Time & Labor (T&L)

Labor Actuals Report

DoDEA R12 Work Instructions
Document Control

Change Record

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<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
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<tr>
<td>11-Mar-2015</td>
<td>Paul Haag</td>
<td>1.1</td>
<td>R12 DoDEA</td>
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Reviewers

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<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td></td>
<td>Bill Mohamed</td>
<td>Work Force Preparation Team Lead</td>
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Distribution

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<td>DODEA R12_WI_OTL_Labor_Actuals_Report</td>
<td>DEPS</td>
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Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

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Business Process Description

Labor Actuals Report – New report to track payroll data actuals for each Biweekly payroll period, based upon Payroll, Plan and Expenditure Item Category. DoDEA requires a reporting capability to track payroll data actuals for each Biweekly payroll period, based upon payroll, Plan and Expenditure Item Category.

This report will facilitate DoDEA’s payroll projections process. This capability is required by agency Budget Analysts who are responsible for payroll forecasting/projections routinely requested by DoDEA management.

The purpose of the Labor Actuals Report is to develop a report for The Department of Defense Education Agency (DoDEA), ultimately replacing the current system used for payroll forecasting/projections.

DoDEA will use this report to review and update their payroll projections, made at the beginning of each fiscal year. Each pay period has a spreadsheet that projects the payroll for each pay period within the fiscal year.

These spreadsheets are manually maintained by DoDEA and they represent projections of how much money DoDEA forecasts they will spend on teachers each fiscal year by Plan and Expenditure Item Category. These estimates are based on targeted dollars allotted each year.

Once the payroll for a specific pay period is complete, the Labor Actuals report will be run to identify actual dollars spent during the pay period. DoDEA then updates the spreadsheet for a particular pay period to reflect the actuals and subsequently makes any necessary adjustments to current and future pay periods allowing them to evaluate their payroll every biweekly period.

The Labor Actuals Report provides the following information:

<table>
<thead>
<tr>
<th>Name of Column</th>
<th>Description</th>
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<tbody>
<tr>
<td>Payroll Name</td>
<td>Payroll Name</td>
</tr>
<tr>
<td>Pay Period End Date</td>
<td>Pay Period End Date</td>
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<tr>
<td>Pay_Plan</td>
<td>Pay Plan</td>
</tr>
<tr>
<td>Expenditure Item Category</td>
<td>Expenditure Item Category</td>
</tr>
<tr>
<td>Hours</td>
<td>Hours</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount</td>
</tr>
</tbody>
</table>
**Business Process Description** *(Cont.)*

### Trigger

A user needs to view Labor Actuals report data.

### Prerequisites

- The DCPDS interface will be updated to support the Labor Actuals report, which requires additional data to be stored at the employee level (Pay Plan and UIC/Activity).
- Biweekly Payroll process has been run and completed successfully.
- Payroll Costing Process had been completed.
- Gross Pay File Reconciliation for the biweekly payroll period has been completed.
- Expenditure Items All Table has been populated with payroll transactions by the Gross Pay File Reconciliation for the desired pay period.
- The P-Code, PS Code, and Pay Plan are entered on the Person Record.
- Pay Plan, P-Code and PS Code are valid combinations to identify employees in their respective Plans.
- A repository ("Other" Bucket) for employees with invalid or missing Pay Plan, P-Code and PS-Code data will be created to identify the erroneous data.

### Responsibilities

This report can be run by the following responsibility:

- OBIEE Answers SME DODA

### Menu Path

Use the following menu path(s) to begin this task:

- BI Answers → Catalog → Shared Folders → Agency Developed DODA → Agency Dev HR → Labor Actuals
Run the OBIEE Labor Actuals Report

1. Start the task using the responsibility and menu path.
   - **Responsibility**: OBIEE Answers SME DODEA
   - **Menu Path**: BI Answers → Catalog → Shared Folders → Agency Developed DODEA → Agency Dev HR → Labor Actuals

**Note:** The Navigator screen may vary for each user; it is based on the responsibility granted to the user.
2. From the OBIEE Home page click on the Catalog link.

SELECT Labor Actuals Report

3. a. From the OBIEE Catalog page expand the Shared Folders link in the Folders section, then open Agency Developed DODEA and select the Agency Dev HR folder.
   b. Click the Open link for the Labor Actuals report to run it.

5. When the report completes you will see the Labor Actuals totals sorted by Payroll Name and Pay Period End Date.

Result

Congratulations! You have successfully run the DODEA OBIEE Labor Actuals Report.