

**CSULB CFS Data Warehouse  
Labor Cost Distribution (LCD)  
Reporting Training Manual**



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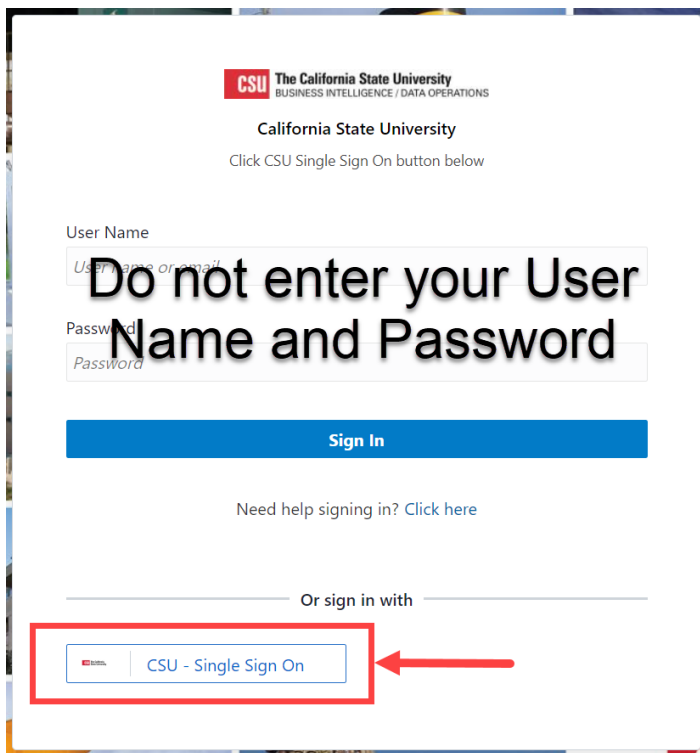
## 1.0 Logging into the CFS Data Warehouse System

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1. Access your default browser window. Navigate to **My Apps** at ["myapplications.microsoft.com."](https://myapplications.microsoft.com) Users are encouraged to save this site as a favorite.
2. Select the **CFS Data Warehouse** chicklet to access CFS Data Warehouse.



3. You will see the Single Sign-On page. Do not enter your Username and Password, or click the "Sign In" button. Instead, click the **CSU – Single Sign On** button to open the CSU Data Warehouse.



**Note:** For security purposes, both the CSULB Single Sign On Application and the Data Warehouse systems log you out of your application after a 15-minute period of inactivity.

## 2.0 Data Warehouse Features

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This section will review several of the CFS Data Warehouse version 11g features.

- Home Page
- Report Filters
- Search Functionality
- Column Functionality
- Report Section
- Trees and Chartfield Attributes
- Saving Customizations
- Miscellaneous Features

### 2.1 Home Page

Once you have successfully logged in, you will be directed to the Home page.

The Home page contains chiclets and links to the Dashboards to access various reports and inquiries.

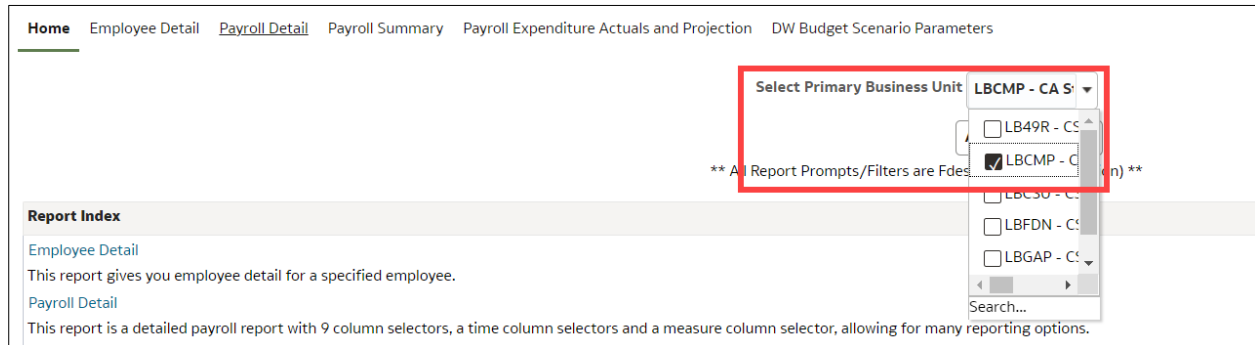
1. To access **Labor Cost Distribution** reports and inquiries, click the Labor Cost Distribution chiclet.



You are now in the Labor Cost Distribution dashboard where you can access reports and inquiries from the links at the top of the page and the Report Index.

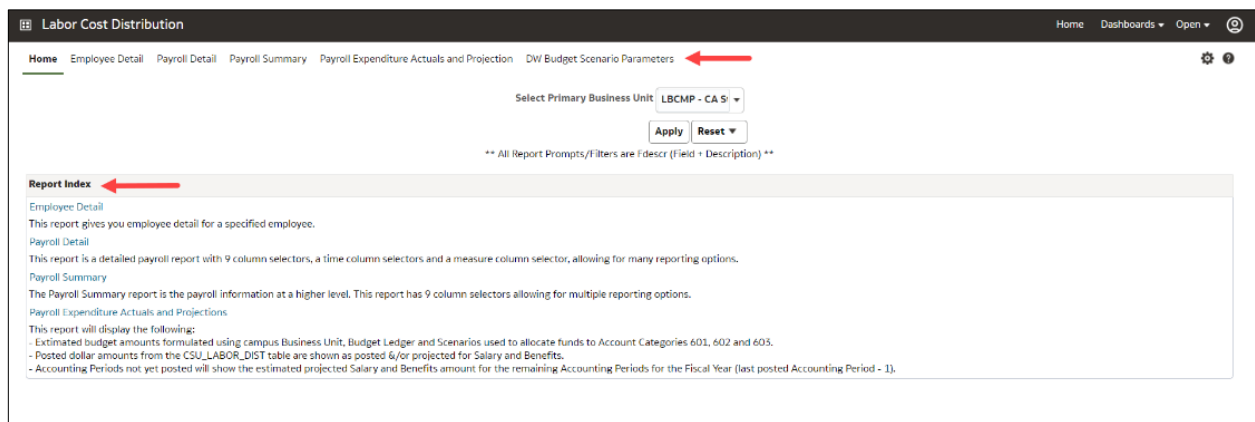
Before proceeding to run a report, you first need to set the home defaults for each dashboard.

1. Select **LBCMP** as the Primary Business Unit because LBCMP is the only Business Unit for LCD reports and transactions.
2. Click the **Apply** button.



## 2.2 Report Index

The **Report Index** lists the reports and a brief description of each report in the dashboard.



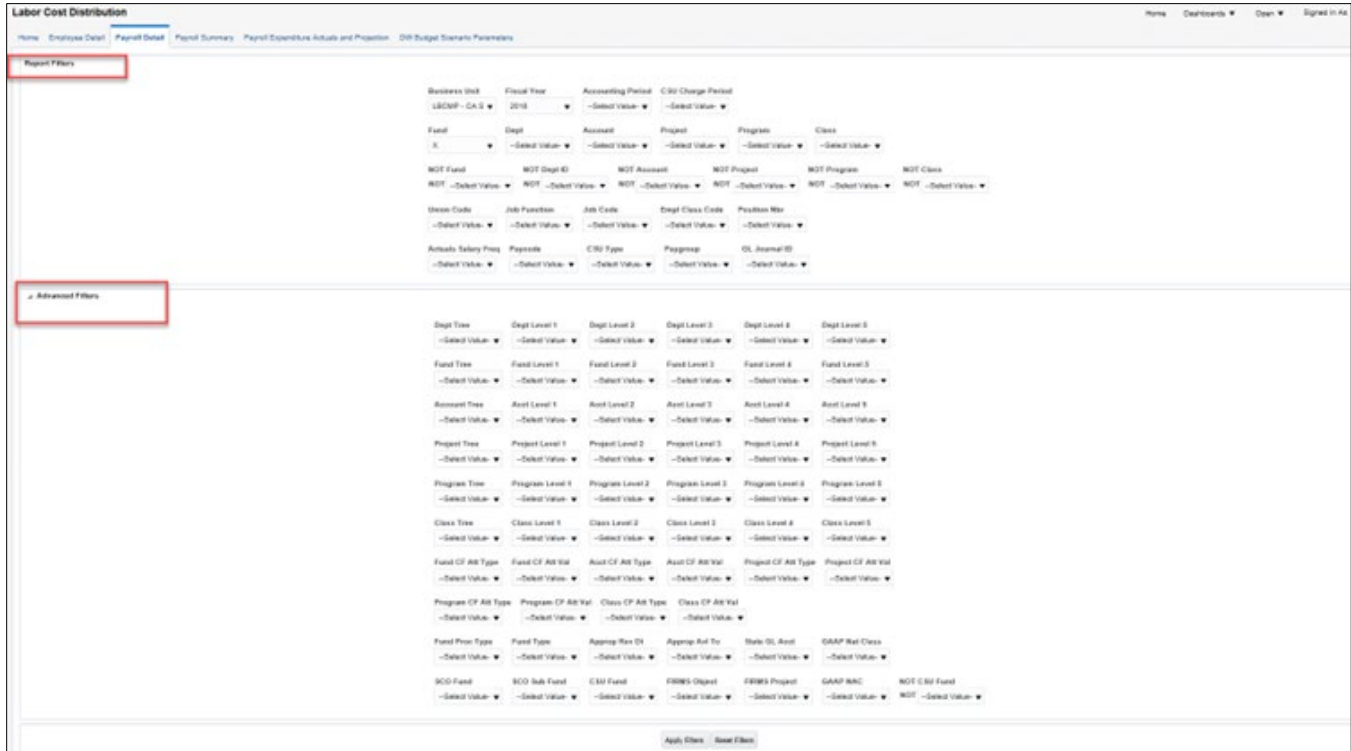
There is more than one method to use when selecting a report.

