PC Products

Labor Distribution

User Manual

Hess and Associates
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Section 1
Introduction
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PC Products Overview

PC Products is a suite of complementary database reporting applications developed by Hess and Associates. These optional applications are available individually or in combination to local educational agencies (LEAs) that use LACOE’s Human Resource System (HRS) and/or PeopleSoft Financial System (PSFS) through a contractual agreement with LACOE.

PC Products includes three applications:

- **LACOE Systems**
  - Human Resource System Employee Database (EDB)
  - Human Resource System Payroll Data
  - PeopleSoft Financial System
    - PC Products Labels, Lists, and Letters (PC LLL)
    - PC Products Labor Distribution (PC Labor)
    - PC Products PSFS (PC PSFS)

PC Products provide tools to help LEAs more efficiently analyze and utilize their employee, payroll, and financial data extracted from HRS and PSFS. Below are some of the benefits the applications provide:

- Create queries to easily obtain needed information
- Explore district employee, payroll, and financial data for multiple fiscal years
- Generate standard reports that answer “frequently asked questions” about the data
- Create custom reports to meet each agency’s unique requirements
- Easily transfer data to spreadsheet, database, and word processing applications
- Generate lists, form letters, and mailing labels
- Share the data with many users on the district’s local area network (LAN)
- Convenient data downloads to keep PC Products updated
- Agency control over application availability and access
PC Labor Overview

PC Labor enables users to view and utilize payroll data from LACOE’s Human Resource System (HRS). Features of the application include:

- Versatile access to agency payroll data including labor distribution, payroll balances, earnings by earning type, voluntary deductions/reductions, and employer contributions
- Detailed payroll data for overtime, employee program, and fringe benefit cost analyses
- Reports to help meet Affordable Care Act (ACA), Medical Administrative Activities (MAA), and other reporting requirements
- Easy export of data files in various file formats
- Weekly data updates available for download from LACOE’s RAD website
- Agency control over application availability and access
Intended Audience for this Manual

This manual aims to provide users as much useful information as possible about the PC Labor reporting database application.

The manual assumes users:

- Have basic computer navigational skills
- Know basic Windows terminology
- Are familiar with the agency’s payroll data and terminology
Conventions Used in this Manual

When instructions state, “Select File | Exit from the menu”:

1. Click on the File menu of the application’s main menu bar. This is the horizontal list of options displayed at the top of the PC Products Labor Distribution window. The program will display a vertical list of menu options.

2. Select Exit option. Click Yes to quit Labor Distribution. PC Labor will close.

3. Command buttons are accessed from the application’s main menus. There are two ways to execute commands. Click a command button or press Alt + first letter of command under these conditions:
   i. First letter of command buttons have underscore, e.g., Save.
   ii. Command buttons are located in PC Labor windows and not within menu options displayed, e.g., Alt + S for Save; Alt + C for Close; Alt + M for More in System Setup window.

Confidentiality

This manual includes real sample PC Labor screens and reports to provide a more accurate view of the system. To protect employee confidentiality, training databases are used for all PC Products applications. Sensitive data such as names, addresses, telephone numbers, social security numbers, employee identification numbers, and insurance information is fictional and does not represent real data.
Technical Assistance and Support

The following resources are available to answer questions regarding PC Labor, provide technical assistance, system support, and user training.

- **Online Help** is just a click away. Press the *Help* button found on most PC Labor windows to access the online help menu.

- **PC Labor User Manual** (this document) answers many frequently asked questions and provides detailed instructions for using key application features. Click the link below to download the PDF version of the user manual from the Resources section of the PC Products website.

  https://www.lacoe.edu/BusinessServices/SchoolFinancialServices/PCProducts.aspx

- **Hess and Associates System Support Staff** provide comprehensive system support and technical assistance that extends beyond LACOE’s normal operating hours. Select *Help* | *Support* from the application’s main menu for current system support staff contact information.

- **LACOE PC Products Support Staff** provide administrative, system support, and technical assistance. Staff also conducts regularly scheduled training sessions at LACOE’s Education Center West (ECW). Please call (562) 922-8683 or email PCBudgetPCProductsSupport@lacoe.edu for assistance.
Section 2
Getting Started
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What Users Need to Get Started

To access PC Labor users need:

- PC Labor software installed on the user’s PC and/or the district’s local area network (LAN)
- A valid PC Labor user ID and password

Please contact your district’s in-house technology support staff or PC Products System Support if you have questions or need additional information about the items listed above.
Log In PC Labor

To log in PC Labor:

1. Double click the PC Labor icon on the computer desktop.
2. Select User ID from the drop-down list.
3. Enter Password.
4. Select the appropriate Fiscal Year.
5. Click Login.

The fiscal year can be changed in the application by selecting Change FY from the menu and selecting the appropriate fiscal year from the drop-down list.
Change User ID and Password

To change the user ID and/or password from the Login window:

1. Double click the PC Labor icon on the computer desktop.
2. Select User ID from the drop-down list.
3. Click Change.

4. Enter old and new User ID and Password and click Change.

5. Enter Y at prompt to change your password.

6. Click Login to access the application or Quit to exit when the Login window appears.
Verify System Setup and User Paths

The **System Setup** and **User Paths** display the district name and various paths for key system files. The System Setup and User Paths windows share export and report paths. Changes to either path on the System Setup window will be reflected on User Paths window.

To verify system setup:

1. Select **File I Setup** from the menu.
2. Review District Name, Export path, and Report Path.
3. Click **Save** if changes are made.
4. Click **Close** to exit.

![System Setup Window](image)

To verify user paths:

1. Select **File I Setup** from the menu.
2. Click **More** on System Setup window. See illustration below.
3. Review the application, database, export, and report paths.
4. Click **Close** to exit.

![User Paths Window](image)
Verify Last Data Update

To verify when PC Labor data was last updated:

1. Select **File | System Info** from the menu.
2. Review dates shown in the **Last Update** fields. These dates reflect when PC Labor was last updated, not the data "as of" date. If you did not download today’s file, we suggest you download it from RAD before proceeding with the update process to ensure you have the latest file. Data in PC Labor is as of the close of business the previous Friday.
3. Click **OK** to exit.
PC Labor Update File

The data file containing the previous week’s payroll data is normally available for download from the LACOE RAD website on Monday morning.

- The weekly data file contains new program updates. Following the correct download and update process ensures that both data and program updates are implemented.

- Each agency should have a person who updates the district’s PC Labor data each week and at least one backup person with the necessary RAD security access to download update files.
Update PC Labor Data

PC Labor uses district payroll data downloaded from the Human Resource System (HRS). Below are instructions for updating PC Labor data.

File Download Procedure

Look for the LABOR.ZIP file in the appropriate PC Products folder before downloading the latest data file. Users can rename the file to use as a backup before downloading the new file. Otherwise, it will be overwritten when the new file is saved. Also make sure PC Labor is closed before downloading the file.

To download the PC Labor data file:

1. Go to RAD website at https://rad.lacoe.edu in your web browser.
2. Enter your RAD UserName and Password.
3. Click Logon.

4. Click Click here to go to RAD Main Menu.

<table>
<thead>
<tr>
<th>Date</th>
<th>Message</th>
</tr>
</thead>
</table>
| 8/7/20xx | **ALL DISTRICTS:**
|        | The 4th Quarter Preliminary Interest Letter is now available online at LACOE’s website:
|        | [http://www.lacoe.edu/BusinessTechnology/SchoolFinancialServices/PeopleSoft/RevenueApportion.aspx](http://www.lacoe.edu/BusinessTechnology/SchoolFinancialServices/PeopleSoft/RevenueApportion.aspx)
|        | If you have any questions, please call Nimfa Andres @(562)922-6451 or e-mail [Andres_Nimfa@lacoe.edu](mailto:Andres_Nimfa@lacoe.edu) |
| 8/25/20xx | **All Districts:**
|        | Have you heard of the Business Enhancement System Transformation (BEST) Project? What is it? To find out and stay informed about the BEST Project, click on the link [www.lacoe.edu/best](http://www.lacoe.edu/best). |
5. Click **Download**.

6. Click **Data**.
7. Select **PC Products-Labor** for the appropriate fiscal year from *Download Item* list and click **Continue**.

8. Click **Download**.
9. Click the drop-down arrow next to **Save**. When the download prompt appears, choose **Save as** to save this file to the appropriate drive.

10. Save the file to the PC Labor folder for the appropriate fiscal year on the PC or server, e.g., **C:\pcprods\lab20XX** for 20XX-XY.

11. Click **Yes** to replace file if prompt appears.
Update Procedure

To update PC Labor:

1. Make sure all other users are logged out of PC Labor.

Select File | User Activity from the menu to display a list of users currently logged in. Click Close to exit.

2. Select File | Update Databases from the menu.
3. Click Continue.

4. Click File.

5. Select data update file from the list.
6. Click Choose. The file path will appear in the gray box below File on the Update window.
7. Click **Update**. The update may take a couple of minutes depending on the amount of district data and the speed of the server.

![Update Window](image)

8. Click **Close** when the following prompt appears.

![Close Window](image)

9. To verify the update, select **File | System Info**. The dates shown in the **Last Update** field will reflect the most recent update. For more information refer to **Verify Last Data Update** on Page II-7.

10. Click **OK** to exit.

11. Log out of PC Labor by selecting **File | Exit** and clicking **Yes** so that other users will not be prevented from accessing the application.
Close the Current Program Window

Close the current window before accessing another or exiting the application if a program window such as Explore Labor Accounts or Report Builder is displayed.

Any option listed below can be used to close an open program window:

- Press **ESC** until no window is displayed.
- Click **Close** if available on the current window.
- Press **Alt + C**.
- Click the **Close Preview** icon on the Preview toolbar.

![Close Preview Icon](image.png)
Exit PC Labor

To exit PC Labor:

1. Press **ESC** one or more times to close any open windows.
2. Select **File** | **Exit**.
3. Click **Yes** to exit PC Labor. PC Labor will close.
Section 3
Report & Data Overview
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Reporting Options

Reports can be generated from PC Labor using the three methods listed below. Each method includes the option to produce export files in various file formats such as Excel, DBF, and ASCII.

<table>
<thead>
<tr>
<th>Reporting Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore</td>
<td>Report writing tool for creating lists and export files quickly and easily</td>
</tr>
<tr>
<td>Report Builder</td>
<td>Report writing tool for creating reports and export files using selection criteria, grouping definitions, and formatting specified by the user</td>
</tr>
<tr>
<td>Fixed Reports</td>
<td>Pre-formatted reports that are part of the application</td>
</tr>
</tbody>
</table>

- **Explore**
  - Report writing tool for creating lists and export files quickly and easily

- **Report Builder**
  - Report writing tool for creating reports and export files using selection criteria, grouping definitions, and formatting specified by the user

- **Fixed Reports**
  - Pre-formatted reports that are part of the application
PC Labor Data

PC Labor includes data extracted from HRS payroll reports including salary by earnings type, employer benefit contributions, employee deductions, and employee reductions. Refer to the Appendix on pages A-3 through A-5 for a complete listing of PC Labor report fields. These fields can be used to filter data and build custom reports.

Labor Distribution

HRS salary labor distributions (accounts) determine the allocation of salary and employee benefit amounts posted to the PeopleSoft Financial System (PSFS). Accounts are comprised of the following segments or ChartFields.

