

this issue

HE Labor Cost Report **P.2**

Welcome Gretchen Dalzell!

HR & Payroll is pleased to announce that our new recruiting assistant has started! Gretchen Dalzell is now the Recruiting Assistant and will manage the background check process as well as provide support to some student & temp/part-time hiring.



2021 Flexible Spending Account Deadline Reminder

If an employee has a balance remaining in their 2021 Flexible Spending Account(s), **April 30** is the last day to submit expenses for reimbursement. Any balances remaining in their 2021 Flexible Spending Account will be forfeited if eligible expenses are not submitted by the deadline.

To check their balances, they can log into their account at <https://www.asiflex.com/> and click on the Online Access/Account Detail tab.

Please call Cheryl Arntz at 777-4423 with any flex questions you may have.

Recruiting Solutions

The Recruiting Team will offer [Recruiting Solutions FAQ](#) training as well as a [Recruiting Best Practices](#) training next week. If you aren't able to make the scheduled training times, there will be a recorded version of each on the [Hiring & Onboarding Employees](#) page in the near future.



"You should check out this amazing view from my cubicle. It overlooks the water."

HE Labor Cost Report

A new report has been created that will display hours in either reported or payable status. This report was requested by a campus to help with labor costs prior to a pay confirm but can be run anytime.

The navigation to the report is: **ND HE Applications > Time and Labor > HE Labor Cost Report**

Row level security will only allow you to select department numbers and/or Emplid's that you have access to. You should have the same access as you do in production today. The roles that have access to this report are **NDU_C_TLAB** and **NDU_D_Admin**.

- Enter Business Unit
- Enter Departments – Click on plus symbol to run report for more than one department
- Emplid/Record are optional
- Enter From and To Date
- Combo Code is optional
- Run Mode – can run by Reported Time, Payable Time or Both.

**Reminder: Reported Time is unapproved time and Payable time is Approved Time and hours have been calculated by Payroll running the Request Time Administration process.*

| Name | File Size (bytes) | Datetime Created |
|---------------------------------|-------------------|---------------------------------|
| AE_NDU_TL_7690_5610354.stdout | 979 | 02/25/2022 9:18:11.840000AM CST |
| AE_NDU_TL_7690_5610354.trc | 2,417 | 02/25/2022 9:18:11.840000AM CST |
| Output_NDU_TL_7690_5610354.xlsx | 28,985 | 02/25/2022 9:18:11.840000AM CST |
| XMLP_NDU_TL_7690_5610354.xml | 84,532 | 02/25/2022 9:18:11.840000AM CST |

The report is written in BI Publisher, but you may run it to XLS but will still have the look of a BI Publisher Report.

Select the file that has Output in the title. The next screenshot shows the information on the output file:

| TIME AND LABOR COST REPORT | | | | | | | | | | |
|----------------------------------|-----|------|----------|------------|-------|----------|-----|-------|-------|----------|
| Run Time : 3/17/2022 10:06:02 AM | | | | | | | | | | |
| Business Unit : NDSU1 | | | | | | | | | | |
| From Date : 03/01/2022 | | | | | | | | | | |
| To Date : 03/15/2022 | | | | | | | | | | |
| Reported Time | | | | | | | | | | |
| Department: 1200 | | | | | | | | | | |
| EMPLID | RCD | NAME | POSITION | DATE | HOURS | STATUS | TRC | RATE | COST | COMBO_CD |
| | 0 | | 00103876 | 03/01/2022 | 4.00 | Approved | H01 | 13.00 | 52.00 | |