1. Use the links across the top of the page or select from the **Report Index**.

### 2.3 Report Filters

Most reports contain two filter sections: **Report Filters** and **Advanced Filters**. Report Filters are commonly used; whereas the Advanced Filters offer a wider range of report criteria, including values for Department, Fund, Account, and Project Chartfields from trees that are loaded into the Finance Data Warehouse. The Advanced Filters section can be expanded or collapsed by clicking the down arrow. All values entered in the Advanced Filters section are stored in any associated Saved Customization whether the Advanced Filters section is open or closed.

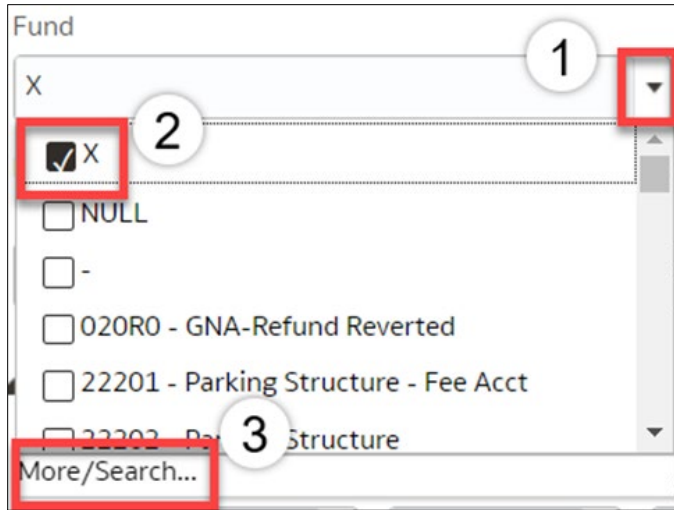
### Report Filters vs. Advanced Filters



### 2.4 Search Functionality

There are various methods to search for a value.

1. Select the “down” arrow to see the valid search choices. Then, scroll down to locate the preferred value.
2. If the “Blank” value is checked (X), make sure to uncheck the box, or else no data will be returned.
3. If the results list is too long and you want to perform a specific search, select the More/Search field.



## **More/Search Features**

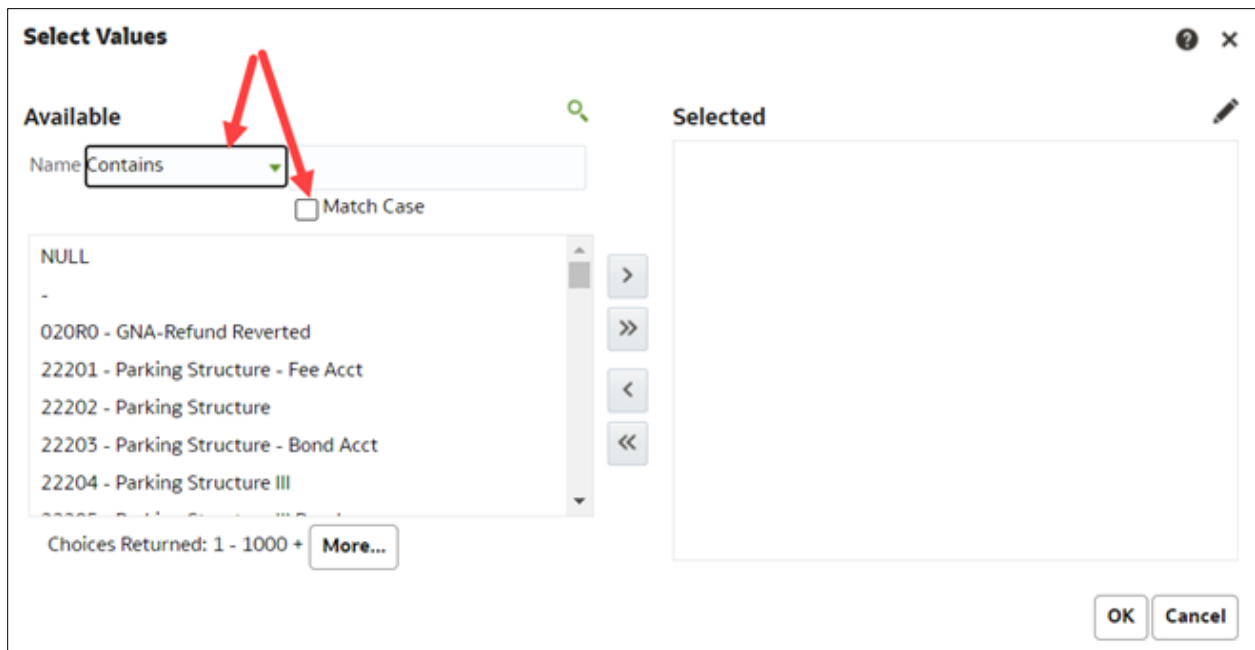
To perform a narrow search, select from the following options:

### 1. **Name**

- Contains
- Starts
- Ends
- Is Like (pattern match)

### 2. **Match Case**

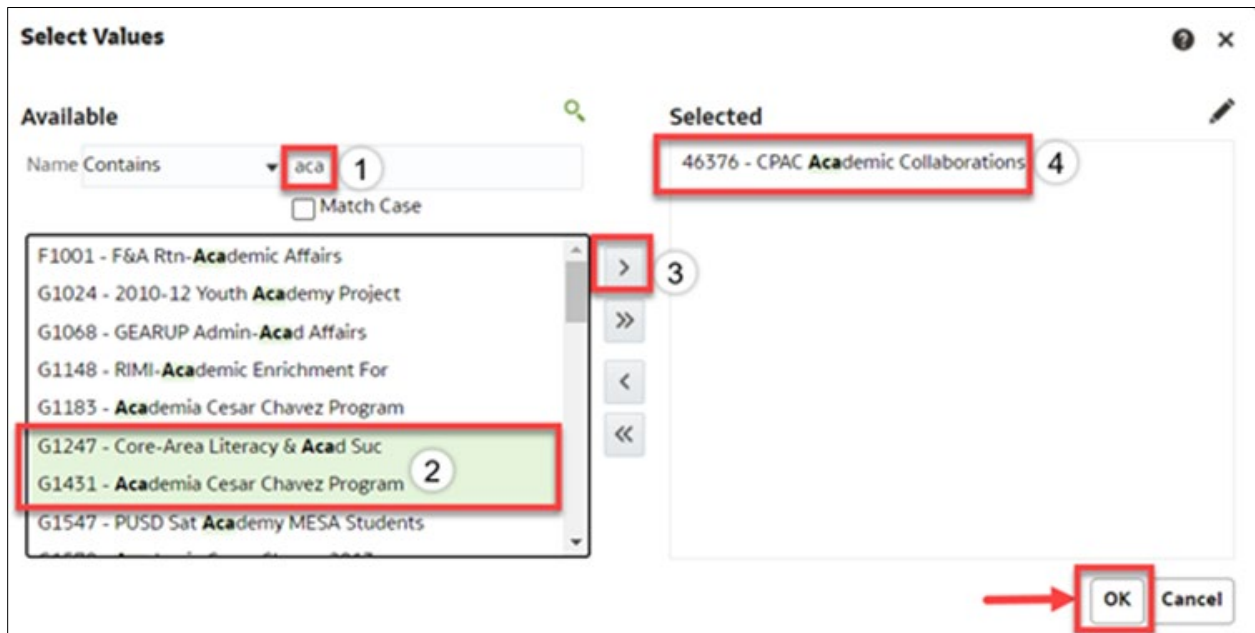
- Check this box when necessary.





## Select Values

1. Enter the value for which you are searching.
2. Select from the displayed list. Use **ctrl+shift** to highlight more than one value.
3. Once the search is successful, do any of the following steps to get the value(s) to move to the Selected box:
  - Double click the value or select the value.
  - Click on the “Move” **>** icon; or click on the “Move All” **>>** icon and the entire search results will move to the Selected section.



