Reconciling Labor Charges

📄 **Pull the necessary reports–** Payroll charges gets summarized before it posts to the ledger, which means you will not see individual employee level attributes in the Account Certifications.

The following reports will show you the information necessary to fully reconcile the labor charges on the Account Certifications:

Report	Purpose
Payroll Journal Line Details	This report shows the breakdown of the summarized payroll accounting lines, so you can reconcile labor. Some of the information you can fin in this report includes, employee name & position, pay period, worktags, spend category, and hours worked.
Worker Costing Allocation information	You can run this report using Account Certification worktags (ex. Designated & Cost Center) to see the percentage of salary charged to that worktag combination. If you only select the worker, it will show the worker's entire costing allocation. This report replaces the LD Schedule module in UBI.
Calculated Time Block Information	This report provides information about hours worked by hourly employees. You need to have the UVA Time Support Role to run this report.

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