Report Description
The Labor Accounting Personnel Expense by Chartstring Report (FIN037) provides a high level financial summary to help Departments manage departmental labor expenses, labor costs associated with sponsored projects and/or programs, and graduate student activities and support.

Purpose
This report provides Current Period, Year-to-Date, and Encumbrance information for each individual charged to the specified chartstring on a fiscal year basis. Use this report for high-level financial reconciliations on a fiscal year basis.

For more detailed information about personnel expense transactions, use Detailed Personnel Expense by Chartstring (FIN048) or Compensation Expense with Benefits and F&A by Individual (FIN036).

Key Information
Prompt Definitions
- GL Fiscal Year and Period - data based on the Accounting period in which a Payment was posted.
- Home Department – returns chartstrings charged by individuals in your Home (HR) department only.
- Charged Department – the ChartField department in a chartstring.
- 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)