## 2.5 Column Functionality

Most LCD reports contain nine columns. You can add, delete, hide, and unhide columns to accommodate your report requirements. You can also choose to add subtotals to newly added columns, if desired. All your choices can be stored in a saved customization.

### 2.5.1 Hiding / Unhiding Columns

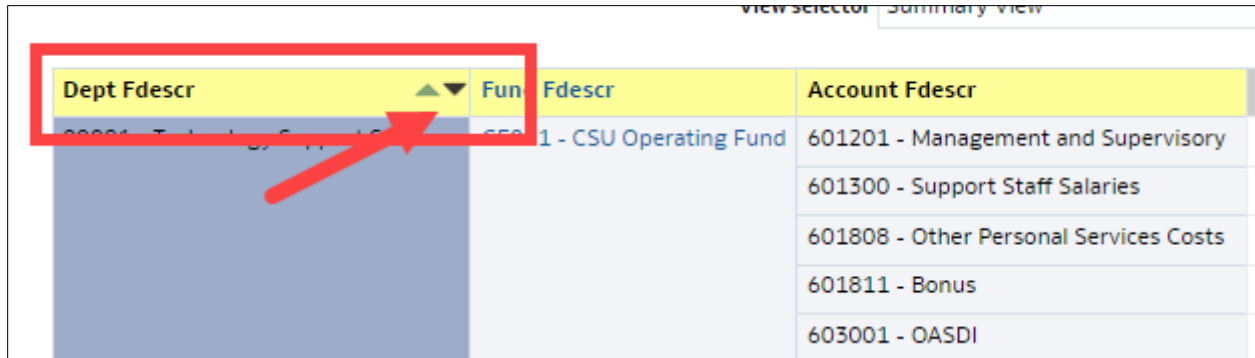
Columns can be hidden or unhidden in a report. The word “Hide” appears in the drop-down list. Most LCD reports with 9 columns will hide the last 6 columns. You can manually hide up to 7 columns; and you can unhide any of the hidden columns.



### 2.5.2 Sorting a Column

Once the report is generated, the option to sort by a column (ascending/descending) is available.

1. Hover your cursor on the desired column. You will see an “Up” & “Down” arrow. These arrows indicate you can sort the column in Ascending or Descending order.
2. Click the arrows to change how you sort your report.

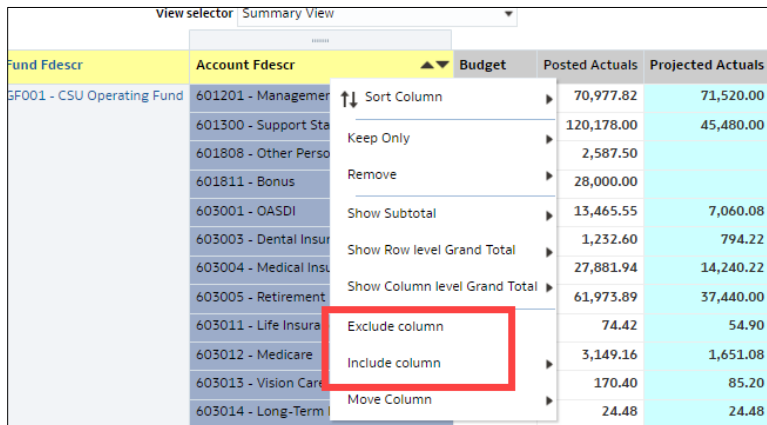


### 2.5.3 Exclude or Include Columns

On any report, a column can be Excluded or Included.

1. Right mouse click on the column. Select an action accordingly.

**Note:** All columns have the same Exclude, Include, and Move Column functionality.



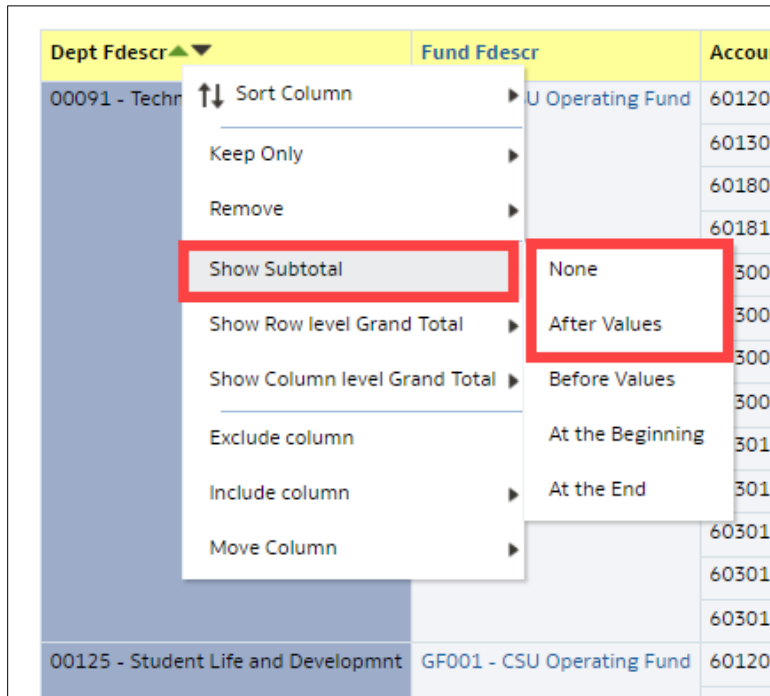
### 2.5.4 Subtotaling a Column – Add or Remove

The first two columns in every report are formatted to display subtotals. The remaining columns are formatted without a subtotal. To add or remove a subtotal, use the Show Subtotal option.

1. Place the cursor at the top of a column.

The Show Subtotal option is available only from columns formatted as column selectors, as indicated by the yellow column heading.

2. Right click on the yellow column heading to access the Columns shortcut menu.
3. Choose **Show Subtotal > After Values** to add a Subtotal or choose **None** to remove the Subtotal feature.




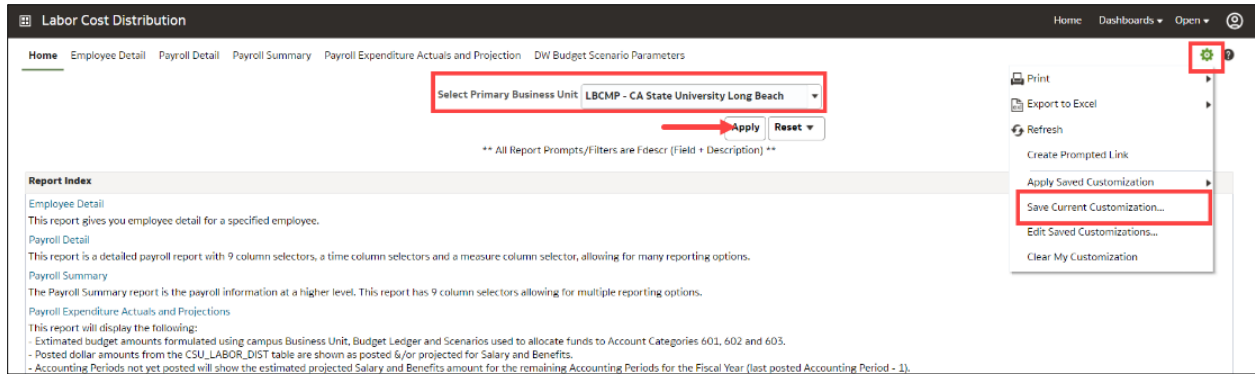
## 2.6 Saving Customizations

Once you have selected your report filters and are satisfied with the results, you can “Save Current Customizations”. You can also make one of the “Save Current Customizations” a default for the page so the next time you select the specific Dashboard/Link/Report, the report filters you saved will be recognized and the report will be automatically generated.

### 2.6.1 Dashboard Home Page

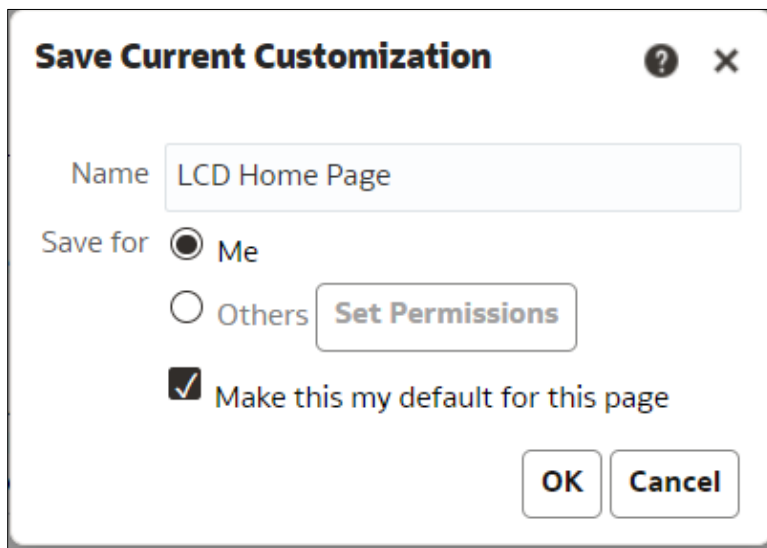
You are encouraged to save your home page selections.