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>XX</td>
<td>Fiscal and accounting entity of business unit</td>
</tr>
<tr>
<td>Sub-Fund</td>
<td>.X</td>
<td>Reporting at more detailed level than required by the state</td>
</tr>
<tr>
<td>Resource</td>
<td>XXXXX</td>
<td>Source of funding (federal, state, local, or other)</td>
</tr>
<tr>
<td>Fiscal Year (FY) or Grant Year (GY) or Project Year (PY)</td>
<td>.X</td>
<td>Fiscal or grant year used to distinguish carryover grants with end date other than June 30</td>
</tr>
<tr>
<td>Goal</td>
<td>XXXXX</td>
<td>Population being served (K-12, adult, pre-school)</td>
</tr>
<tr>
<td>Function</td>
<td>XXXXX</td>
<td>Purpose of the transaction (instruction, pupil services, general administration)</td>
</tr>
<tr>
<td>Object</td>
<td>XXXX</td>
<td>Type of expenditure, revenue, or balance sheet account</td>
</tr>
<tr>
<td>Location</td>
<td>XXXXXXX</td>
<td>Physical structure or group of structures within a campus or school defined entity</td>
</tr>
</tbody>
</table>

Please refer to the California School Accounting Manual (CSAM) or the California Community College Budget and Accounting Manual as appropriate for more information about the account coding. Also refer to the appendices in this manual for a detailed listing of data fields and object code derivatives.
Section 4
Explore Features
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## Explore Labor Data

The PC Labor Explore menu provides easy access to payroll and selected table data. There are options for performing custom searches, viewing, printing, and exporting data to other applications. The table below highlights Explore menu options and features.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
<th>Custom Filter, Sort, Sum?</th>
<th>Print?</th>
<th>Export?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore</td>
<td>Employees</td>
<td>Pay detail for individual employees by register</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Individual</td>
<td>Fiscal year-to-date salary and benefits summary for individual employees by register</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Individual Net Pay</td>
<td>Fiscal year-to-date net salary summary for individual employees calculated using salary, cash in-lieu, and deduction totals</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Individual Pay Records</td>
<td>Fiscal year-to-date salary history with pay basis and earning type for individual employees by issue date</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Registers</td>
<td>Salary and benefits summary in Excel format by register, resource, fund, or fund and resource</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td>Explore</td>
<td>Accounts</td>
<td>Salary, benefits, and liability accounts summary with account filters and custom display options; employee detail not included</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Detail</td>
<td>Pay detail with account filters, payroll filters, and custom display options</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Cross Tabulate</td>
<td>Salary and benefits with summary and detail for any register and account combination</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Explore</td>
<td>Tables</td>
<td>Selected HRS table data</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* This report can only be printed from Excel.
Explore Pay History

PC Labor makes it easy to browse employee pay history including gross-to-net deduction amounts. Users can access employee pay history using one of the following options.

Explore Gross Pay Amounts

To explore an employee’s gross pay amounts using the name search:

1. Select Explore | Employees | By Name from the menu.
2. Enter the employee’s last name or the first few characters of the last name in the field provided on the Employee Search window.
3. Click Search to display a list of employees with the last name entered or those whose last name begins with the characters entered.
4. Double click the employee’s name to view gross pay amounts on Employee History.
5. Click Print to send the list to a printer or PDF writer.
6. Click OK or press Esc to return to the Employee Search window.

Select Explore | Employees | By EID from the menu to search using the EID. The employee’s gross pay amounts will be displayed if available.
Explore Employee Pay History

Pay History displays an employee’s gross pay amounts for the fiscal year along with the payroll issue and accrual dates, payroll register number, warrant number, employee benefit contributions, voluntary deductions/reductions, corresponding accounts, and other pertinent payroll detail.

To explore employee pay history:

1. Select Explore | Employees | By EID from the menu. User can also search for an employee by name as illustrated in the previous example.
2. Enter the employee’s EID in the field provided on the EID Search window.
3. Click Search to view the employee’s gross pay lines.
4. Double click a gross pay line to view pay history detail.
5. Click Print to produce a copy of the screen information.
6. Click OK to return to the list of gross pay lines (previous screen).
Explore Individual Pay History

PC Labor has three individual employee pay history reports that can be viewed online, printed, or exported to Excel or another available file format.

<table>
<thead>
<tr>
<th>Menu l Menu Item</th>
<th>Pay History Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore</td>
<td>Individual</td>
</tr>
<tr>
<td>Explore</td>
<td>Individual Net Pay</td>
</tr>
<tr>
<td>Explore</td>
<td>Individual Pay Record</td>
</tr>
</tbody>
</table>

Explore Individual Pay History

Explore Individual to view, print, and/or export the following:

- Employee salary by issue date
- Employee benefits by type and issue date
- Employee salary and benefits totals by issue date
- Year-to-date column totals

Explore Salary and Benefits History

To explore individual pay history detail:

1. Select Explore | Individual from the menu.
2. Select an employee from the drop-down list.
3. Select type of export from drop-down list. The first eight characters of the employee's name are automatically entered as the file name.
4. Click Go. There is not any pay history available for the employee if Preview and Print are grayed out.
5. Click **Preview** to view pay history details online or click **Print** to produce a hard copy of the report. See sample below.

![Sample School District Individual Pay History](image)

6. Click the **printer icon** on the Print Preview toolbar to produce a hard copy of the report. The report will print directly to the default printer.

7. Exit Print Preview to create a PDF copy of the report or utilize other print options.

![Print Preview](image)

8. Click **Print**.

![Explore Individual](image)

9. Make desired print selections, e.g., change printer, print range or properties.

10. Click **OK** to print.

![Print](image)
Explore Individual Net Pay History

View, print, and/or export the following:

- Employee salary, cash-in-lieu, deductions, ESAs, and net pay by issue date
- Year-to-date column totals

**Explore Individual Net Pay History**

To explore individual net pay history:

1. Select **Explore | Individual Net Pay** from the menu.
2. Select an employee from the drop-down list.
3. Select **type of export** from drop-down list. The first eight characters of the employee’s name are automatically entered as the file name.
4. Click **Go**. There is not any pay history available for the employee if **Preview** and **Print** are grayed out.
5. Click **Preview** to view net pay history details online or click **Print** to produce a hard copy of the report. See sample below.

![Preview Individual Net Pay History](image)
6. Exit Print Preview to create a PDF copy of the report or utilize other print options.
7. Click **Print**.

8. Make desired print selections, e.g., change printer, print range, or properties.
9. Click **OK** to print.
Explore Individual Pay Records History

View, print, or export the following:

- Employee salary by payroll issue date, warrant number, and payroll schedule
- Pay basis, earnings code, pay rate, pay amount, accrual beginning and ending dates, retirement plan and rate, and work calendar

**Explore Individual Pay Records History**

To explore individual pay records:

1. Select **Explore | Individual Pay Records** from the menu.
2. Select an employee from the drop-down list.
3. Select *type of export* from drop-down list. The first eight characters of the employee’s name are automatically entered as the file name.
4. Click **Go**. There is not any pay history available for the employee if **Preview** and **Print** are grayed out.
5. Click **Preview** to view individual pay records detail online or click **Print** to produce a hard copy of the report. See sample below.
6. Exit Print Preview to create a PDF copy of the report or utilize other print options.
7. Click **Print**.

![Print Preview Image]

8. Make desired print selections, e.g., change printer, print range, or properties.
9. Click **OK** to print.

![Print Selections Image]
Explore Payroll Registers

Create Excel export files with payroll register, issue date, salary, employee benefit sub object, and payroll totals sorted by:

- Payroll Register
- Payroll Register and Resource
- Payroll Register and Fund
- Payroll Register, Fund, and Resource

To generate a payroll register export file:

1. Select **Explore | Registers** from the menu.
2. Select the radio button in front of selected payroll register.
3. Enter the **Export File Name** in field provided.
4. Click **Run**. A system message will appear in the upper right corner of the screen once the file is saved.

5. Open the export file. See example below of the Excel payroll register export file sorted by payroll and resource.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>register</td>
<td>issue_dt</td>
<td>amount</td>
<td>0.81</td>
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<td>0.83</td>
<td>0.84</td>
<td>0.85</td>
<td>0.86</td>
<td>0.87</td>
<td>0.88</td>
<td>0.89</td>
<td>0.90</td>
<td>0.91</td>
<td>0.92</td>
</tr>
<tr>
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<td>006-C</td>
<td>20140108</td>
<td>208.35</td>
<td>17.2</td>
<td>0</td>
<td>0</td>
<td>3.02</td>
<td>0</td>
<td>0.1</td>
<td>12.92</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>241.59</td>
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</tr>
<tr>
<td>3</td>
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<td>0</td>
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</tr>
<tr>
<td>4</td>
<td>023-N</td>
<td>20140117</td>
<td>57.02</td>
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<td>3.63</td>
<td>0</td>
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<td>6.02</td>
<td>0</td>
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<td>0</td>
<td>108.18</td>
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</tr>
<tr>
<td>5</td>
<td>031-C</td>
<td>20140204</td>
<td>249.96</td>
<td>20.64</td>
<td>0</td>
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<td>3.63</td>
<td>0</td>
<td>0.12</td>
<td>15.5</td>
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<td>0</td>
<td>0</td>
<td>289.65</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>036-N</td>
<td>20140207</td>
<td>909.95</td>
<td>0</td>
<td>26.83</td>
<td>0.13</td>
<td>14.06</td>
<td>0</td>
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<td>0.14</td>
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<tr>
<td>7</td>
<td>037-N</td>
<td>20140210</td>
<td>-101.95</td>
<td>0</td>
<td>0</td>
<td>-10.04</td>
<td>-2.35</td>
<td>0</td>
<td>-0.08</td>
<td>-10.04</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-194.46</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>038-C</td>
<td>20140211</td>
<td>1810.37</td>
<td>149.37</td>
<td>0</td>
<td>0</td>
<td>20.75</td>
<td>0</td>
<td>0.91</td>
<td>112.24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2093.64</td>
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</tr>
<tr>
<td>9</td>
<td>038-N</td>
<td>20140211</td>
<td>1307.42</td>
<td>0</td>
<td>133.47</td>
<td>59.29</td>
<td>19.16</td>
<td>13.16</td>
<td>0.66</td>
<td>81.06</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1614.22</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>049-C</td>
<td>20140220</td>
<td>35.5</td>
<td>37.62</td>
<td>0</td>
<td>0</td>
<td>6.61</td>
<td>0</td>
<td>0.23</td>
<td>28.27</td>
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<td>0</td>
<td>0</td>
<td>528.73</td>
<td></td>
</tr>
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<td>11</td>
<td>055-C</td>
<td>20140229</td>
<td>114.51</td>
<td>5.45</td>
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<td>0</td>
<td>1.66</td>
<td>0</td>
<td>0.06</td>
<td>7.1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>132.78</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>059-C</td>
<td>20140304</td>
<td>1001.99</td>
<td>87.01</td>
<td>0</td>
<td>0</td>
<td>15.4</td>
<td>0</td>
<td>0.53</td>
<td>0.84</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1281.37</td>
<td></td>
</tr>
</tbody>
</table>
Explore Labor Accounts and Labor Detail

Explore Labor Accounts and Explore Labor Detail provide drop-down lists to filter records and customize the display format. Up to five columns of data can be displayed for each Labor record. Lists with account balance data can be generated in the explore window or by using defined selection criteria. Below is the default display format.

Explore Labor Accounts Default

![Explore Labor Accounts Default Image]

Change Columns in the List

Customize the display in the Explore Labor Accounts and Explore Labor Detail windows by selecting fields from the drop-down lists at the top of each column. Build a custom report to create a permanent format for displaying balance information or if more than five data fields are needed.

