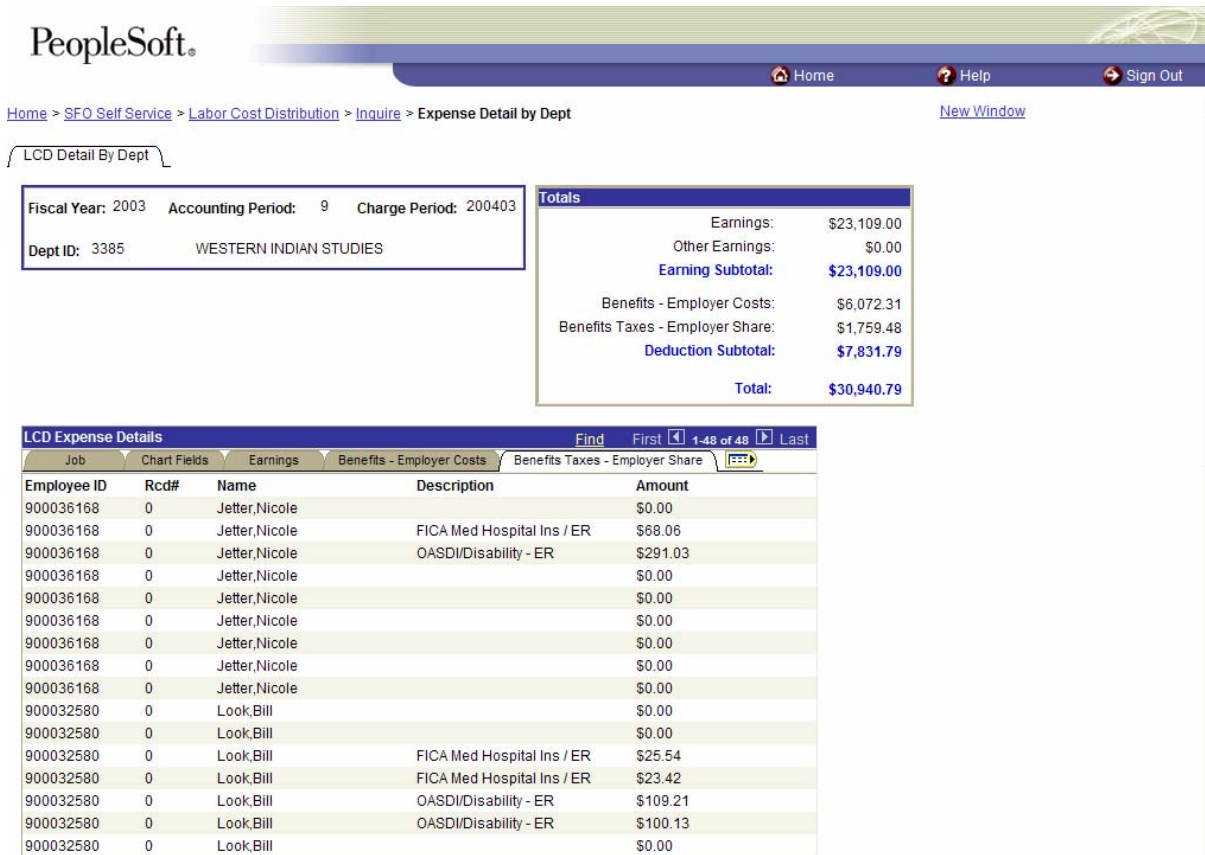
You now see full **LCD Expense Details** for those employees. Fields displayed include **Employee ID**, **Employee Rcd #**, **Name**, **FTE**, **Position #**, **Job Code**, **Job Code Title**, **Union Code**, **Account**, **Project**, **Fund**, **Class**, **Project**, **Earnings Description**, **Earnings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



**PeopleSoft**

Home Help Sign Out

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


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
<b>Earning Subtotal:</b>	<b>\$23,109.00</b>
Benefits - Employer Costs:	\$6,072.31
Benefits Taxes - Employer Share:	\$1,759.48
<b>Deduction Subtotal:</b>	<b>\$7,831.79</b>
<b>Total:</b>	<b>\$30,940.79</b>

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
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 Accomp Awd
	BF1	Backflow/Wtr Treat Cert Awd
	BF2	Backflow/Wtr Treat Cert Renew
	BN1	PERS-Exempt Bonus (FLSA Exempt)
	BN2	PERS-Exempt Bonus (FLSA Non-Exempt)
	BN3	Performance/Lump Sum Bns (SF)
	BN4	Performance/Lump Sum Bns (S6)
	BN5	Performance/Lump Sum Bns (R08)
	BN6	LT Satisfactory Bonus (R04)
	BN7	Certification Bonus (SD)
	BN8	CSU Lump Sum Payment (SB)
	BN9	Lump Sum – Exempt
	COT	Commanding Ofcr, 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