1. Navigate to the Dashboard Home Page you wish to make your default.
2. After you select your report filters, click **Apply**.
3. Select the Page Options icon  (located in the upper right corner).
4. Select **Save Current Customization**.




5. Enter the name you wish to call your default page.
6. Check the “Make this my default for this page” box.
7. Select **OK**.

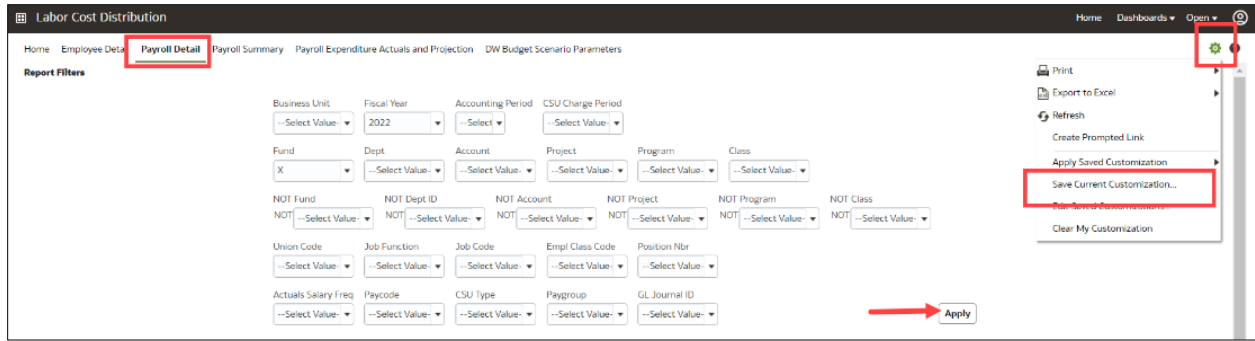
The next time you access the Dashboards Home page your defaults will be recognized.



## 2.6.2 Reports within Dashboard

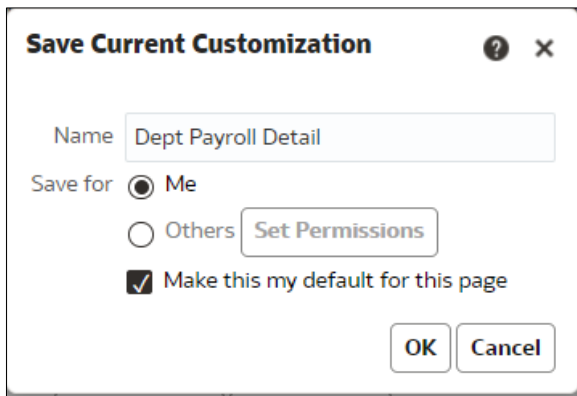
You are encouraged to save your Report Filters for frequently run reports.

1. Navigate to the Dashboard you wish to make your default.
2. After you select your report filters and click **Apply Filters**, select the Page Options icon  in the upper right corner.
3. Select **Save Current Customization**.



4. Enter the name you wish to call your default page.
5. Check the “Make this my default for this page” box.
6. Select **OK**.

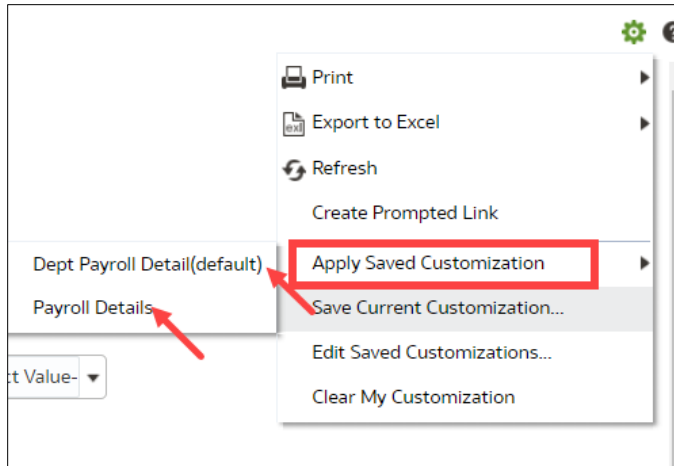
The next time you access the dashboard/link/report, your report results will generate automatically.



### 2.6.3 Applying Saved Customizations

If you have “Save Current Customizations”, use Apply Saved Customization.

1. Once you have accessed the dashboard/link/report, select “Apply Saved Customizations”. Select the report you wish to run. Once selected, the report will generate automatically.



## 2.7 Miscellaneous Features

### 2.7.1 Printing Results

Once the report is generated, you can Print or Export the results. The Print and Export link appears at the bottom on the report.

#### Print Link

The results can be printed to PDF or HTML.

**Print Report to PDF** [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Print hyperlink immediately below the report.
2. Select Printable PDF. Another window will open with the report to be printed.
3. Print PDF per usual procedure.

#### Export Link

The results can be exported to PDF, Excel, PowerPoint, MHT or Data.

**Export to PDF** [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select PDF. Another window will open with the report in PDF.

**Export to Excel** [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
2. Select Excel then the Excel version you have. Another window will open with the report in Excel.

**Export to Data** [Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

1. Click on the Export hyperlink immediately below the report.
- Select Data then the Tab delimited Format. Another window will open with the report in Excel.

## 2.7.2 Scrolling

If you report results are more than the page displays, use the icons at the bottom of the screen to move forward and back through the returned results.



## 3.0 Labor Cost Distribution (LCD) Reports

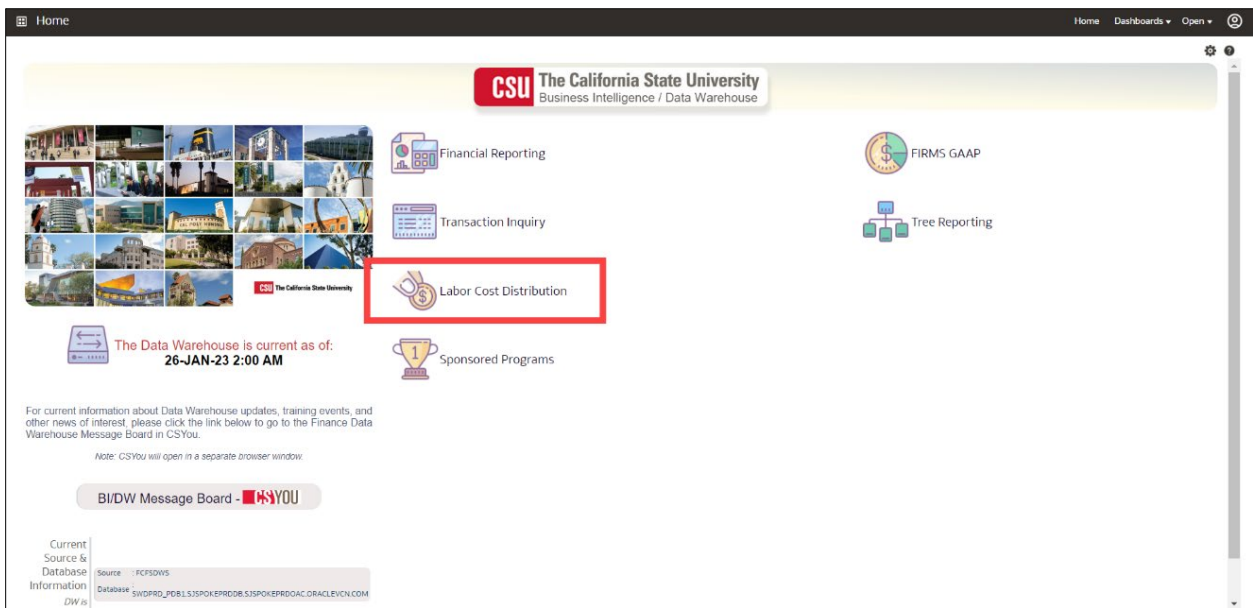
### 3.1 Payroll Summary Report

The Payroll Summary report is designed to provide a detailed listing of employees using various attributes related to the employee with salary and benefit information. This report provides data to help users manage to a budget and to project salary costs.