User-Defined Format

![User-Defined Format Image]
Explore Labor Accounts Using Data Filters

To explore labor accounts using data filters:

1. Select **Explore | Accounts** from the menu.
2. Select one or more account segment values from the drop-down lists. The list of available values for each account segment will be displayed. Leave fields blank to display all records.
3. Select earnings code, GTN, accrual dates, issue date, payroll register and/or schedule as appropriate from the drop-down list to indicate which account information to include in the list. Leave fields blank to view all available accounts.
4. Select **Sort By**, **Sum By**, and/or **Calculate** values from the respective drop-down lists as appropriate. Instructions for using these options are on pages IV-19 through IV-20.
5. Click the drop-down arrows for **Column 1 – Column 5** fields to select a different field to display in the column.
6. Click **Go** to display the list.

PC Labor retrieves and creates a list based on the filters selected. The list is displayed on Print Preview.

- Filters selected are displayed on the top left corner of the list.
- The number of records meeting specified conditions is indicated in the lower left corner of the Print Preview and Explore Labor Accounts windows.

**Example 1** – Print Preview

**Example 2** – Explore Labor Accounts
Print from Explore Window

Print from the Explore Labor Accounts, Explore Labor Detail, or Print Preview windows. The entire list prints directly to the default printer from Print Preview. Print selected report pages, print to another printer, and/or change any print properties, or create a PDF file from the explore window.

1. Click **Print**.
2. Make print selections as appropriate.
3. Click **OK** to print the list or create a PDF file.

Click **Go** if **Print** is grayed out on the explore window. The list will be displayed in Print Preview. Click **Esc** to return to the explore window.

To print account or detail lists from the Explore Labor Accounts or Labor Detail window:

1. Click **Print**.
2. Make print selections as appropriate.
3. Click **OK** to print the list or create a PDF file.
Print from Print Preview Window

To print from the Print Preview window:

1. Click **Go** to generate the list. The list will be displayed in Print Preview.
2. Click the *printer icon* on Print Preview toolbar. The entire report will print directly to the default printer.

3. Press **Esc** on the keyboard or click the **X** in the upper right corner to return to the explore window.
Export Lists from Explore Window

Export lists generated from Explore Labor Accounts or Explore Labor Detail in the following file formats for use in other applications:

- Excel
- Lotus
- Database (DBF) - use when spreadsheet file exceeds 16,383 lines
- ASCII (text)

To export a list:

1. Click Go to display the list if Export is grayed out on the explore window. The list will be displayed in Print Preview.
2. Press Esc or click the X in the upper right corner to return to the explore window.
3. Click Export.
4. The Create a Spreadsheet window will appear.
5. Enter the File Name and Type from drop-down list. The file extension will change accordingly.
6. Click Export to generate the file. The Excel export file will automatically open and save to C:\pcprods\REPORTS or the designated path.

Select Database (DBF) as the report output type for spreadsheets exceeding 16,383 lines. Refer to the Appendix on Page A-8 for instructions on opening DBF file(s) with Excel.
Explore Labor Accounts by Object

Filter data based on the object code and the associated major object and salary sub object derivatives. Refer to the Appendix on Page A-6 to view the matrices for available object code derivatives and descriptions.

To filter data using an object code or object code derivative:

1. Select the object code derivative from the Object drop-down list. For this example, Major Object 2**** is selected. Fund and sub-fund filters are also selected.
2. Click Go. The list of labor account balances selected will display in Print Preview.
Sort Account Balances

Sort By groups related balances using the field selected.

To sort the records:
1. Select the sort field from the Sort By drop-down list.
2. Click the sort direction button to reverse the sort order if necessary.
   - Plus (+) - ascending (sort from lowest to highest value)
   - Minus (-) - descending (sort from highest to lowest value)
3. Click Go. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

To remove sorting:
1. Select the blank value from the Sort By drop-down list.
2. Click Go.
Subtotal Balances

*Sum By* groups related balances and displays the total, average, count, maximum, or minimum values of balances in the group. **Column 1** will automatically reflect the *Sum By* field selected. The output reflects one subtotal row for each distinct field value selected.

To subtotal balances:

1. Select the subtotal field from the *Sum By* drop-down list. It is best to select the same account or account segment field selected in the *Sort By* drop-down list. The field selected is automatically reflected in **Column 1**, and **Column 2** is left blank.
2. Select the calculate option from the *Calculate* drop-down list.
3. Click **Go**. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum</td>
<td>Totals the amounts in the group</td>
</tr>
<tr>
<td>Max or Min</td>
<td>Displays the largest or smallest value in the group</td>
</tr>
<tr>
<td>Count</td>
<td>Displays the number of records for the group</td>
</tr>
<tr>
<td>Avg</td>
<td>Calculates the average for the group</td>
</tr>
</tbody>
</table>

To remove subtotals:

1. Select the blank value in the *Sum By* drop-down list.
2. Click **Go**.
Explore Labor Detail

Explore Labor Detail provides the same flexible filtering and data display as Explore Labor Accounts. In addition, it provides access to individual employee payroll data.

The Explore Detail window provides options for filtering:

- Accounts or account components (fund, sub-fund, goal, etc.)
- Earning codes and gross-to-net codes
- Payrolls by register, accrual period, issue date, or schedule
- Individual employees by name and EID
- Groups of employees by job class, work location, or bargaining unit

Key Points

- Select filters from drop-down list to indicate which labor detail to include in the list. Leave fields blank to view all available detail.
- Use custom selection criteria to find the exact data. Refer to Section 6 – Report Components on pages VI-4 through VI-9 on creating and editing selection criteria from the menu.
- Select Sort By, Sum By, and/or Calculate values from the respective drop-down lists as appropriate. Instructions for using these options are on pages IV-19 through IV-20.
Explore Cross Tabulate

Displays information listed below in the lower right corner of the Cross Tabulator window and provides salary and employee benefits line item detail in a separate list that can be viewed online, printed, or exported to another file format.

- Processed – records selected
- Employees – number of employees meeting filter and/or selection criteria
- Salary – salary total for employees selected
- Benefits – employee benefits total for employees selected

Explore Cross Tabulated Data

To explore cross tabulated data:

1. Select Explore | Cross Tabulate from the menu.
2. Use the filters to select pay records.
3. Click Go to view cross tabulation results on the window.
4. Click Preview, Print and/or Export as appropriate to view employee salary and benefit detail by payroll schedule.
Explore Table Data

Other Table Data provides access to codes and related descriptions from selected HRS tables. These codes identify available values that can be reflected on employee records in PC Labor.

From the Other Table Data window users can:

- View descriptions for job class, work location, name, deduction, bargaining unit, and earnings codes
- Print the codes and descriptions
- Export the codes and their descriptions to a spreadsheet or database file

View Table Data

To explore codes and descriptions:

1. Select Explore | Tables from the menu.
2. Click the button for the desired table.
3. Select the radio button to sort data by code or description. The default sort order is by code.
4. Scroll through the list to view the desired code or description.
5. Repeat steps 2 – 4 to view other table data.

Additional table data is included in the Job Class, Name, and Deduction export files.
Print Table Data

To print a list of control table codes and descriptions:

1. Select Explore | Tables from the menu.
2. Click the button for the desired table.
3. Click Print Table.

Export Table Data

To export a list of control table codes and descriptions:

1. Select Explore | Tables from the menu.
2. Click the button for the desired table. The export file name is automatically populated. The default name can be overwritten.
3. Select file type from the drop-down list in the top right corner. The file extension is automatically populated.
4. Click Copy. The export file will be saved to C:\pcprods\REPORTS or designated path.
5. Click OK to exit the window.
Section 5
Fixed Reports
This page intentionally left blank.
## Fixed Reports

The following fixed reports are available in PC Labor. Additional reports are added as the need arises.

<table>
<thead>
<tr>
<th>Fixed Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census</td>
<td>Number of full-time and part-time employees and payroll amounts grouped by user-defined functional categories</td>
</tr>
<tr>
<td>Extra Pay and Overtime</td>
<td>Detail of pay and labor distribution for specified earnings types</td>
</tr>
<tr>
<td>Net Pay</td>
<td>Employee net and gross pay for a specified issue date range</td>
</tr>
<tr>
<td>Labor Statistics</td>
<td>Number of agency employees, women employees, and faculty members for a specified issue date range</td>
</tr>
<tr>
<td>Quarterly Wages</td>
<td>Summary data by work location for a specified quarterly date range</td>
</tr>
<tr>
<td>Monthly Totals</td>
<td>Employee pay by account</td>
</tr>
<tr>
<td>All Employees Individual Pay</td>
<td>Employee pay detail by salary object with benefit object contributions</td>
</tr>
<tr>
<td>Last Paycheck</td>
<td>Issue date of an employee’s last paycheck, including employee who terminated during the prior three fiscal years</td>
</tr>
<tr>
<td>Annual Work Hours – ACA (Summary &amp; Detail)</td>
<td>Employee work hours by month with cumulative calendar year totals. These reports can be used to help meet Affordable Care Act (ACA) reporting requirements.</td>
</tr>
<tr>
<td>Federal Taxes by Register</td>
<td>Detail of federal and state taxes by payroll register and issue date</td>
</tr>
<tr>
<td>Public Records Request</td>
<td>Employee information commonly provided for public records requests</td>
</tr>
<tr>
<td>GASB 67</td>
<td>Summary of year-to-date salary and employee benefits by fund and object</td>
</tr>
<tr>
<td>Deductions &amp; Contributions</td>
<td>Employee deduction and contribution amounts by GTN</td>
</tr>
</tbody>
</table>
Census Report

There are four Census Reports in PC Labor. Each report provides a summary of the number of full-time employees and part-time employees and the associated payroll for each group. The data is displayed in different formats for some reports and may include additional data such as hours worked.

- Old Census Format
- New Census Format
- Census 2012
- Census 2013

To view or print the Old Census Format Report:

1. Select Report | Fixed Reports | Census | Old Census Format from the menu.
2. Enter pay period range.
3. Enter sub object codes as appropriate for each functional category. For the example below, employees with payroll charged to object codes beginning with 11, 12, 13, 14, 15, 16, and 21 will be included in the instructional category.
4. Enter “00” for categories that do not apply. A blank field will cause the report process to abort.
5. Click Preview to view report online or click Print to produce a hard copy of the report.
6. Click Cancel to exit.

See sample report on next page.
Sample Old Census Format Report:

<table>
<thead>
<tr>
<th>Category</th>
<th>Full-time Employees</th>
<th>Part-time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Employees</td>
<td>Payroll Amount</td>
</tr>
<tr>
<td>Instructional Personnel</td>
<td>55</td>
<td>404,790</td>
</tr>
<tr>
<td>All other School system employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative and Clerical Personnel</td>
<td>1</td>
<td>9,086</td>
</tr>
<tr>
<td>Plant Operation, maintenance, custodial personnel</td>
<td>22</td>
<td>116,015</td>
</tr>
<tr>
<td>Cafeteria employees</td>
<td>5</td>
<td>19,995</td>
</tr>
<tr>
<td>Bus transportation employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health &amp; recreation employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Student employees</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All other employees</td>
<td>4</td>
<td>34,903</td>
</tr>
</tbody>
</table>
To view or print the New Census Format Report:

1. Select **Report | Fixed Reports | Census | New Census Format** from the menu.
2. Enter *pay period* range.
3. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
4. Click **Cancel** to exit.

