How to Run a Labor Distribution Report

1. Log into MyCWU.

2. Navigate to this:

3. Click the "Search" button to find a run control ID, and pick anything that shows up in the list:
   - If you do not have a Run Control…
     - Click Add new Value:
     - **Name** your new Run Control. Suggestion is to call it *Labor_Distribution_Report*. ****Note** The Name cannot contain any spaces in it.**
     - Press **Add**.

4. Populate the fields on the page to identify the information you need:
   - ***Pay Run ID**:
     - The first two digits are the year.
     - The next two digits are the month.
     - And the A (or B) reflect if it is the first or second pay period of the month. A = first pay period (1st - 15th); B= second pay period (16th - end of month).
   - **Department**:
     - Enter the **Department** number you are wanting to run (440090 = WLC, 4400230 = CLLAS)

     OR
   - **Combination Code**:
     - the **Speedkey** that correlates to the **Department** (ex. 4400900004.0).

5. Once everything is entered, press **RUN:**

6. …and then **OK**:

7. If everything was entered correctly, then you will see a **Process Instance** number.

8. Now click on **Process Monitor**:

9. On this screen, click **Details**:

10. Then click **View Log/Trace**:

11. Press the file name that ends in **.PDF**:

This will open a pdf of your Labor Distribution Log. From here you can print, save, or review your labor distribution.

12. You will need to complete these steps each pay period.