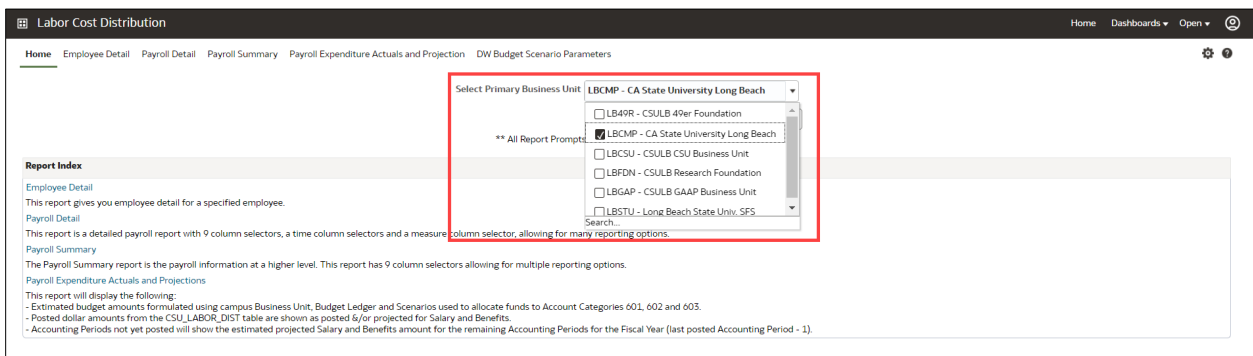
**Note:** The primary difference between the Payroll Detail and Payroll Summary reports are the fixed columns on report results containing all the needed attributes.

#### 3.1.1 Running The Report

1. From the Home page, select the **Labor Cost Distribution** chiclet.



2. This will take you to the **Labor Cost Distribution** dashboard.
3. Select **LBCMP** as the **Primary Business Unit** Default Setting.



4. Click **Apply** to execute your selection.
5. Select the **Payroll Summary** from the **Report Index** or the link at the top of the page.



6. Select Report Filters - search criteria that are used to generate the report results.

- **Business Unit** = Defaults from Home page. LBCMP is the only BU that produces LCD reports.
- **Fiscal Year** = Current fiscal year i.e.: 2021 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose one or more periods.
- **Dept** = User specific – Click on the down arrow to choose the value(s).

7. When all your report filters are selected, click **Apply Filters** to generate the report.

Dept Fdescr	LCD Job Function Code	LCD Empl Class Fdescr	LCD Union Cd Fdescr	Regular Temp Fdescr	CSU Charge Period Descr	Name	Empl ID	Salary	Benefits	Posted Total Amt	FTE	Adjustment Amt
00725 - Student Financial Services	MPP - Management Personnel Plan	G - Regular	MBO - Management Personnel Plan	R - Regular	Period 3 - 2021-09-01			0.00	2.53	2.53	0.00	0.00
								0.00	69.71	69.71	0.00	0.00
								0.00	0.88	0.88	0.00	0.00
					Period 4 - 2021-10-01			7,575.00	4,914.21	12,489.21	1.00	0.00
								10,437.00	5,432.89	15,849.89	1.00	0.00
								7,415.50	4,855.40	12,270.90	1.02	0.00
								25,407.50	15,275.62	40,683.12	3.02	0.00

**Note:** Only Column headers that are highlighted in “Yellow” can be changed. You can select up to 9 columns. The last six default to “Hide” and can be added as a column if needed.

8. **Optional.** Save your Report Filters. The next time you access the dashboard/link/report your report results will automatically be generated.

### 3.1.2 Reading The Report

Columns	Definitions
Dept Fdescr	The Dept chartfield value and full description where the payroll was posted to the GL.
LCD Job Function Code	A categorization of the job code. Sample include TEN – Tenure, LEC – Lecturer, STF – Staff, COA – Coach, MPP – Management, etc.
LCD Empl Class Fdescr	A code that describes the nature of the employee’s appointments. Sample values mean Regular, Temporary, Hourly, Rehired Annuitant, FERP, and Student.
LCD Union Cd Fdescr	The bargaining union code value with full description.
Regular Temp Fdescr	Regular or Temp Employee
CSU Charge Period Descr	Indicates the month and year of the work performed, not the Accounting Period which is the month and year the payroll was posted to the ledger.

Columns	Definitions
Name	Employee’s name.
Empl ID	Employee ID Number: Employees 9 Digit identification number assigned when hired within the PS Human Resource application.
Salary	Posted actuals for any transactions with the Type = ERN.
Benefits	Posted actuals for any transactions with the Type of DED or TAX.
Posted Total Amt	The actual amount posted for all transactions.
FTE	The time base of the employee’s appointment.
Adjustment Amt	Notation of an adjusting journal.

## 3.2 Payroll Detail

The Payroll Detail report is designed to answer various questions. This report has nine independent column selectors to allow users to set up finance chartfields as well as LCD attributes in a single report.

### 3.2.1 Running The Report

1. From the **Labor Cost Distribution** Dashboard, select **Payroll Detail**.
2. Select Report Filters to generate the desired report results.

- **Business Unit** = Defaults from Home page. LBCMP is the only BU that produces LCD reports.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose from one or more periods.
- **Department** = User specific – Click on the down arrow to choose the value(s).

3. When all your report filters are selected, click **Apply Filters** to generate the report.
4. Change Column Selectors to: Column 1 = **Dept Fdescr** Column 2 = **Fund Fdescr** Column 3 = **Acct Fdescr** Column 4 = **LCD Name** Column 5 = **Hide** Column 6 = **Hide** Column 7 = **Hide** Column 8 = **Hide** Column 9 = **Hide** Show Time Column = **LCD CSU Charge Period Descr** Show Measure = **LCD Posted Total Amt**
5. Click **OK** to regenerate report results with selected columns.

Dept Fdescr	Fund Fdescr	Account Fdescr	LCD Name	LCD CSU Charge Period Descr	LCD Posted Total Amount
00287 - Chemical Engineering	6001 - CSU Operating Fund	601200 - Support Staff Salaries		Period 1 - 2022-07-01	249.00
				Period 2 - 2022-08-01	249.00
				Period 3 - 2022-09-01	5,799.00
				Period 1 - 2022-07-01	408.00
				Period 2 - 2022-08-01	408.00
				Period 3 - 2022-09-01	6,241.00
601800 - Department Chair				Period 1 - 2022-07-01	227.40
				Period 2 - 2022-08-01	227.40
				Period 3 - 2022-09-01	7,803.00
601801 - Tenure/T-Track				Period 1 - 2022-07-01	133.50
				Period 2 - 2022-08-01	133.50

6. **Optional.** Save your Report Filters. The next time you access the dashboard/link/report your report results will automatically be generated.

### 3.2.2 Reading The Report

Dept Fdescr	Fund Fdescr	Account Fdescr	LCD Name	LCD CSU Charge Period Descr	LCD Posted Total Amount	
00187 - Chemical Engineering	GF001 - CSU Operating Fund	601300 - Support Staff Salaries		Period 1 - 2022-07-01	249.00	
				Period 2 - 2022-08-01	249.00	
				Period 3 - 2022-09-01	3,799.00	
				Period 1 - 2022-07-01	408.00	
				Period 2 - 2022-08-01	408.00	
				Period 3 - 2022-09-01	6,241.00	
				601800 - Department Chair	Period 1 - 2022-07-01	227.40
				Period 2 - 2022-08-01	227.40	
				Period 3 - 2022-09-01	7,803.00	
		601801 - Tenure/T-Track		Period 1 - 2022-07-01	133.50	
		Period 2 - 2022-08-01		133.50		

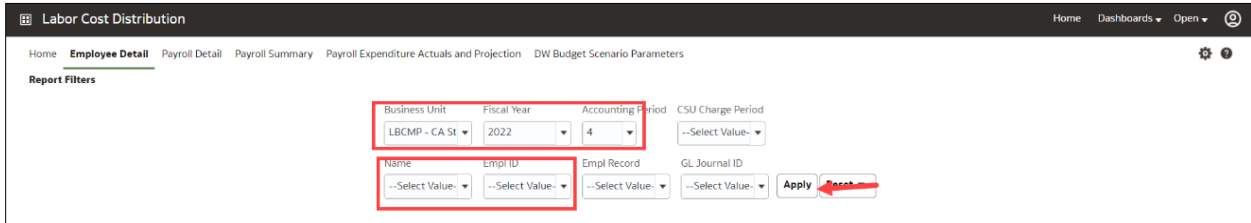
Columns	Definitions
Dept Fdescr	The Dept chartfield value and full description where the payroll was posted to the GL.
Fund Fdescr	The Fund chartfield value and full description where the payroll was posted to the GL.
Account Fdescr	The Account chartfield value and full description where the payroll was posted to the GL.
LCD Name	Employee's name.
LCD CSU Charge Period	Indicates the month and year of the work performed, not the Accounting Period which is the month and year the payroll was posted to the ledger.
LCD Posted Total Amt	The actual amount posted for all transactions.

### 3.3 Employee Detail

The Employee Detail report provides payroll information for a single employee. This report provides information to assist with personnel transactions. Due to the complex layout of the report results format, it is best to use this report for only one employee at a time.

#### 3.3.1 Running The Report

1. From the **Labor Cost Distribution** dashboard, select **Employee Detail**.



2. Select Report Filters - search criteria that will generate the desired report results.

- **Business Unit** = LBCMP, Defaults from home page. LBCMP is the only BU that produces LCD reports.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose from one or more periods
- **Name** = User specific – Click on the down arrow to choose the value(s).