Sample New Census Format Report:

```
Issue Pay Period:  From: 01/01/2014  To: 01/31/2014

<table>
<thead>
<tr>
<th></th>
<th>Number of Employees</th>
<th>Payroll Amount</th>
<th>Number of Employees</th>
<th>Payroll Amount</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificated</strong></td>
<td>58</td>
<td>432,678</td>
<td>10</td>
<td>17,699</td>
<td>696</td>
</tr>
<tr>
<td><strong>Classified</strong></td>
<td>29</td>
<td>158,944</td>
<td>3</td>
<td>4,011</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>87</td>
<td>591,622</td>
<td>13</td>
<td>21,699</td>
<td>797</td>
</tr>
</tbody>
</table>

Average Full Time Hours: 30.00
```
To view or print the Census 2012 Report:

1. Select **Report | Fixed Reports | Census I Census 2012** from the menu.
2. Enter *pay period* range.
3. Click **Run** to generate the report or **Cancel** to exit. This report is only available as an Excel export file. A message indicating the report is processing will appear in the top right corner of the screen. The Excel file will automatically open.

![Census Data By Job Class](image)

Sample Census 2012 Report by Job Class in Excel Format:
To view or print the Census 2013 Report:

1. Select **Report | Fixed Reports | Census I Census 2013** from the menu.
2. Enter **pay period range**.
3. Enter **certificated work hours per day** as appropriate. The default setting is 7 hours.
4. Click **Run** to generate the report or **Cancel** to exit. This report is only available as an Excel export file. A message indicating the report is processing will appear in the top right corner of the screen. The Excel file will automatically open.

Sample Census 2013 Report by Job Class in Excel Format:
**Extra Pay and Overtime Report**

The **Extra Pay and Overtime Report** lists salary for the earnings type selected by the user. Although the report is used primarily to identify extra pay and overtime earnings, any earnings type can be selected. The report is sorted by amount in descending order. This report is also available as an Excel export file.

To view or print this report:

1. Select **Report | Fixed Reports | Extra Pay and Overtime** from the menu.
2. Enter the *accrual dates* range for the reporting period.
3. Select the earnings code from the *Type of Pay* drop-down list.
4. Click **Execute**.
5. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
6. Click **Export** to save Excel export file.
7. Click **Cancel** to exit.

Sample Extra Pay and Overtime Report:

<table>
<thead>
<tr>
<th>SAMPLE SCHOOL DISTRICT</th>
<th>Earnings Type</th>
<th>CEL</th>
<th>Date: 12/03/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrual Dates: Begin: 07/01/2013</td>
<td>End: 06/30/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Pay</th>
<th>Issue Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANGSTON RANDALL A.</td>
<td>DISTRICT OFFICE</td>
<td>08/05/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>08/05/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>09/05/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>10/04/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>11/05/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>12/05/13</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>01/03/14</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>02/04/14</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>03/05/14</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>04/04/14</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>DISTRICT OFFICE</td>
<td>05/05/14</td>
<td>125.00</td>
</tr>
</tbody>
</table>

Total for LANGSTON RANDALL A. 2,500.00

Grand Total: 2,500.00
Net Pay Report

The **Net Pay Report** displays gross salary, employee deduction detail, and the resulting net pay. The report is sorted by name and issue date. This report is also available in several export file formats. Additional field data is included in the export file.

To view or print this report:

1. Select **Report** | **Fixed Reports** | **Net Pay** from the menu.
2. Enter the **issue date range** for the reporting period.
3. Enter output file name and select export file type.
4. Click **Go**. The export file will be saved in the designated folder.

5. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.

The export file automatically saves to **C:\pcprods\REPORTS** or the designated folder. Please see **Verify System Setup and User Paths** in **Section 2 – Getting Started** on Page II-6 to verify the export file path.

See sample reports on next page.
**Sample Net Pay Report:**

![Net Pay Report Table]

**Sample Net Pay Report in Excel Format:**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 2 | S350010494 | employee1 | EIL | EIL-C | S5 | 20140055 | 100015 | M | 15 | 259.58 | 30.08 | 37.62 | 0 | 384.36 | 511.82 | 2210 | 0 | 1982.99 |
| 3 | N49898590 | employee2 | EIL | EIL-C | S5 | 20140055 | 170701 | M | 15 | 60.75 | 0 | 60.75 | 0 | 705.91 | 352.29 | 3615 | 0 | 3179.8 |
| 4 | S035001449 | employee3 | EIM | EIM-C | S5 | 20140017 | 102590 | L | 471.6 | 140.59 | 32.04 | 0 | 0 | 0 | 0 | 0 | 0 | 1651.77 |
| 5 | N49898590 | employee4 | EIM | EIM-C | S5 | 20140017 | 102604 | L | 0 | 497.16 | 282.76 | 52.41 | 0 | 0 | 0 | 0 | 0 | 2032.83 |
| 6 | S035001449 | employee5 | EIN | EIN-C | S5 | 20140025 | 109973 | M | 19 | 259.58 | 30.08 | 37.62 | 0 | 384.36 | 511.82 | 2210 | 0 | 1982.99 |
| 7 | N49898590 | employee6 | EIN | EIN-C | S5 | 20140025 | 109898 | M | 28 | 96.50 | 0 | 69.13 | 0 | 797.08 | 352.29 | 3615 | 0 | 3066.50 |
| 8 | S035001449 | employee7 | EIO | EIO-C | S5 | 20140020 | 123505 | L | 0 | 471.6 | 140.59 | 32.05 | 0 | 0 | 0 | 0 | 0 | 1651.76 |
| 9 | N49898590 | employee8 | EIO | EIO-C | S5 | 20140020 | 123505 | L | 0 | 514.91 | 214.29 | 52.41 | 0 | 0 | 0 | 0 | 0 | 2833.39 |
| 10 | S035001449 | employee9 | EIP | EIP-C | S5 | 20140035 | 202704 | M | 18 | 259.58 | 30.08 | 37.62 | 0 | 384.36 | 511.82 | 2210 | 0 | 1982.99 |
| 11 | N49898590 | employee10 | EIP | EIP-C | S5 | 20140035 | 202759 | M | 25 | 96.50 | 0 | 69.13 | 0 | 797.08 | 352.29 | 3615 | 0 | 3066.50 |
| 12 | S035001449 | employee11 | EIQ | EIQ-C | S5 | 20140020 | 108633 | L | 0 | 421.85 | 149.95 | 32.93 | 0 | 0 | 0 | 0 | 0 | 1656.97 |
| 13 | N49898590 | employee12 | EIQ | EIQ-C | S5 | 20140020 | 200308 | L | 0 | 514.91 | 214.29 | 52.41 | 0 | 0 | 0 | 0 | 0 | 2833.38 |
| 14 | S035001449 | employee13 | ELR | ELR-C | S5 | 20140404 | 215915 | M | 21 | 393.52 | 81.08 | 51.77 | 0 | 467.37 | 511.82 | 2271 | 0 | 2094.85 |
| 15 | N49898590 | employee14 | ELR | ELR-C | S5 | 20140404 | 215904 | M | 21 | 60.75 | 0 | 69.51 | 0 | 765.91 | 352.29 | 3615 | 0 | 3375.81 |
**Labor Statistics Report**

The Labor Statistics Report is a three-line report that summarizes the number of agency employees, female employees, and faculty members for a specific payroll issue date range.

To view or print this report:

2. Enter the issue date range for the reporting period.
3. Click Execute.
4. Click Preview to view report online or click Print to produce a hard copy of the report.
5. Click Cancel to exit.

Sample Labor Statistics Report:

```
Issue Date Range: Begin: 01/01/2014   End: 06/30/2014

All Employees: 4,108
Women Employees: 2,943
Faculty Members: 1,855
```
Quarterly Wages Report

The Quarterly Wages Report provides quarterly wages by work location or pay location. This report is also available in report and report detail as Excel export files. Additional field data is included in the report detail export file. This report is often used to help complete Form DE-9.

To view or print this report:

1. Select Report | Fixed Reports | Quarterly Wages from the menu.
2. Select the year from the drop-down list.
3. Select the radio button for the calendar year quarter. The period accrual dates will automatically populate.
4. Select the radio button to sort by work location or pay location.
5. Click Run. A message indicating the process is complete will appear in the top right corner of the screen.
6. Click Export Detail or Export Report to create an Excel file. The Excel file will automatically open.
7. Click Preview to view report online or click Print to produce a hard copy of the report.
8. Click Close or press ESC to exit.

See sample reports on next page.
Sample Quarterly Wages Report:

<table>
<thead>
<tr>
<th>Work Location</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>Total Quarterly Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>73,220</td>
</tr>
<tr>
<td>ADULT &amp; CAREER EDUCATION</td>
<td>42</td>
<td>44</td>
<td>40</td>
<td>361,268</td>
</tr>
<tr>
<td>ALCOTT ELEMENTARY SCHOOL</td>
<td>73</td>
<td>73</td>
<td>73</td>
<td>822,062</td>
</tr>
<tr>
<td>ALLISON ELEMENTARY SCHOOL</td>
<td>36</td>
<td>37</td>
<td>38</td>
<td>360,541</td>
</tr>
<tr>
<td>ALTERNATIVE ED</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>21,750</td>
</tr>
</tbody>
</table>

Sample Quarterly Wages Detail Report in Excel Format:

![Sample Quarterly Wages Detail Report in Excel Format](image1.png)

Sample Quarterly Wage Report in Excel Format:

![Sample Quarterly Wage Report in Excel Format](image2.png)
Monthly Totals Report

The Monthly Totals Report provides year-to-date salary and employee benefit detail by month including June and July accruals. The report has an option to include the employee’s home address and can be sorted by account number or earnings code. This report is available in several export file formats.

To view or print this report:

1. Select Report | Fixed Reports | Monthly Totals from the menu.
2. Select the radio button in front of By Account Number or By Earnings Code.
3. Check Include Address box to include the employee’s address in the output file.
4. Enter the file name next to the All Names (A – Z) field to create an export file that includes all employees. Enter file name(s) as appropriate to select one or more of the other file options. All four export files can be created at the same time.
5. Select the export file type from the drop-down menu.
6. Click Run. A message indicating the process is complete will appear in the top right corner when the report is ready.
7. Export files will be saved to C:\pcprods\EXPORTS or the designated export path.
8. Click Cancel to exit.

See sample reports on next page.
Sample Monthly Totals Report by Account Number in Excel Format:

*This report contains 30 columns of data.

![Sample Monthly Totals Report by Account Number in Excel Format](image1)

Sample Monthly Totals Report by Earnings Code in Excel Format:

*This report contains 32 columns of data.

![Sample Monthly Totals Report by Earnings Code in Excel Format](image2)
All Employees Individual Pay Report

The All Employees Individual Pay Report displays fiscal year-to-date salary and employee benefits detail for a specified payroll accrual or issue date range. This report is also available in several export file formats. Additional field data is included in the export file.

To view or print this report:

1. Select Report | Fixed Reports | All Employees Individual Pay from the menu.
2. Enter an accrual date range or issue date range.
3. For optional filtering by account code segments, input values as appropriate. For example, input 01.0 to limit report to Fund 01.0.
4. Select report sort order.
5. Select paper size for output report.
6. Enter export file name and select export file type.
7. Click Go.

8. Click Preview to view online report or click Print to produce a hard copy of the report.
9. Click Close or press ESC to exit.

Do not use account filters if you want to include employer paid Medicare, OASDI, and SUI for earned salary advance (ESA) payrolls.