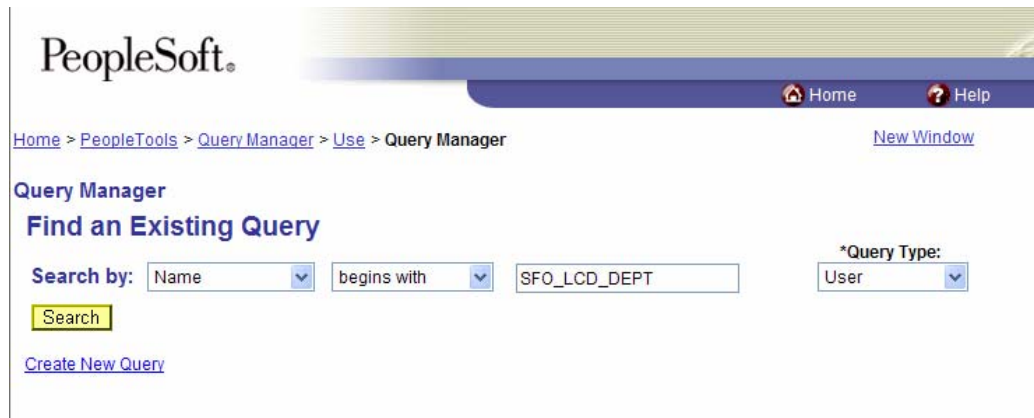
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Totals Category	Earnings Code	Description
	N/A	Medical
	N/A	Dental
	N/A	PERS
	N/A	Long-Term Disability
	N/A	Benefit Program
Benefits Taxes – Employer Share	N/A	FICA Med Hospital Ins / ER
	N/A	OASDI/Disability - ER

# 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 left is the PeopleSoft logo. To the right are '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: 'Search by: Name' (dropdown), 'begins with' (dropdown), 'SFO\_LCD\_DEPT' (text input), and '\*Query Type: User' (dropdown). A yellow 'Search' button is highlighted. A 'Create New Query' link is at the bottom left.

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

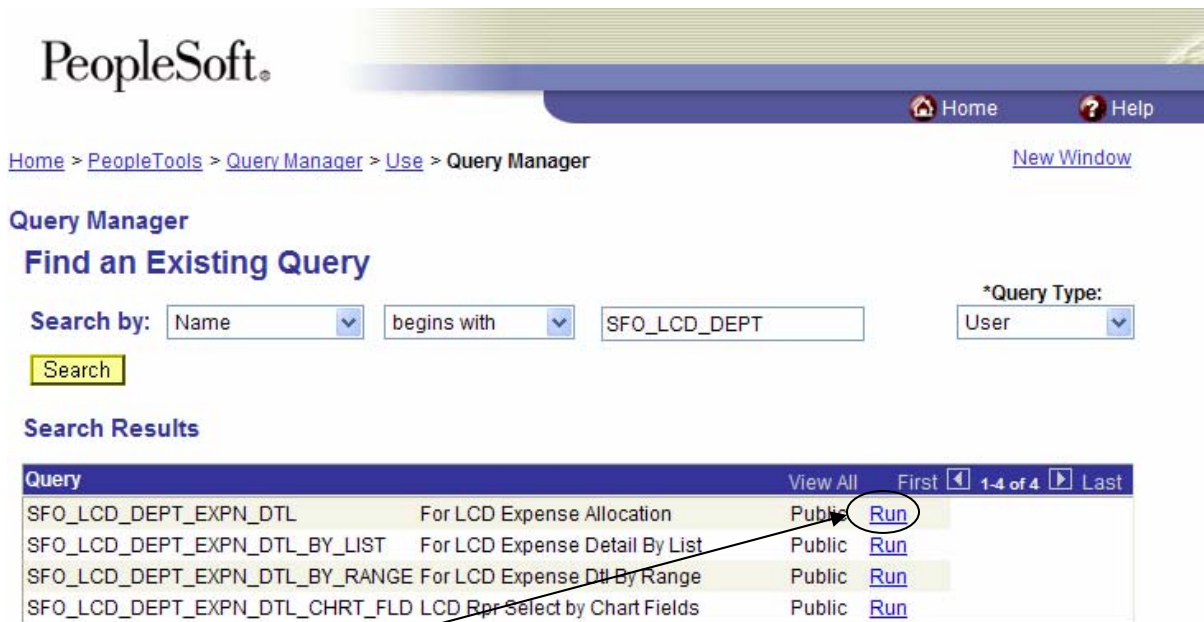
Press **Search**.