3. When all your report filters are selected, click **Apply Filters** to generate the report.

**Note:** The report results display static information associated with the employee(s) identified in the report filters search.

#### 3.3.2 Reading The Report

Employee Detail							Posted Total Amt		FTE	
Empl RCD							2022		2022	
Name	Empl ID	HR Dept Fdescr	Union Cd Fdescr	Position Number	Position Pool ID	Job Code Fdescr	Posted Total Amt	1038 - Admin Analyst/Spclst 12	FTE	FTE Total
Accounting Period Descr							Period 4 - 2022-10-01		Period 4 - 2022-10-01	
CSU Charge Period D							Period 4 - 2022-10-01		Period 4 - 2022-10-01	
Dept Fdescr	Fund Fdescr	Prog Fdescr	Project Fdescr	Class Fdescr	Acct Fdescr					
	GF001 - CSU Operating Fund	---	---	---	601500 - Support Staff Salaries				1.00	1.00
					603001 - OASDI				0.00	0.00
					603003 - Dental Insurance				0.00	0.00
					603004 - Medical Insurance				0.00	0.00
					603005 - Retirement				0.00	0.00

Rows	Description
Name	Employee Name.
Empl ID	Employee ID Number: employee 9-digit identification number assigned when hired within the PS Human Resource application.
HR Dept Fdescr	The LCD Dept chartfield value and full description (not the department chartfield used for labor distribution).
Union Cd Fdescr	The bargaining union code value and full description.
Rows	Description
Position Number	The employees position number within the PS Human Resource Application.
Position Pool ID	The pool ID assigned to the position, which is used to assign labor distribution chartfields at the pool level within the Department Budget Table.
Fiscal Year	The fiscal year in which the payroll was posted to the GL.
Job Code Fdescr	The Job Code with full description the employee is assigned on job data.
Accounting Period Descr	Accounting Period numeric value and description.
CSU Charge Period Descr	Month (period) in which LCD activity occurred (not the same as the Accounting Period, which is the period in which the pay was issued).
Posted Total Amt	The actual amount posted for all transactions.
FTE	The time base of the employee's appointment.
Dept Fdescr	The Dept chartfield value and full description where the payroll was posted to the GL.
Fund Fdescr	The Fund chartfield value and full description where the payroll was posted to the GL.
Project Fdescr	The Project chartfield value and full description where the payroll was posted to the GL.
Class Descr	The Class chartfield value and full description where the payroll was posted to the GL.
Account Fdescr	The Account chartfield value and full description where the payroll was posted to the GL.

### 3.4 Payroll Expenditure Actuals and Projection

The Payroll Expenditure Actuals and Projection report can be helpful for estimating Fiscal Year Payroll (Salary and Benefits) Expenditures. It is also can be used to forecast annual Payroll activity.

#### 3.4.1 Running The Report

1. From the **Labor Cost Distribution** Dashboard, select **Payroll Expenditure Actuals and Projection**.
2. Select Report Filters - search criteria that are used to generate the report results.

**Labor Cost Distribution** Home Dashboards Open

Home Employee Detail Payroll Detail Payroll Summary **Payroll Expenditure Actuals and Projection** DW Budget Scenario Parameters

Business Unit: LBCMP - CA St Fiscal Year: 2022 Accounting Period From: 1 To: 12 CSU Charge Period: --Select Value-- Account Category: 601 - Regular

Fund: --Select Value-- Dept: 00732 - CMS Financial Services Account: --Select Value-- Project: --Select Value-- Program: --Select Value-- Class: --Select Value--

Dept Tree: --Select Value-- Dept Level 1: --Select Value-- Dept Level 2: --Select Value-- Dept Level 3: --Select Value-- Dept Level 4: --Select Value-- Dept Level 5: --Select Value--

Apply Reset

- **Business Unit** = Defaults from Home page. LBCMP is the only BU that produces LCD reports.
- **Fiscal Year** = Current year i.e.: 2022 – Click on the down arrow to choose a value from a dropdown field.
- **Accounting Period** = Click on the down arrow to choose from one or more periods.
- **Department** = User specific – Click on the down arrow to choose the value(s).

3. When all your report filters are selected, click **Apply Filters** to generate the report.

## Summary View

Payroll Expenditure Actuals and Projection  
Time run: 1/26/2023 6:01:52 PM

Select Column 1: Dept Fdescr Column 2: Fund Fdescr Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6: Hide Column 7: Hide Column 8: Hide Column 9: Hide OK

View selector: Summary View

Dept Fdescr	Fund Fdescr	Account Fdescr	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt
00732 - CMS Financial Services	GF001 - CSU Operating Fund	601201 - Management and Supervisory	126,264.00	63,132.00	63,132.00	126,264.00
		601300 - Support Staff Salaries	467,418.00	216,848.57	190,752.00	407,600.57
		601811 - Bonus	19,730.00	19,730.00	2,880.00	22,610.00
		603001 - OASDI	10,105.70	10,105.70	15,552.66	33,658.36
		603003 - Dental Insurance	4,277.97	4,277.97	3,684.36	7,962.33
		603004 - Medical Insurance	59,252.00	59,252.00	51,398.76	110,650.76
		603005 - Retirement	84,430.76	84,430.76	81,242.88	165,672.74

## Projected Summary by Accounting Period

Payroll Expenditure Actuals and Projection  
Time run: 1/26/2023 6:06:16 PM

Select Column 1: Dept Fdescr Column 2: Fund Fdescr Column 3: Account Fdescr Column 4: Hide Column 5: Hide Column 6: Hide Column 7: Hide Column 8: Hide Column 9: Hide OK

View selector: Projected Summary by Accounting Period

Dept Fdescr	Fund Fdescr	Account Fdescr	Budget	Posted Actuals	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total
601201 - Management and Supervisory																	
00732 - CMS Financial Services	GF001 - CSU Operating Fund	601201 - Management and Supervisory	126,264.00	63,132.00	9,834.00	11,210.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	126,264.00
Grand Total					9,834.00	11,210.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	10,522.00	126,264.00
601300 - Support Staff Salaries																	
00732 - CMS Financial Services	GF001 - CSU Operating Fund	601300 - Support Staff Salaries	467,418.00	216,848.57	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	34,700.50	407,600.57

4. **Optional.** Save your Report Filters. The next time you access the dashboard/link/report your report results will automatically be generated.

### 3.4.2 Reading the Report

Rows	Description
Dept Fdescr	The Dept chartfield code plus description where the payroll was posted to the GL
Fund Fdescr	The Fund chartfield plus description where the payroll was posted to the GL
Account Fdescr	Account value and full description.
Budget	Formulated budget amount
Posted Actuals	The actual amount posted for all transactions
Projected Actuals	The projected amount for all future transactions
Projected Salary Amt	Posted Actuals and Projected Actuals combined

Dept Fdescr	Fund Fdescr	Account Fdescr	Budget	Posted Actuals	Projected Actuals	Projected Salary Amt
00732 - CMS Financial Services	GF001 - CSU Operating Fund	601201 - Management and Supervisory	126,264.00	63,132.00	63,132.00	126,264.00
		601300 - Support Staff Salaries	467,418.00	216,848.57	190,752.00	407,600.57
		601811 - Bonus	19,730.00	19,730.00	2,880.00	22,610.00
		603001 - OASDI	18,105.70	18,105.70	15,552.66	33,658.36
		603003 - Dental Insurance	4,277.97	4,277.97	3,684.36	7,962.33
		603004 - Medical Insurance	59,252.00	59,252.00	51,398.76	110,650.76
		603005 - Retirement	84,470.74	84,470.74	81,243.88	165,714.62



## 4.0 Appendix A DWH Labor Cost Distribution Reporting Index

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Page Name	Page / Report Description
Employee Detail	Displays a one-page report for a single employee with various position and payroll elements.
Payroll Detail	Report for advanced analytics, including nine column selectors, a measures selector, and a time selector.
Payroll Summary	Report for the Campus Departments to use to monitor payroll cost at a summary or detail level.
Payroll Expenditure Actuals and Projection	Report for estimating Fiscal Year Payroll (Salary and Benefits) Expenditures. It is also can be used to forecast annual Payroll activity.