See sample reports on next page.
## Sample All Employees Individual Pay Report:

### Sample All Employees Individual Pay Report in Excel Format:

*This report contains 48 columns of data.*

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
| 1 | eid | name | schedule | fund_code | fund_id | resource | resource | goal | function | location | object | issue_dt | acc_dt_beg | acc_dt_end | warrant_no | register | amount | 01 | 02 |
| 2 | 00518449 | employee1 | EIM | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 3 | N008850 | employee2 | EIM | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 4 | 00518449 | employee3 | EIM | 01 | 5 | 29000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 5 | N008850 | employee4 | EIM | 01 | 0 | 30250 | 4 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 6 | 00518449 | employee5 | EIM | 01 | 5 | 29000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 7 | T091051 | employee6 | EIM | 01 | 5 | 29000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 8 | T091051 | employee7 | EIM | 01 | 5 | 29000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 9 | S0444423 | employee8 | EIM | 01 | 5 | 65000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 10 | S0444423 | employee9 | EIM | 01 | 5 | 65000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
| 11 | T1256250 | employee10 | EIM | 01 | 5 | 65000 | 0 | 00000 | 00000 | 9342 | 000000000 | 20140101 | 20140301 | 182900 | 0 | EIM-C | 2120 | 0 |
**Last Paycheck Report**

The **Last Paycheck Report** lists the issue date of an employee’s last paycheck. Employees terminated within the last three fiscal years are included in the report. This report is only available as an Excel export file.

To view or print this report:

1. Select **Report I Fixed Reports I Last Paycheck** from the menu.
2. A message indicating the system is opening an Excel spreadsheet will appear in the top right corner of the screen.

Sample Last Paycheck Report in Excel Format:
Annual Work Hours Reports

The Annual Work Hours – For ACA Summary Report provides a summary of hours worked each month along with information regarding medical plan coverage and W-2 wages. The report can be generated for one to 12 accrual periods during any period of time beginning July 1, 2013. We recommend users carefully review report information for accuracy and suitability before placing reliance on the data. This report is only available as an Excel export file. It can also be produced in the comma delimited format to accommodate districts that interface report data to other systems.

To view or print this report:

1. Select Report I Fixed Reports I Annual Work Hours – For ACA I Summary from the menu.
2. Enter the accrual date range for any accrual period not exceeding 12 months.
3. Enter certificated hours per day or certificated substitute hours per day in the field provided as appropriate. The hours per day entered will override all certificated assignment hours extracted from the payroll file.
4. Check the box in front of Display Hours by Pay Cycle to display hours worked by pay cycle.
   - This will move the information from Columns K – AB one column to the right ending at Column AC. Column K will display the pay cycle from EDB Salary/Pay Rate Screen 005. Column L will display the permanency indicator.
   - Pay cycles are sorted in ascending order for each employee.
   - Supplemental schedules are coded XX.
5. Make sure the LLL Database Location field is completed. If you need assistance completing this field, please contact Richard Skaar at (626) 465-8957 or Meus Binsol at (626) 864-0336.
6. Click Run to generate the report or Cancel to exit.
7. A message indicating system is creating summary report will appear in the top right corner of the screen.
8. Click the Save in: drop-down arrow to select where to save the report. Users can change the report file name and type before clicking Save.
9. The Excel file will automatically open after saving to designated location.

Sample Annual Work Hours – For ACA Summary Report in Excel Format:

See field descriptions on next page.
### Annual Work Hours for ACA Summary Report Field Descriptions

<table>
<thead>
<tr>
<th>Column</th>
<th>Field</th>
<th>Field Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>EID</td>
<td>Employee Identification Number</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
<td>Employee Name</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>C</td>
<td>Status</td>
<td>Prime Job Status</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>D</td>
<td>Emp_Type</td>
<td>Prime Job Type</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>E</td>
<td>Hire_Date</td>
<td>Original Hire Date</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>F</td>
<td>Birth_Date</td>
<td>Date of Birth</td>
<td>HRS EDB/Screen 013</td>
</tr>
<tr>
<td>G</td>
<td>Term_Date</td>
<td>Prime Termination Date</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>H</td>
<td>Gender</td>
<td>Sex</td>
<td>HRS EDB/Screen 013</td>
</tr>
<tr>
<td>I</td>
<td>Ben_Elig</td>
<td>Benefit Eligibility</td>
<td>HRS EDB/Screen 020</td>
</tr>
<tr>
<td>J</td>
<td>Job_Title</td>
<td>Prime Job Class Description</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>K</td>
<td>Perm_Ind</td>
<td>Permanency Indicator</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>L</td>
<td>Med_Plan</td>
<td>Benefit Plan Code</td>
<td>HRS EDB/Screen 020</td>
</tr>
<tr>
<td>M</td>
<td>Plan_Cover</td>
<td>Benefit Coverage Level</td>
<td>HRS EDB/Screen 020</td>
</tr>
<tr>
<td>N</td>
<td>W2_Wages</td>
<td>Total Gross-P (Code 5580)</td>
<td>HRS EDB/Screen 034</td>
</tr>
<tr>
<td>O</td>
<td>Tot_Hours</td>
<td>Total Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>P</td>
<td>Tot_Sal</td>
<td>Total Salary Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>Q</td>
<td>Jan_20YY</td>
<td>January Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>R</td>
<td>Feb_20YY</td>
<td>February Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>S</td>
<td>Mar_20YY</td>
<td>March Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>T</td>
<td>Apr_20YY</td>
<td>April Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>U</td>
<td>May_20YY</td>
<td>May Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>V</td>
<td>June_20YY</td>
<td>June Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>W</td>
<td>July_20YY</td>
<td>July Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>X</td>
<td>Aug_20YY</td>
<td>August Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>Y</td>
<td>Sept_20YY</td>
<td>September Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>Z</td>
<td>Oct_20YY</td>
<td>October Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>AA</td>
<td>Nov_20YY</td>
<td>November Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>AB</td>
<td>Dec_20YY</td>
<td>December Hours Paid</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>AC</td>
<td>Fed_YTD</td>
<td>Total Federal Year-to-Date Balance(Code 5509)</td>
<td>HRS EDB/Screen 034</td>
</tr>
<tr>
<td>AD</td>
<td>Barg_Unit</td>
<td>Bargaining Unit</td>
<td>HRS CDB/Screen 028</td>
</tr>
<tr>
<td>AE</td>
<td>Position</td>
<td>Prime Position Number</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>AF</td>
<td>Pct_Ft</td>
<td>Percent of Full-Time Service</td>
<td>HRS EDB/Screen 005</td>
</tr>
<tr>
<td>AG</td>
<td>Work_Loc</td>
<td>Prime Work Location</td>
<td>HRS EDB/Screen 004</td>
</tr>
</tbody>
</table>

* Monthly and daily accrual hours paid are calculated by multiplying the units paid on the Pay History Earning Detail Screen (003) by the work hours per day reflected on the EDB Salary/Pay Rate Screen (005) at the time payroll is produced. Additional system calculations are performed for monthly assignments that are less than 100% full-time.
The **Annual Work Hours – For ACA Detail Report** provides detail for each pay line by earnings code type. The report can be generated for one to 12 accrual periods during any period of time beginning July 1, 2013. We recommend users carefully review report information for accuracy and suitability before placing reliance on the data. This report is only available as an Excel export file. It can also be produced in the comma delimited format to accommodate districts that interface report data to other systems.

To view or print this report:

1. Select **Report I Fixed Reports I Annual Work Hours – For ACA I Detail** from the menu.
2. Enter the *accrual date range* for any accrual period not exceeding 12 months. Users can enter up to 12 accrual periods. It is best to generate the report monthly to reduce the file size.
3. Enter the appropriate job type in the **Employee Type** field to view data for only one job type. For example, enter “C” in the **Employee Type** field to view pay detail for certificated assignments. It is best to leave the field blank to view all pay lines unless all assignment job types in HRS are coded correctly.
4. Enter certificated hours per day in the field provided as appropriate. The hours per day entered will override all certificated assignment hours extracted from the payroll file.
5. Click **Run** to generate the report or **Cancel** to exit.
6. A message indicating system is extracting labor years will appear in the top right corner of screen.
7. Click the **Save in:** drop-down arrow to select where to save the report. Users can change the report file name and type before clicking **Save**.
8. The Excel file will automatically open after saving to designated location.

*See sample report on next page.*
Sample Annual Work Hours – For ACA Detail Report in Excel Format:

See field descriptions on next page.
Annual Work Hours for ACA Detail Report Field Descriptions

<table>
<thead>
<tr>
<th>Column</th>
<th>Field</th>
<th>Field Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Name</td>
<td>Employee Name</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>B</td>
<td>Emp_Type</td>
<td>Job Type</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>C</td>
<td>Job_Title</td>
<td>Job Class Description</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>D</td>
<td>Accrual_Mo</td>
<td>Accrual Month</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>E</td>
<td>Tot_Line</td>
<td>**    = Monthly Accrual Total</td>
<td>Report Generated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***** = Cumulative Total</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Calc_Hours</td>
<td>Calculated Hours</td>
<td>Report Calculation*</td>
</tr>
<tr>
<td>G</td>
<td>Units</td>
<td>Units</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>H</td>
<td>Pay_Basis</td>
<td>Pay Basis</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>I</td>
<td>Hrs_Per_Dy</td>
<td>Work Hours Per Day</td>
<td>HRS EDB/Screen 005</td>
</tr>
<tr>
<td>J</td>
<td>Issue Dt</td>
<td>Warrant Issue Date</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>K</td>
<td>Acc_Dt_Beg</td>
<td>Beginning Accrual Date</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>L</td>
<td>Acc_Dt_End</td>
<td>Ending Accrual Date</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>M</td>
<td>Earn_Id</td>
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<td>N</td>
<td>Earn_Desc</td>
<td>Earnings Code Description</td>
<td>Earnings Code Table/Screen 010</td>
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<tr>
<td>O</td>
<td>Amount</td>
<td>Amount</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>P</td>
<td>Full_Time</td>
<td>Percent Full Time</td>
<td>HRS EDB/Screen 005</td>
</tr>
<tr>
<td>Q</td>
<td>Pay_Rate</td>
<td>Pay Rate</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>R</td>
<td>Schedule</td>
<td>Salary Schedule</td>
<td>HRS EDB/Screen 005</td>
</tr>
<tr>
<td>S</td>
<td>Pay_Months</td>
<td>Pay Months</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>T</td>
<td>Work_Cal</td>
<td>Work Calendar</td>
<td>HRS Payroll/Screen 003</td>
</tr>
<tr>
<td>U</td>
<td>Wrk_Title</td>
<td>Work Location Description</td>
<td>HRS EDB/Screen 005</td>
</tr>
<tr>
<td>V</td>
<td>EID</td>
<td>Employee Identification Number</td>
<td>HRS EDB/Screen 003</td>
</tr>
<tr>
<td>W</td>
<td>Job_Class</td>
<td>Job Class Number</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>X</td>
<td>Work_Loc</td>
<td>Work Location Number</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>Y</td>
<td>Position</td>
<td>Position Number</td>
<td>HRS EDB/Screen 004</td>
</tr>
<tr>
<td>Z</td>
<td>Hr_Adj</td>
<td>HRS Adjustment</td>
<td>Report Generated – See note below</td>
</tr>
</tbody>
</table>

* Monthly accrual hours paid are calculated by multiplying the units paid on the Pay History Earning Detail Screen (003) by the work hours per day reflected on the EDB Salary/Pay Rate Screen (005) at the time payroll is produced. Additional system calculations are performed for monthly assignments that are less than 100% full-time and indicated by 3 asterisks (*** in the Hr_Adj column.*
Federal Taxes by Register Report

The Federal Taxes by Register Report shows federal and state tax detail by payroll register and issue date. This report is only available as an Excel export file.

