Report Description
The Labor Accounting Detailed Personnel Expense by Chartstring Report (FIN048) is available to help Departments manage
departmental labor expenses, labor costs associated with sponsored projects and/or programs, and graduate student activities and
support.

Purpose
Use this report with financial reconciliations or detailed individual expense analyses on a fiscal year basis or earnings year basis. It
contains prompts and filters for generating specialized reports by chartstring and can be used to provide all chartstrings for an
individual, with subtotals by chartstring.

The Spendable Balance, Revenue and Expense, and Ledger Detail Reports ‘drill’ to the Detailed Personnel Expense by Chartstring Report
for details of personnel expense on the specified chartstrings.

Key Information
Prompt Definitions

- **Date Options:**
  - **GL Fiscal Year and Period** - data based on the Accounting period in which a Payment was posted.
  - **Earnings Year and Period** - data based on when the work effort was or is to be performed, regardless of the Accounting
    period.

- **Home Department** – returns chartstrings charged by individuals in your Home (HR) department only.
- **Charged Department** – the ChartField department in a chartstring.
- **Person** – returns chartstrings for the specified individual(s). More than one may be selected.
- **PI** – returns individuals with chartstrings with projects and programs associated with a specified Principal Investigator or Program
  Manager.
- **Earnings Code** – earnings such as Faculty Summer Salary or Accrued Vacation. More than one may be selected.
- **Staff Class** – job position such as Faculty, graduate student, or casual hourly. More than one may be selected.
**Sample Report Output** *(This sample uses default ‘customize output appearance’ prompts)*

<table>
<thead>
<tr>
<th>Charged Department</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Site</th>
<th>Project</th>
<th>Activity</th>
<th>Person Name</th>
<th>Employee ID</th>
<th>Staff Class</th>
<th>Home Department</th>
<th>Earnings Begin Date</th>
<th>Earnings End Date</th>
<th>Period Hours</th>
<th>Earnings Code</th>
<th>Accounting Period</th>
<th>Adjustments</th>
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<td>Bishop, Silvana L</td>
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<td>7/31/2017</td>
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<td>9/30/2017</td>
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<td>03 - September</td>
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<td>001 - Salary</td>
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Total: 160049868 - Bishop, Silvana L.