## 5.0 Appendix B Data Warehouse Glossary

### 5.1 Fields: Dashboards – Home Page

FIELD	DESCRIPTION	EXPLANATION / EXAMPLE
Primary business unit for campus level reporting	The business unit for the PeopleSoft GL Application	LBCMP  (LBCMP BU is the only BU that has LCD details)

### 5.2 Fields: Report Filters, Columns

FIELD	DEFINITION
<b>Account</b>	<b>Column Selector:</b> Account chartfield value where the payroll was posted to the GL.  <b>Report Filters:</b> Account chartfield value and full description where the payroll was posted to the GL.
<b>Acct Fdescr</b> (Column Selector) <b>Account Fdescr</b> (Hard Coded on Employee Detail)	The Account chartfield value and full description where the payroll was posted to the GL.
<b>Accounting Period</b>	Accounting period numeric value.
<b>Accounting Period Descr</b>	Accounting period full description.
<b>Acct Cat</b>	Account category value. Summarizes Account chartfields into higher level categories.
<b>Acct Cat Fdescr</b>	Account Category Value and Description. Summarizes Account Chartfields into higher level categories with description.
<b>Acct Type</b>	Account Type Value. Summarizes Account chartfields into a higher-level type.
<b>Acct Type Fdescr</b>	Account Type value and full description. Summarizes Account Chartfields into a higher-level type with description.
<b>Acct CF Att Type</b>	Account Chartfield Attribute Type.
<b>Acct CF Att Val</b>	Account Chartfield Attribute Value.
<b>Acct CF Att Val Descr</b>	Account Chartfield Attribute Value and Description.
<b>Acct CF Att Val Fdescr</b>	Account Chartfield Attribute Value and full description.
<b>Acct CF Att Val Fld Name</b>	Account Chartfield Attribute Value Field Name.
<b>Acct CF Attrib</b>	Used for reporting.
<b>Acct Tree Name</b>	Account Tree Name.
<b>Acct Level 1 Fdescr</b>	Account Level 1 value and full description.
<b>Acct Level 2 Fdescr</b>	Account Level 2 value and full description.
<b>Acct Level 3 Fdescr</b>	Account Level 3 value and full description.
<b>Acct Level 4 Fdescr</b>	Account Level 4 value and full description.
<b>Acct Level 5 Fdescr</b>	Account Level 5 value and full description.

<b>FIELD</b>	<b>DEFINITION</b>
<b>Actuals Salary Freq</b>	Determines the rate at which a salary is paid to employee
<b>Adjustment Amt</b>	Notation of an adjusting journal.
<b>Approp Avl To</b>	SCO State Fund appropriation available from/to.
<b>Approp Rev Dt</b>	SCO State Fund appropriation reversion date.
<b>Bus Unit</b>	Business Unit value
<b>Business Unit</b>	Business Unit value and full description.
<b>Campus Set ID</b>	Set ID that rolls up to a Business Unit
<b>Charge Period Descr</b>	Month (period) in which LCD activity occurred.
<b>Class</b>	<b>Column Selector:</b> Class chartfield value where the payroll was posted to the GL.  <b>Report Filter:</b> Class chartfield value and full description where the payroll was posted to the GL
<b>Class CF Att Type</b>	Class Chartfield Attribute Type
<b>Class CF Att Val</b>	Class Chartfield Attribute Value.
<b>Class CF Att Val Descr</b>	Class Chartfield Attribute Value and Description.
<b>Class CF Att Val Fdescr</b>	Class Chartfield Attribute Value and full description.
<b>Class CF Att Val Fld Name</b>	Class Chartfield Attribute Value Field Name.
<b>Class Fdescr</b>	Class chartfield value and full description where the payroll was posted to the GL.
<b>Class Level 1 or Class Level 1 Fdescr</b>	Class Level 1 code plus description
<b>Class Level 2 or Class Level 2 Fdescr</b>	Class Level 2 code plus description
<b>Class Level 3 or Class Level 3 Fdescr</b>	Class Level 3 code plus description
<b>Class Level 4 or Class Level 4 Fdescr</b>	Class Level 4 code plus description
<b>Class Level 5 or Class Level 5 Fdescr</b>	Class Level 5 code plus description
<b>Class Tree or Class Tree Name</b>	The name of the Class Tree

<b>CSU Charge Period</b>	Concatenated year / month (YYYYMM) representing the year and the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued)
<b>CSU Charge Period Descr</b>	Concatenated year / month (YYYYMM) plus description of the year and the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued)
<b>CSU Fund</b>	CSU Fund value.
<b>CSU Fund Fdescr</b>	CSU Fund value and full description.
<b>CSU Fund Type</b>	System-wide grouping of funds based on their attributes.
<b>CSU Paid Days</b>	If an employee is hired on a daily basis, the number of days for which he is paid will be in this data element. For all non-daily employees this field will be blank.
<b>CSU Rate</b>	Whether monthly/weekly/annual etc.
<b>Dept</b>	<b>Report Filter:</b> Dept chartfield value and full description where the payroll was posted to the GL.
<b>Dept Fdescr</b>	<b>Column Selector:</b> Dept chartfield value and full description where the payroll was posted to the GL.
<b>Dept ID</b>	Dept chartfield value where the payroll was posted to the GL.
<b>Dept Tree</b> (Filter Selector) <b>Dept Tree Name</b> (Column Selector)	The name of the Department Tree.
<b>Dept Level 1</b> (Filter Selector) <b>Dept Level 1 Fdescr</b> (Column Selector)	Department Level 1 code and full description. Top level department based on active department tree.
<b>Dept Level 2</b> (Filter Selector) <b>Dept Level 2 Fdescr</b> (Column Selector)	Department Level 2 code and full description. Top level department based on active department tree.
<b>Dept Level 3</b> (Filter Selector) <b>Dept Level 3 Fdescr</b> (Column Selector)	Department Level 3 code and full description. Top level department based on active department tree.
<b>Dept Level 4</b> (Filter Selector) <b>Dept Level 4 Fdescr</b> (Column Selector)	Department Level 4 code and full description. Top level department based on active department tree.
<b>Dept Level 5</b> (Filter Selector) <b>Dept Level 5 Fdescr</b> (Column Selector)	Department Level 5 code and full description. Top level department based on active department tree.



<b>Empl Class Code</b>	A code that describes the nature of the employee's appointments. Sample values mean Regular, Temporary, Hourly, Rehired Annuitant, FERP, and Student
<b>Empl ID</b>	Employee ID Number: employee 11-digit identification number assigned when hired within the PS Human Resource application
<b>Empl Record</b>	The code assigned to each employee's ID that represents a unique job. If an employee has two concurrent jobs, s/he will have two Empl Records. The combination of the employee ID plus the Empl record represents a unique value for a single job.
<b>FIRMS Obj Cd Fdescr</b>	FIRMS Object Code and full description.
<b>FIRMS Object</b>	CSU account level that represents a grouping of campus accounts.
<b>FIRMS Proj Cd Fdescr</b>	FIRMS Project Code and full description.
<b>FIRMS Project</b>	CSU system-wide assignment to track various activities at the CSU level.
<b>Fiscal Year</b>	The fiscal year in which the payroll was posted to the GL.
<b>FTE</b>	The time base of the employee's appointment.
<b>Fund</b>	<b>Column Selector:</b> Fund chartfield value where the payroll was posted to the GL. <b>Report Filter:</b> Fund chartfield value and full description where the payroll was posted to the GL.
<b>Fund Fdescr</b>	Fund chartfield value and full description where the payroll was posted to the GL.
<b>Fund Tree Name</b>	The name of the Fund tree.
<b>Fund Level 1</b> (Advanced Filters) <b>Fund Level 1 Descr</b> (Column Selector)	Fund Level 1 value and full description.
<b>Fund Level 2</b> (Advanced Filters) <b>Fund Level 2 Descr</b> (Column Selector)	Fund Level 2 value and full description.
<b>Fund Level 3</b> (Advanced Filters) <b>Fund Level 3 Descr</b> (Column Selector)	Fund Level 3 value and full description.
<b>Fund Level 4</b> (Advanced Filters) <b>Fund Level 4 Descr</b> (Column Selector)	Fund Level 4 value and full description.

<b>Fund Level 5</b> (Advanced Filters) <b>Fund Level 5 Descr</b> (Column Selector)	Fund Level 5 value and full description.
<b>Fund CF Att Type</b>	Fund Chartfield Attribute Type.
<b>Fund CF Att Val Fdescr</b> (Column Selector) <b>Fund CF Att Val Descr</b> (Column Selector)	Fund Chartfield Attribute Value and full description.
<b>Fund CF Att Val</b>	Fund Chartfield Attribute value.
<b>Fund CF Att Val Fld Name</b>	Fund Chartfield Attribute Value Name.
<b>Fund CF Attrib</b>	Used for Reporting.
<b>Fund CF Status</b>	Fund Chartfield Status (active / inactive).
<b>Fund Proc Type Fdescr</b>	Fund Processing Type Field and full description.
<b>GAAP NAC</b>	GAAP Net Asset Category which is assigned at the Fund level. Used for GAAP reporting.
<b>GAAP Nat Class</b>	GAAP Natural Class is a high-level classification assigned to the account chartfield.
<b>GL Journal ID</b>	The Journal ID posted to the GL.
<b>LCD Account Cd</b>	The HR Account Code used for labor distribution.
<b>LCD Actuals Salary Freq</b> (Report Filter selector and Selector for 'Show Time' column on Payroll Detail) <b>Actuals Salary Freq</b> (Report Filter)	A code defining the frequency how the time an employees pay is based. Samples include Monthly, Hourly and Daily.
<b>LCD Base Salary Amt</b>	The full-time value of the base salary rate for the employee.
<b>LCD Benefits</b> (Column Selector) <b>Benefits</b> (Hard coded column on Payroll Summary)	Posted actuals for any transactions with the Type of DED or TAX.