To view or print this report:

1. Select Report | Fixed Reports | Federal Taxes by Register from the menu.
2. The Excel file will automatically open.

Sample Federal Taxes by Register Report in Excel Format:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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</tbody>
</table>
Public Records Request Report

The Public Records Request Report provides employee information frequently provided to respond to public records requests. This report is only available as an Excel export file.

To view or print this report:

1. Select Report | Fixed Reports | Public Records Request from the menu.
2. Select calendar year from the drop-down list.
3. Enter life insurance GTNs as appropriate. The report will reflect all applicable GTNs if fields are blank.
4. Make sure the LLL Database Location field is completed. If you need assistance completing this field, please contact Richard Skaar at (626) 465-8957 or Meus Binsol at (626) 864-0336.
5. Click Run to generate the report. The Excel file will automatically open.

6. Click the Save in: drop-down arrow to select where to save the report. Users can change the report file name and type.
7. Click Save. The Excel file will automatically open after the file is saved.

See sample report on next page.
Sample Public Records Request Report in Excel Format:

*This report contains 35 columns of data.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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</table>
**GASB 67 Report**

The **GASB 67 Report** provides a year-to-date summary of payroll expenditures by fund and object. This report is only available as an Excel export file.

To view or print this report:

1. Select **Reports l Fixed Reports l GASB 67** from the menu. A message indicating the GASB 67 data is processing will appear in the top right corner of the screen.
2. Click the **Save in:** drop-down arrow to select where to save the report. Users can also change the report file name and type.
3. Click **Save**. The Excel file will automatically open after saving to designated location.

---

Sample GASB 67 Report by Fund and Object in Excel Format:
Deductions & Contributions Report

The Deductions & Contributions Report is based on the PAYR121 Deduction Register. It displays employee deduction and contribution amounts based on GTN code and accrual end date or warrant issue date. This report can be submitted to common remitters as payment back-up documentation.

To view or print this report:

1. Select Report | Deduction & Contributions from the menu. If Deduction & Contributions does not appear on your menu, exit PC Labor and log back in.
2. Enter Deduction GTN and or Contribution GTN using the drop-down menu.
3. Enter Accrual Ending Dates or Accrual Month or Schedule or any combination of the three using the drop-down menu.
4. To filter by issue date, enter Issue Date Range using the drop-down menu.
5. Check Include Address box to include the employee’s address in the output file.
6. Click Run to generate the report or Close to exit. The 9-digit SSN will appear in Column C of the output file if your user security includes SSN access.

7. Click Save. The Excel file will automatically open after the file is saved.

Sample Deductions & Contributions Report:
Section 6
Report Components
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Report Components

This section covers the three primary components needed to create a report definition (report): selection criteria, grouping definition, and format. All three components are needed to successfully generate reports, labels, letters, or export files. The selection criteria component is also used to filter certain PC Labor explore output.

<table>
<thead>
<tr>
<th>Report Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Criteria (Records)</td>
<td>What records do you want to see? (e.g., classified employees on payroll schedule E1D)</td>
</tr>
<tr>
<td>Grouping Definition (Rows)</td>
<td>How do you want to arrange records? (e.g., sort, total, and page break by pay location)</td>
</tr>
<tr>
<td>Format (Columns)</td>
<td>What data do you want to see in columns on the report? (e.g., employee name, issue date, accrual beginning and ending dates)</td>
</tr>
</tbody>
</table>
Selection Criteria

Selection criteria determines which payroll records to include in a list or report. Create selection criteria to limit the data to a specific group of records or include all records. In simplest terms, selection criteria is one or more pre-defined conditions saved with a specific name. It does not impact sorting or formatting of data.

Create New Selection Criteria

There are two options for creating new selection criteria. The first option is covered in this section of the user guide. The second is covered in Section 7 – Building & Viewing Custom Reports.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Selection Criteria</td>
<td>Build selection criteria for use with Explore features or the Report Builder</td>
</tr>
<tr>
<td>Report</td>
<td>Report Definition</td>
<td>Build selection criteria within the Report Builder as a component of the report</td>
</tr>
</tbody>
</table>

To create a new selection criteria:

1. Select Report | Selection Criteria from the menu.
2. Highlight New and click Select.
3. Enter a name for the selection criteria. There is no set naming convention for report components. Users can enter any name.

4. Select a field from the **Available Fields** drop-down list. Refer to the **Appendix** on pages A-3 through A-5 to view the list of fields available.

5. Select a comparison operator from the **Conditions** drop-down list. Refer to the **Appendix** on Page A-7 to view the complete list of operators and descriptions.

6. Click **Valid** under **List Values** to display available field values. Select a value from the drop-down list or enter the value for the condition in the **3 Character Example** box.

7. Click **Insert** to add this condition to the selection criteria.

8. Repeat steps 4 - 7 to add additional conditions.
9. Click **F10 – Save** or press **F10** when finished.

![Selection Criteria dialog box]

10. Click **Save**.

![Save dialog box]

11. Click **OK** or **Esc** to exit Selection Criteria.
Other Selection Criteria Features

A selection criteria contains one or more conditions. Each condition limits the records that appear in the report or in the explore list.

Create a Condition with a List of Values

Create a condition to select records with values that match or do not match a list of example values. The In List operator selects records with values that match the example values. The Not In List operator selects records with values that do not match the example values.

To create a condition to match a list of values:

1. Select a field from the Available Fields drop-down list.
2. Select In List from the Conditions drop-down list.
3. Click Valid to display available values for the selected field.
4. Double-click the condition values. The values will appear in the Example box.

5. Click Insert to add the condition.
Create a Condition with a Range of Values

Create conditions to select records with values that include a range of values or exclude a range of values. A *Between* operator will select records with values between the beginning and ending range boundaries as well as values equal to the two boundary values. A *Not Between* operator will select records with values outside the boundary range.

To create a condition to select records within a range of values:

1. Select a field from **Available Fields** drop-down list.
2. Select *Between* from the **Conditions** drop-down list.
3. Click **Valid** to display a list of possible values for the selected field.
4. Double-click the beginning range value in the **Valid** drop-down box. If the value is not listed, type it in the **Example** box.
5. Double-click the ending range value in the **Valid** drop-down box. If the value is not listed, type a comma (,) followed by the value.
6. Click **Insert** to add the condition to the selection criteria.

**Condition Connectors**

Condition connectors join two or more selection criteria conditions. By default PC Labor joins multiple conditions with an invisible **AND**. The first condition must be true, **AND** the second condition must be true, **AND** so on for a record to be selected.

Conditions can also be joined together using **OR** to create more complex selection criteria. When **OR** is used, only one condition must be true for a record to be selected. If there is a condition set (more than one condition) preceding or following **OR**, only one condition or condition set must be true, but all conditions within the set must be true for a record to be selected.

To join conditions using **OR**:

1. Create the first condition and insert it in the selection criteria.
2. Click **OR**.
3. Create the second condition and insert it into the list.
4. Repeat steps 2-3 to join additional conditions using **OR**.
Edit Selection Criteria

Remove Conditions from the Selection Criteria

Remove conditions from selection criteria:
- Click **Remove** to delete only the selected condition
- Click **Remove All** to clear all of the conditions

Change Condition Order

Use the up and down arrow buttons to change the order of the conditions. In most cases, the order of the conditions will not affect search results.
- Click the down arrow button to move the selected condition down one position
- Click the up arrow button to move the selected condition up one position

Change Existing Selection Criteria

To edit conditions after selection criteria has been saved:
1. Select **Report | Selection Criteria** from the menu.
2. Highlight the selection criteria to edit and click **Select**.
3. Double-click to edit a condition line. **Insert** will change to **Overwrite**.
4. Make changes to the condition.
5. Click **Overwrite** to update the condition.
6. Repeat steps 2-4 to insert, remove, or arrange other conditions as needed.
7. Click **Save** if using the same selection criteria name. Otherwise, enter a new name and click **Save**.
8. Press “Y” to overwrite the existing selection criteria.

The message above will not appear if the selection criteria is saved using a new name.
Delete Selection Criteria

To delete selection criteria:

1. Access the Report Builder by selecting Report | Report Definition from the menu.
2. Select the desired selection criteria to delete from the Selection Criteria drop-down list.
3. Click Delete at the bottom of the window or press Delete on the keyboard.
4. Click Yes.
Grouping Definition

Grouping definition determines the following elements of a report:

- Sort order
- Subtotaling
- Placement of page breaks

There are two options for creating new grouping definitions. The first option is covered in this section of the user manual. The second is covered in Section 7 - Building & Viewing Custom Reports.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Grouping Definition</td>
<td>Build grouping definition for use with the Report Builder</td>
</tr>
<tr>
<td>Report</td>
<td>Report Definition</td>
<td>Build grouping definition within the Report Builder as a component of the report</td>
</tr>
</tbody>
</table>

Create New Grouping Definition

To create a new grouping definition:

1. Select Report | Grouping Definition from the menu.
2. Highlight New and click Select.
3. Enter a name for the grouping definition.
4. Double-click a field in the **Available Fields** drop-down box to add it to the **Sort Order** drop-down box.
5. Repeat Step 4 to include additional fields.
6. Use the up or down arrow to change the sort order.
7. Click **Ascending** or **Descending** to establish the sort order of the selected field.
   - A plus sign (+) appears in front of fields with records sorted in ascending order.
   - A minus sign (-) appears in front of fields with records sorted in descending order.
8. Highlight a field name in the **Sort Order** drop-down box and click **Remove** to remove it from the sort order. Click **Remove All** to remove fields from the **Sort Order** drop-down box.
9. Click **F10 – Save**.
10. Click **Save**.
11. Click **OK** or press **Esc** to exit Grouping Definition.
Other Grouping Definition Features

Create Subtotals

Subtotal amounts on the report when the subtotal field value changes.

To create report subtotals:

1. Click **Sub Total** on Grouping Definition to access Sub Totals. The subtotals definition name will be the same as the grouping definition name.
2. Double-click a field in the **Available Fields** drop-down box to add it to the **Sub Total** drop-down box. Only fields listed in the **Sort Order** drop-down box on Grouping Definition can be used to subtotal data.
3. Repeat Step 2 to include additional subtotals.
4. Use the **up** or **down arrow** to change the subtotal order.
5. Click **OK** when finished to return to Grouping Definition.

6. Click **F10 – Save** on Grouping Definition to save the change.
7. Click **OK** to exit Grouping Definition.
Create Page Breaks

Create a page break when the page break field value changes.

To create page breaks:

1. Click **Page Breaks** on Grouping Definition to access Page Breaks. The page breaks definition name will be the same as the grouping definition name.
2. Double click a field in the **Available Fields** drop-down box to move it to the **Page Breaks** drop-down box. Only fields listed in the **Sort Order** drop-down box on Grouping Definition can be used to create page breaks.
3. Repeat Step 2 to include additional page breaks.
4. Click **OK** when finished to return to Grouping Definition.

5. Click **F10 – Save** on Grouping Definition to save the change.
6. Click **OK** to exit Grouping Definition.
Output Formats

Format determines which fields appear on reports, labels, letters, export files, and the order in which the fields appear. Each column on reports and in output files represents a data field. Each row represents a record that matches selection criteria conditions.

There are four functional output formats in PC Labor. **List Format** and **List Export** are the output formats most often used. The label and letter output types are not used as often because many users find it easier to export data from the application to create letters and labels using the mail merge feature in Microsoft Word or other software.

- List Format
- List Export
- Label Format
- Letter Format
List Format

List Format determines which field data appears as columns on a report and the order in which the fields appear. The number of columns displayed on a report depends on the page orientation, paper size, font size, and page width. Up to three lines of field data per record can be reflected on a report. The format does not affect the sort order.