---

**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.



The screenshot shows the PeopleSoft Query Manager interface. At the top, there is a navigation bar with 'Home' and 'Help' buttons. Below the navigation bar, the breadcrumb trail reads: Home > PeopleTools > Query Manager > Use > Query Manager. A 'New Window' link is visible on the right. The main heading is 'Query Manager' followed by 'Find an Existing Query'. The search criteria are: Search by: Name (dropdown), begins with (dropdown), SFO\_LCD\_DEPT (text input), and \*Query Type: User (dropdown). A yellow 'Search' button is present. Below the search results, there is a table with the following data:

Query		View All	First	1-4 of 4	Last
SFO_LCD_DEPT_EXP_N_DTL	For LCD Expense Allocation	Public	<a href="#">Run</a>		
SFO_LCD_DEPT_EXP_N_DTL_BY_LIST	For LCD Expense Detail By List	Public	<a href="#">Run</a>		
SFO_LCD_DEPT_EXP_N_DTL_BY_RANGE	For LCD Expense Dtl By Range	Public	<a href="#">Run</a>		
SFO_LCD_DEPT_EXP_N_DTL_CHRT_FLD	LCD Rpt Select by Chart Fields	Public	<a href="#">Run</a>		

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:

From Pay Period End Date:  

To Pay Period End Date:  

**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:

Department 2:

Department 3:

Department 4:

Department 5:


Department 6:


Department 7:

Department 8:

Department 9:

Department 10:

From Pay Period End Date:  

To Pay Period End Date:  

**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:  

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:



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](#)

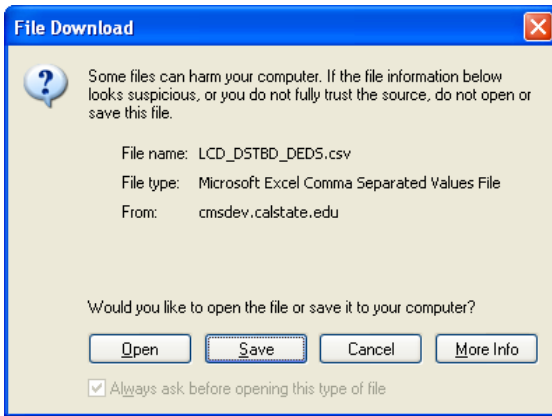
	Year	Period	DeptID	Dept Name	ID	Empl Rcd#	First Name	Last Name	Position Nbr	Position	Job Code	Union Code	Comp Rate Used	Charge Period	Account	Fund	Department
1	2004	1	3385	Landscape	900014822	0	Amy	Lonetree	00002260	Instr Fac AY	2360	R03	4584.000000	200407	601100	GS104	3385
2	2004	1	3385	Landscape	900014822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

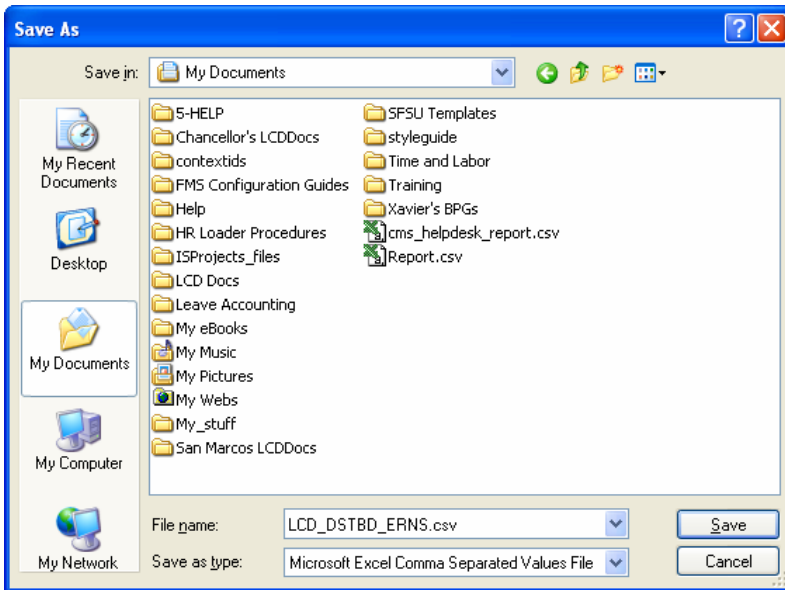
You also have the option to download the results in an **Excel SpreadSheet** or **CSV** (comma-separated variable) **Text File**.

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>.