<b>LCD CSU Account Cd Level</b>	<p>Labor distribution has 11 hierarchical levels from which the LCD process can obtain the chartfields to post payroll. The level, which was used for an employee's pay, will be indicated in this field.</p> <ul style="list-style-type: none"> <li>1 - Paycheck Creation Error</li> <li>3 - Time and Labor</li> <li>3 - Additional / Immediate Pay</li> <li>4 - Job Earnings Distribution</li> <li>5 - Job Data (Not used)</li> <li>6 - Department Budget Table – Appointment</li> <li>7 - Department Budget Table – Position</li> <li>8 - Department Budget Table – Pool</li> <li>9 - Department Budget Table – Department</li> <li>10- Distribution Reject</li> <li>11- Distribution Override (Different Logic)</li> </ul>
<b>LCD CSU Charge Period</b> <i>(Column Selector)</i> <b>CSU Charge Period</b> <i>(Report Filter selector and Selector for 'Show Time' column on Payroll Detail)</i>	<p>Represents the month for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued and posted to the Ledger).</p>
<b>CSU Charge Period Descr</b> <i>(Selector for 'Show Time' column on Payroll Detail, hard coded column on Payroll Summary and Employee Detail)</i>	<p>Represents the month and full description for which the employee earned their pay. (Not the same as the Accounting Period, which is the period in which the pay was issued and posted to the Ledger).</p>
<b>LCD CSU Comprate</b>	<p>Corresponds to compensation rate on the Job Date Compensation tab in HR. If you are a salaried employee, Comprate and Comprate Used will match.</p>
<b>LCD CSU Comprate Used</b>	<p>Positive pay for student and non-salaried employees.</p>
<b>LCD CSU Paycheck Nbr</b>	<p>Paycheck number</p>
<b>LCD CSU Type</b> <i>(Column Selector)</i> <b>CSU Type</b> <i>(Report Filter Selector)</i>	<p>Indicates whether the payroll is one of 3 types of ERN – Earnings, DED – Deductions or TAX – Taxes. The total of DED plus TAX = Benefits as defined by the CSU. ERN would be salary only. These values were used to create 2 new fields “Salary” and “Benefits”.</p>
<b>LCD Dept Fdescr</b> <i>(Column Selector)</i> <b>HR Dept Fdescr</b> <i>(Hard coded column on Employee Detail)</i> <b>HR Dept</b> <i>(Report Filter Selector)</i>	<p>The Department ID and Description assigned to the employee's job data (not the department chartfield used for labor distribution).</p>



<b>LCD Dept ID</b>	The Department ID assigned to the employee's job data (not the department charfield used for labor distribution).
<b>LCD Empl Class Fdescr</b> (Column Selector) <b>Empl Class Code</b> (Report Filter Selector)	A code that describes the nature of the employee's appointments. Sample values mean G-Regular, H-Temporary, C-Emergency Hire, E-Rehired Annuitant, F-FERP, and S-Student.
<b>LCD Empl ID</b> (Column Selector) <b>Empl ID</b> (Report Filter Selector, hard coded column on Employee Detail and Payroll Summary)	Employee ID Number: Employees 11 Digit identification number assigned when hired within the PS Human Resource application.
<b>LCD Empl Record</b> (Column Selector) <b>Empl Record</b> (Report Filter Selector)	The code assigned to each employee's id that represents a unique job. If an employee has 2 concurrent jobs, they will have 2 Empl records. The combination of the employee ID plus the Empl record represents a unique value for a single job.
<b>LCD Job Code Fdescr</b> (Column Selector) <b>Job Code Fdescr</b> (Hard coded column on Employee Detail) <b>Job Code</b> (Report Filter Selector)	The Job Code and Job Code Description the employee is assigned on job data.
<b>LCD Job Function Code</b> (Column Selector) <b>Job Function</b> (Report Filter Selector)	A categorization of the job code. Sample include TEN – Tenure, LEC – Lecturer, STF – Staff, COA – Coach, MPP – Management, etc.
<b>LCD Name</b> (Column Selector) <b>Name</b> (Hard coded column on Employee Detail and Payroll Summary)	The employee's name (First Name, Middle Initial, Last Name).



<b>LCD Pay Grade Fdescr</b>	Indicates the PeopleSoft Earnings Code or Tax Code or Deduction Code and its description based on whether the transaction is earnings, taxes, or deductions.
<b>LCD Paycode Fdescr</b> (Column Selector) <b>Paycode</b> (Report Filter Selector)	Indicates the PeopleSoft Earnings Code or Tax Code or Deduction Code and its description based on whether the transaction is earnings, taxes, or deductions.
<b>LCD Paygroup</b> (Column Selector) <b>Paygroup</b> (Report Filter Selector)	The payroll group this employee's job is assigned to. Samples include Master (MST), which is a 12-month employee, Academic (ACD), which is an employee who works 10 months but is paid 12, or Student (STU) and Positive Pay (POS).
<b>LCD Position Fdescr</b>	The employees' position number concatenated with the description assigned to that position number within the PS Human Resource application.
<b>LCD Position Number</b> (Column Selector) <b>Position Nbr</b> (Report Filter Selector) <b>Position Number</b> (Hard coded column on Employee Detail)	The employees position number within the PS Human Resource Application.
<b>LCD Position Pool ID</b> (Column Selector) <b>Position Pool ID</b> (Report Filter Selector and hard coded column on Employee Detail)	The pool ID assigned to the position, which is used to assign labor distribution chartfields at the pool level within the Department Budget Table.
<b>LCD Posted Total Amt</b>	The actual amount posted for all transactions.
<b>LCD Salary</b> (Column Selector) <b>Salary</b> (Hard coded column on Payroll Summary)	Posted actuals for any transactions with the Type = ERN.
<b>LCD Union Cd Fdescr</b> (Column Selector) <b>Union Cd Fdescr</b> (Hard coded column on Employee Detail) <b>Union Code</b> (Report Filter Selector)	The bargaining union code value with full description.
<b>Name</b> (Hard coded column on Employee Detail and Payroll Summary) <b>LCD Name</b> (Column Selector)	Employee name.

<b>Net Asset Cat</b>	Net Asset Category.
<b>Net Class Fdescr</b>	Natural Class Value and Description.
<b>Paid Hours</b>	For an employee hired on an hourly basis the number of hours for which he is paid will be in this data element. For all non-hourly employees this field will be blank
<b>Posted Total Amt</b>	The actual amount posted for all transactions.
<b>Prog Fdescr</b>	Program chartfield and description where the payroll was posted to the GL.
<b>Program</b>	<b>Column Selector:</b> Program chartfield value where the payroll was posted to the GL. <b>Report Filter:</b> Program chartfield value and full description where the payroll was posted to the GL.
<b>Project</b>	<b>Column Selector:</b> Project chartfield value where the payroll was posted to the GL. <b>Report Filter:</b> Project chartfield value and full description where the payroll was posted to the GL.
<b>Project Fdescr</b>	Project ID value and full description.
<b>Project CF Att Type</b>	Project Chartfield Attribute Type.
<b>Project CF Att Val</b>	Project Chartfield Attribute Value.
<b>Project CF Att Val Fdescr</b>	Project Chartfield Attribute Value and full description.
<b>Project CF Att Val Fdescr</b>	Project Chartfield Attribute Value and full description.
<b>Project CF Att Val Fld Name</b>	Project Chartfield Attribute Value Field Name.
<b>Project CF <u>Attrib</u></b>	Used for Reporting.
<b>Project Tree Name</b>	Name of the Project Tree.
<b>Project Level 1 Fdescr</b>	Project Level 1 value and full description.
<b>Project Level 2 Fdescr</b>	Project Level 2 value and full description.
<b>Project Level 3 Fdescr</b>	Project Level 3 value and full description.
<b>Project Level 4 Fdescr</b>	Project Level 4 value and full description.
<b>Project Level 5 Fdescr</b>	Project Level 5 value and full description.
<b>Regular Temp Fdescr</b>	Regular or Temp Employee

<b>SCO Fund</b>	SCO Fund Value with description. Used for State Reporting.
<b>SCO Fund Fdescr</b>	SCO Fund Value with description. Used for State Reporting.
<b>SCO Subfund</b>	SCO Subfund. Used for State Reporting.
<b>SCO Subfund Fdescr</b>	SCO Subfund value with description. Used for State Reporting.
<b>State GL Acct Fdescr</b> (Column Selector) <b>State GL Acct</b> (Advanced Filters Selector)	State GL Account Field and Description. Used for SW and State Reporting.