Create List Format

To create a new list format:

1. Select Report | Report Definition from the menu.
2. Select the blank value from the List Format drop-down list in the Report Builder.
3. Click Edit or double-click the Nothing in Here line in the View Box to go to List Format.
4. Enter a name for the list format.
5. Double-click a field name(s) in the **Available Fields** drop-down box to add it to the **Line 1** drop-down box.
6. Repeat Step 5 to include additional fields.
7. Click **Line 2** and/or **Line 3** as appropriate to add additional lines of field data.
8. Click **F10 – Save**.

9. Click **Save**.

10. Click **OK** or press **Esc** to exit List Format.
List Format Options

Suppress Report Data

Suppress prevents the field value from repeating on subsequent lines. If an account appears on a report 20 consecutive times, the account will only print on the first line. The next 19 lines in the account field will be blank.

To suppress field data:

1. Highlight the field and click **Suppress**. Two asterisks (**) are displayed next to fields with the suppress option.

2. Click **F10 – Save** to update the format.

List Options

List Options provides additional format features. The option(s) selected will be applied to all reports.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Space on Account</td>
<td>Adds an additional line between each account</td>
</tr>
<tr>
<td>Summary Mode</td>
<td>Only reflects total lines</td>
</tr>
<tr>
<td>Skip Records</td>
<td>Skips the number of records entered in the adjacent drop-down box</td>
</tr>
</tbody>
</table>

To select additional format features:

1. Click **Options** on List Format to display format options.
2. Check the box next to the selected option(s).
3. Click **OK** to save the settings and return to List Format.

4. Click **F10 – Save** to update the format.
List Export

List Export creates electronic output files in various file formats. Export files contain the same fields and records reflected on the formatted report but do not include subtotals, totals, page breaks, report titles, or other grouping and format features.

Create List Export File

To create a list export file:

1. Select an existing report from the Reports drop-down list.
2. Type the export file name in the Export File Name field. Do not include spaces or symbols as part of the file name.
3. Select the export file format from the Type drop-down list. The following file formats are available:
   - Excel
   - Lotus 123
   - Database (DBF) - use when spreadsheet file exceeds 16,383 lines
   - Text
   - Tab Delimited (Tab)
   - Comma Delimited (Comma)
4. Check the Format box to produce text in its proper case. Otherwise, the text is in capital letters.

The case for acronyms or abbreviations may not reflect accurately if the Format box is checked. Refer to the Appendix on Page A-8 for instructions on opening DBF file(s) with Excel.
Label Format

Label Format creates mailing labels with up to five different lines. One or more lines can be left blank.

Create Label Format

To create a label format:

1. Select Report | Report Definition from the menu.
2. Select the blank value from the Label Format drop-down list in the Report Builder.
3. Enter a name for the label format.
4. Double-click a field name in the Available Fields list box to add it to the Line 1 list box. Most labels have one field per line except address labels which usually have the city, state, and zip code reflected on the same line.
5. Select the appropriate radio button at the bottom of Label Format and repeat Step 4 to add a field to one or more of the remaining lines.
6. Click F10 – Save or press F10.

7. Click Save.

8. Click OK to exit Label Format.
Letter Format

Letter Format enables users to select fields to include in a mail merge. This feature is rarely used in PC Labor. Please contact Technical Support staff if you need assistance setting up a letter format.

Graph Format

Graph Format is not currently available. Most users create graphs and charts in Excel or other software using data exported from PC Labor.
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Section 7
Building & Viewing Custom Reports
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PC Labor Report Builder

The PC Labor Report Builder is a powerful tool for creating a wide-range of on-demand custom reports using HRS payroll data available in the application. In the Report Components Section of the user manual, the three primary building blocks of reports (selection criteria, grouping definition, and format) are covered in detail.

In this section, we demonstrate how to:

- Create a report using existing report components
- Create a report using new report components
- Edit an existing report
- Generate a report to create report output
- Preview, print, and export report output
Create Reports Using the Report Builder

Create Report Using Existing Report Components

To create a report using existing report components:

1. Select Report | Report Definition from the menu.

2. Select a selection criteria from the Selection Criteria drop-down list. EMPLOYEE PAY_SELECTION CRITERIA is selected for this illustration.
3. Select a grouping definition from the **Sort/Subtotals/Pagebreaks** drop-down list (grouping definition is the same as sort/subtotals/pagebreaks). **EMPLOYEE PAY_GROUPING DEFINITION** is selected for this illustration.

![Diagram of Report Builder with EMPLOYEE PAY_GROUPING DEFINITION selected]

4. Select a list format from the **List Format** drop-down list. **EMPLOYEE PAY_FORMAT** is selected for this illustration.

![Diagram of Report Builder with EMPLOYEE PAY_FORMAT selected]
5. Enter the **Export File Name** and select the **Type** from the drop-down list.
6. Enter a report title, message, or note in Top of Page Title for List as appropriate. It will appear in the upper left corner of the formatted report.
7. Click **Save** or press **F10**.
8. Enter the report name when prompted. PC Labor will suggest a name for the report based on the selection criteria name.
9. Click **Save**.
10. Click **Run** to generate report output.
11. Click **Output** to preview, print and/or export report.

Users can enter titles or other information that will be displayed in the upper left corner on formatted reports. Titles, messages, and notes are not included in Excel or other export files.
Create Report Using New Report Components

To create a report using new report components:

1. Select **Report I Report Definition** from the menu.

2. Select the blank value from the **Selection Criteria** drop-down list.

3. Click **Edit** or double-click the **Nothing in Here** line in the View Box to go to Selection Criteria.
4. Enter a name for the selection criteria. **PAYROLL EARNINGS CODE SELECTION CRITERIA** is entered for this illustration.

5. Select a field from the **Available Fields** drop-down list.

6. Select a comparison operator from the **Conditions** drop-down list.

7. Click **Valid** to display available values.
8. Double-click the beginning range value in the **Valid** list box. If the value is not listed, type it in the **Example** box.

   ![3 Character Example](image)

   **C3A, C3C**

9. Double-click the ending range value in the **Valid** list box. If the value is not listed, type a comma (,) followed by the value.

10. Click **Insert** to add the condition to the selection criteria.

   ![Schedule In List](image)

11. Repeat steps 5 – 10 to add additional conditions.

12. Click **F10 – Save** when finished.

   ![Selection Criteria](image)

13. Click **Save**.

14. Click **OK** or press **Esc** to return to the Report Builder.

15. Select the blank value from the **Sorts/Subtotals/Pagebreaks** drop-down list.

16. Click **Edit** or double-click the **Nothing in Here** line in the View Box to go to Grouping Definition.

   ![Report Builder](image)
17. Enter a name for the grouping definition. **PAYROLL EARNINGS CODE_GROUPING DEF** is entered for this illustration.

18. Double-click a field name in the **Available Fields** list box to add it to the **Sort Order** list box.

19. Repeat Step 18 to include additional sort fields.

20. Click **Sub Totals** on Grouping Definition to include report subtotals.

21. Double-click a field in the **Available Fields** list box to add it to the **Sub Total** list box.

22. Repeat Step 21 to include additional subtotals.

23. Click **OK** when finished to return to Grouping Definition.

24. Click **F10 – Save**.

25. Click **Save**.

26. Click **OK** to return to the Report Builder.
27. Select the blank value from the **List Format** drop-down list in the Report Builder.
28. Click **Edit** or double-click the **Nothing in Here** line in the View Box to go to List Format.

![List Format dropdown](image1)

29. Enter a name for the list format. **PAYROLL EARNINGS CODE_FORMAT** is entered for this illustration.
30. Double-click a field name in the **Available Fields** list box to add it to the **Line 1** list box.
31. Repeat Step 30 to include additional fields.
32. Click **Line 2** and/or **Line 3** as appropriate to add additional lines of field data.
33. Click **F10 – Save**.

![List Format](image2)

34. Click **Save**.
35. Click **OK** or press **Esc** to return to the Report Builder.
36. Enter the export file name and select the file type from the drop-down list.
37. Click **Save**.
38. Enter a name for the report. **PAYROLL EARNINGS CODE REPORT** is entered for this illustration.

39. Click **Save**.

40. Click **Run**.

41. Click **Output** to preview, print, and/or export report output.

There is no set naming convention for reports and report components. Some users prefer to use names such as “Sum by Barg Unit” to describe the report component. See the Report Builder illustration on Page VII-15.
Edit an Existing Custom Report

To edit an existing custom report:

1. Select **Report I Report Definition** from the menu.
2. Select the **PAYROLL EARNINGS CODE REPORT** from the **Reports** drop-down box.
3. Use the cursor to click the **Selection Criteria** drop-down box.
4. Click **Edit** or double-click a line in the View Box to go to Selection Criteria.

5. Select a field from the **Available Fields** list box.

6. Select a comparison operator from the **Conditions** drop-down list.
7. Click **Valid** to display available values.
8. Double-click the value in the **Valid** list box. If the value is not listed, type it in the **Example** box.

![List Values](image)

9. Click **Insert** to add the condition to the selection criteria.

![Selection Criteria](image)

10. Click **F10 – Save** when finished.

11. Click **Save** if using the same selection criteria name. Otherwise, enter a new name and click **Save**.

12. Press “Y” to overwrite the existing selection criteria.

13. Click **OK** or press **Esc** to return to the Report Builder.
View an Existing Custom Report

To view an existing custom report:

1. Select **Report I Report Definition** from the menu.
2. Select the report to view from the **Reports** drop-down menu to display report components.
3. Place the cursor in the selection criteria, grouping definition, or format detail drop-down box to display report component elements in the View Box. List Format detail is displayed in the View Box in the illustration below.

To run a report, a selection criteria, a grouping definition, and either a list, label, or letter format must be selected. After clicking **Run** to generate the report, the **Last Run** date and time appear in the upper left corner of the Report Builder. **Last Run** refers to the most recent date and time the report was generated, not the data “as of” date.
Create Output Files Using the Report Builder

Create a Formatted Report

To create a formatted report:

1. Select **Report I Report Definition** from the menu.
2. Select a report from the **Reports** drop-down box in the Report Builder.
3. Click **Run**.
4. Click **Output** to preview or print report output.

5. Select the radio button in front of **List**.
6. Click **Continue**.
7. Click **Preview** or **Print** from the List Output to view the report. If the line width exceeds the page width, adjust the **Paper Size**, **Orientation**, and/or **Print**. Refer to **List Output Features** on Page VII-20 for more information on formatting report output.

![Image of List Output window showing paper settings](image)

8. Click **Preview** to review the report in Print Preview. The complete report can be sent to the default printer by clicking the printer icon on the toolbar. Return to the List Output to print selected pages of the report or print to another printer.

![Image of Print Preview interface](image)

9. Press **Esc** to return to List Output.
10. Click **Cancel** to return to the Report Builder.
Create an Export File

To create an export file:

1. Select **Report I Report Definition** from the menu.
2. Select a report from the **Reports** drop-down box in the Report Builder.
3. Enter the **Export File Name** in the field provided. Do not include spaces or symbols as part of the file name.
4. Select the file format from the **Type** drop-down list.
5. Check the optional **Format** box to display text in the proper case. Otherwise, all text is in capital letters. The case for acronyms or abbreviations may not reflect accurately if the Format option is selected.
6. Click **Run**. The export file automatically saves to the designated export path. Refer to **Verify System Set Up and User Paths** in Section 2 – Getting Started on Page II-6 to verify path for export file format.

   ![Image of the Report Builder](Image)

   Select Database (DBF) as the report output type for spreadsheets exceeding 16,383 lines. Select Excel (XLS) for spreadsheets with 16,383 or fewer lines. Refer to the **Appendix** on Page A-8 for instructions on opening DBF file(s) with Excel.

See sample export file on next page.
## Report Sample in Excel Format

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>name</td>
<td>eid</td>
<td>issue_dt</td>
<td>earn_desc</td>
<td>register</td>
<td>batch_no</td>
</tr>
<tr>
<td>2</td>
<td>SHELTON, CLAIRE H.</td>
<td>BP0742216</td>
<td>20131105</td>
<td>OT TM &amp; HF</td>
<td>E1H-N</td>
<td>212</td>
</tr>
<tr>
<td>3</td>
<td>SHELTON, CLAIRE H.</td>
<td>BP0742216</td>
<td>20130805</td>
<td>OT TM &amp; HF</td>
<td>E1B-N</td>
<td>212</td>
</tr>
<tr>
<td>4</td>
<td>SHELTON, CLAIRE H.</td>
<td>BP0742216</td>
<td>20131004</td>
<td>OT TM &amp; HF</td>
<td>E1F-N</td>
<td>212</td>
</tr>
<tr>
<td>5</td>
<td>BLACKWELL, WARREN L.</td>
<td>ET9008382</td>
<td>20131004</td>
<td>OT TM &amp; HF</td>
<td>E1F-N</td>
<td>212</td>
</tr>
<tr>
<td>6</td>
<td>BLACKWELL, WARREN L.</td>
<td>ET9008382</td>
<td>20130905</td>
<td>OT TM &amp; HF</td>
<td>E1D-N</td>
<td>212</td>
</tr>
<tr>
<td>7</td>
<td>BLACKWELL, WARREN L.</td>
<td>ET9008382</td>
<td>20130805</td>
<td>OT TM &amp; HF</td>
<td>E1B-N</td>
<td>212</td>
</tr>
<tr>
<td>8</td>
<td>BLACKWELL, WARREN L.</td>
<td>ET9008382</td>
<td>20131105</td>
<td>OT TM &amp; HF</td>
<td>E1H-N</td>
<td>212</td>
</tr>
<tr>
<td>9</td>
<td>CREECH, MALCOLM R.</td>
<td>UB7352394</td>
<td>20130905</td>
<td>OT TM &amp; HF</td>
<td>E1D-N</td>
<td>212</td>
</tr>
<tr>
<td>10</td>
<td>CREECH, MALCOLM R.</td>
<td>UB7352394</td>
<td>20131105</td>
<td>OT TM &amp; HF</td>
<td>E1H-N</td>
<td>212</td>
</tr>
<tr>
<td>11</td>
<td>CREECH, MALCOLM R.</td>
<td>UB7352394</td>
<td>20131004</td>
<td>OT TM &amp; HF</td>
<td>E1F-N</td>
<td>212</td>
</tr>
</tbody>
</table>

**Create Label Output**

Refer to *Section 6 – Report Components* on Page VI-20 for creating label output files.
List Output Features

List Output provides features to adjust the report format before previewing or printing it. Output cannot be viewed or printed if the line or page width requires adjustment. These features can be used to create a PDF file, change the paper size, report orientation, spacing, titles, print size and/or left margin.

Below is an overview of List Output features.

<table>
<thead>
<tr>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Width</td>
<td>Number of characters reflected on a report line. The line width must be less than or equal to the page width.</td>
</tr>
<tr>
<td>Page Width</td>
<td>Current maximum available page width based on the output settings. Change the paper size, orientation, and/or print size to adjust the page width.</td>
</tr>
<tr>
<td>Paper Size</td>
<td>Letter (standard 8.5” by 11”) or legal (standard 8.5” by 14”)</td>
</tr>
<tr>
<td>Orientation</td>
<td>Portrait for the lines to span the short side of the page, allowing for more lines per page or landscape for the lines to span the long side of the page, allowing for greater line width</td>
</tr>
<tr>
<td>Spacing</td>
<td>Single or double</td>
</tr>
<tr>
<td>Titles</td>
<td>Print on every page or only on the first page of the report</td>
</tr>
<tr>
<td>Print</td>
<td>Regular (10 point font) Small (9 point font) or Fine (8 point font)</td>
</tr>
<tr>
<td>Left Margin</td>
<td>Adjust left margin</td>
</tr>
</tbody>
</table>

The status message at the bottom of the window indicates an estimated page count which may change as the report format is adjusted.
Section 8
Report Utilities
Report Utilities

The three report utilities listed below are very useful for report and output management. These utilities are accessed by selecting Report | Report Utilities.

- Report Lister
- Change Column Names
- Report Synchronizer

Report Lister

The Report Lister is a repository of a user’s custom reports, selection criteria, grouping definitions, and formats. It can be used to view or print report definitions and report component detail stored within the application on the user’s computer. The Report Lister is a good tool for organizing PC Labor reports and components.

To print or view libraries:

2. Select the radio button for the desired library.
3. Click Preview or Print.
4. Click Cancel when finished.
Change Column Names

Change the field name reflected in the column header on formatted reports. The original database field name and the header name in export files will not change.

To change a column header name:

2. Identify the field name to change in the User name column.
3. Place the cursor in the corresponding field of the Format column name and overwrite the existing name.
4. Press Enter on the keyboard to save the change.
5. Repeat steps 2 through 4 to change additional column names.
6. Press ESC or click X in the upper right corner when finished.

<table>
<thead>
<tr>
<th>User name</th>
<th>Format column name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>ACCOUNT NUMBER</td>
</tr>
<tr>
<td>ACCOUNT PERCENT</td>
<td>ACC_PERC</td>
</tr>
<tr>
<td>ACCRUAL BEG. DT</td>
<td>ACCRUAL_BEG</td>
</tr>
<tr>
<td>ACCRUAL END. DT</td>
<td>ACCRUAL_END</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>BARG UNIT DESC</td>
<td>BARG_DESC</td>
</tr>
<tr>
<td>BARGAINING UNIT</td>
<td>BARG_UNIT</td>
</tr>
<tr>
<td>BATCH NUMBER</td>
<td>BATCH_NO</td>
</tr>
<tr>
<td>CANCEL DATE</td>
<td>CANCEL_DT</td>
</tr>
<tr>
<td>EARNINGS CODE</td>
<td>EARNING_ID</td>
</tr>
</tbody>
</table>

Column name changes are temporary. Modified column names will revert to the system default name whenever the system is updated, which is weekly for most agencies.
Report Synchronizer

The Report Synchronizer enables users to share their custom reports with other users.

To share reports:

2. Make sure all other users are logged out of PC Labor.
3. Click **Continue**.
4. Double-click the name of the report(s) to share or click **Select All** to share all reports listed.
   - A minus sign (-) appears in front of reports that will not be shared.
   - A plus sign (+) appears in front of reports that will be shared.
5. Select the user(s) that will get a copy of the report(s).
   - **To add recipients:** Select the User ID from the **Available Users** drop-down box and click the right arrow or double-click the User ID.
   - **To remove recipients:** Select the User ID from the **Recipients** drop-down box and click on the left arrow or double-click the User ID.
6. Click **Synchronize** when finished.
7. Click **Yes**.

8. Click **Close** when synchronization is complete.

Click **Select All** to include all the reports listed. Click **Deselect All** to exclude all the reports listed.
Appendix
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PC Labor Report Fields

The following matrix lists fields available in PC Labor. These fields can be used to filter data and build custom reports. The matrix includes available payroll, employee, and table data fields. Click the link below to download the Excel version of the matrix from the Resources section of the PC Products website.

https://www.lacoe.edu/BusinessServices/SchoolFinancialServices/PCProducts.aspx

**PC Labor Fields**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Labor Table</th>
<th>Selection Criteria</th>
<th>Sorting</th>
<th>List Format</th>
<th>Length</th>
<th>HRS Screen</th>
<th>HRS Manual / Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>C</td>
<td>LABOR</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>22</td>
<td>-</td>
<td>III-38-40</td>
<td>Labor Distribution, e.g., 01.0-00000.0-00000-72000-1100-0000001</td>
</tr>
<tr>
<td>ACCOUNT PERCENT</td>
<td>N</td>
<td>LABOR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>14</td>
<td>-</td>
<td>III-40 / IV-36</td>
<td>Account percent</td>
</tr>
<tr>
<td>ACCRUAL BEG. DT</td>
<td>D</td>
<td>LABOR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>8</td>
<td>07/003</td>
<td>IV-36</td>
<td>Begin accrual pay period</td>
</tr>
<tr>
<td>ACCRUAL END. DT</td>
<td>D</td>
<td>LABOR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>8</td>
<td>07/003</td>
<td>IV-36</td>
<td>End accrual pay period</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>N</td>
<td>LABOR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>14</td>
<td>07/003, 07/005</td>
<td>IV-147 / IV-151</td>
<td>Earning amount/Contribution amount</td>
</tr>
<tr>
<td>BARG UNIT DESC</td>
<td>C</td>
<td>BARG</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>25</td>
<td>16/028</td>
<td>II-84</td>
<td>Bargaining unit code description</td>
</tr>
<tr>
<td>BARGAINING UNIT</td>
<td>C</td>
<td>LABOR</td>
<td>Y</td>
<td>Y</td>
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## Major Object and Sub Object Codes

### California School Accounting Manual

**Major Object** – account type defined by the first digit of the object code

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<td>3000 – 3999</td>
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<td>4000 – 4999</td>
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<td>Services and Other Operating Expenditures</td>
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**Sub Object** - account type defined by the first two digits of the object code

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## Conditions List

The following operators are used to build selection criteria conditions.

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<td>Selects <strong>one field value to exclude</strong></td>
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<td>Selects field values <strong>greater than</strong> the selected value</td>
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<td>Greater Than Equal To (≥)</td>
<td>Selects field values <strong>greater than or equal to</strong> the selected value</td>
</tr>
<tr>
<td>Less Than (&lt;)</td>
<td>Selects field values <strong>less than</strong> the selected value</td>
</tr>
<tr>
<td>Less Than Equal To (≤)</td>
<td>Selects field values <strong>less than or equal to</strong> the selected value</td>
</tr>
<tr>
<td>Between</td>
<td>Selects field values <strong>within a range including the beginning and ending values</strong></td>
</tr>
<tr>
<td>Not Between</td>
<td>Selects field values <strong>outside a range of values</strong></td>
</tr>
<tr>
<td>In List</td>
<td>Selects <strong>one or more values to include</strong></td>
</tr>
<tr>
<td>Not In List</td>
<td>Selects <strong>one or more values to exclude</strong> from the field chosen</td>
</tr>
<tr>
<td>Anywhere In</td>
<td>Selects field values with <strong>a specific string of values in a specific order</strong>. If “mas” is the value selected to filter by last name, names such as Thomas, Massey, Masters, and Comast will be selected.</td>
</tr>
</tbody>
</table>
Open Database (DBF) Files with Excel

Below are two options for opening database output files in Excel format when the spreadsheet file exceeds 16,383 lines.

**Option 1**
1. Open Excel.
2. Locate folder with the file.
3. Make sure the Excel spreadsheet and the directory where the DBF file is located are visible.
4. Use the left mouse button to select the file.
5. Drag and drop the file onto the Excel spreadsheet to open the file.

**Option 2**
1. Open Excel.
2. Select File>Open.
3. Locate folder with the file. You will not initially see file listed.
4. Select All Files (*) from drop-down list in lower right corner of screen. The DBF file will now be listed.
5. Highlight the file and click Open.
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