| Workday Labor Report Name | Description | Prompts (*Required) | Available Columns | > Drill Available | Report access to Security groups |
|---|---|---|---|---|---|
| CR - Center Account Summary | A center report that presents total Paid Amount and Paid Hours by Account Number and then Employee Name for the time period selected. Information summarized at the (Sumto Center, Major Operating Division and PCC levels). | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Ledger Account<br>•Regular, PTO, Sick Hours<br>•Orientation Hours<br>•Premium, Shift Hours<br>•Total Amount | CC > Ledger Account > Job Category > Employee | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Center Account Detailed | A center report that presents total Paid Amount and Paid Hours at the earnings code level for the time period selected. | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Group Name<br>•Employee<br>•Spend Category<br>•Job Category<br>•Job Profile<br>•Earning<br>•Period<br>•Hours - Regular, PTO, Sick<br>•Hours - Orientation<br>•Hours - Premium, Shift<br>•Total Hours<br>•Total Amount | CC > Ledger Account > Job Category > Job Profile > Employee | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Center Account Detailed - Tabular | A center report that presents total Paid Amount and Paid Hours at the earnings code level for the time period selected. | Company*, Organization*, Fiscal Period*, Pay Group; Pay Period; Worktags | •Cost Center<br>•Ledger Account<br>•Employee<br>•Spend Category<br>•Grant<br>•Gift<br>•Award<br>•Program<br>•Project<br>•Job Category<br>•Job Profile<br>•Earning<br>•Hours - Regular, PTO, Sick<br>•Hours - Orientation<br>•Hours - Premium, Shift<br>•Total Hours<br>•Total Amount | None | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Hours and Dollars Data Center Prompt Extract | Data Extract used for the Medicare Cost Report and Indirect Cost (IDC) Proposal. Detail information at the center, account, employee level based on check date(s). | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Journal<br>•Cost Center Code<br>•Cost Center<br>•Ledger Account<br>•Employee ID<br>•Employee Name<br>•Supervisory Org ID<br>•Supervisory Org<br>•Job Profile<br>•Job Category<br>•Salary Over the Cap Type<br>•Spend Category<br>•Earnings Code<br>•Earns Begin Date<br>•Earns End Date<br>•VUMC Paid Hours<br>•VUMC Paid Amount | None | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |

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| Workday Labor Report Name | Description | Prompts (*Required) | Available Columns | Drill Available | Report access to Security groups |
|---|---|---|---|---|---|
| CR - Labor Distribution by Earnings | Legacy Waldo report. A center report that presents earnings paid for the period selected. Drill down is available to the employee level. | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Cost Center<br>•Regular Earnings<br>•PTO Earnings<br>•Sick Earnings<br>•Orientation Earnings<br>•Other Earnings<br>•Subtotal Earnings<br>•Overtime Earnings<br>•Shift Earnings<br>•Premium Earnings<br>•Total Earnings | CC > Ledger Account > Job Category > Employee | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Labor Distribution by Earnings_Detailed | Legacy Waldo report. A center report that presents earnings paid for the period(s) selected. Drill down is available to the employee level. | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Cost Center<br>•Ledger Account<br>•Job Category<br>•Job Profile<br>•Employee<br>•Employee ID<br>•Regular Earnings<br>•PTO Earnings<br>•Sick Earnings<br>•Orientation Earnings<br>•Other Earnings<br>•Subtotal Earnings<br>•Overtime Earnings<br>•Shift Earnings<br>•Premium Earnings<br>•Total Earnings | None | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Labor Distribution by Hours | Legacy Waldo report. A center report that presents hours paid for the period selected. Drill down is available to the employee level. | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Cost Center<br>•Regular Hours<br>•PTO Hours<br>•Sick Hours<br>•Orientation Hours<br>•Other Hours<br>•Subtotal Hours<br>•Overtime Hours<br>•Total Hours<br>•Shift Hours<br>•Premium Hours | CC > Ledger Account > Job Category > Employee | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR - Labor Distribution by Hours Detailed | Legacy Waldo report. A center report that presents hours paid for the period(s) selected at the employee level. | Company*, Cost Center, Fiscal Period*, Pay Group; Pay Period; Worktags | •Cost Center<br>•Ledger Account<br>•Job Category<br>•Job Profile<br>•Employee<br>•Employee ID<br>•Regular Hours<br>•PTO Hours<br>•Sick Hours<br>•Orientation Hours<br>•Other Hours<br>•Subtotal Hours<br>•Overtime Hours<br>•Total Hours<br>•Shift Hours<br>•Premium Hours | None | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |

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| Workday Labor Report Name | Description | Prompts (*Required) | Available Columns | > Drill Available | Report access to Security groups |
|---|---|---|---|---|---|
| CR - FTE Detailed | Same report as above in Tabular format. | Company*, Organization, Period*, Job Profile; Worktags, Journal Source (Exclude) | •Cost Center<br>•Ledger Account<br>•Productivity Description<br>•Spend Category<br>•Job Profile<br>•Grant<br>•Gift<br>•Award<br>•Fund<br>•Program<br>•Project<br>•CARTS<br>•CF Eval Hours - Regular, PTO, Sick<br>•CF Eval Hours<br>•Pay Group<br>•CF LRV Pay Group Code<br>•CR - Period Days<br>•FTE | None | Cost Center Manager. Cost Center Financial Analyst with Payroll Details, Grant Managers, Grant Financial Analysts |
| CR FTE by Job Profile Detail | A report displaying FTE and FYTD FTE for the selected month, with FTEs displayed in Productive, Overtime, and Non-Productive categories. The lowest available level of detail is at the center level, where information is displayed by job code and account. | | *Coming Soon* | | |
| CR FTE by Job Profile | A report displaying FTE and FYTD FTE for the selected month, with FTEs displayed in Productive, Overtime, and Non-Productive categories. The lowest available level of detail is at the (Sumto Center, Major Operating Division, PCC levels), where information is summarized by categories. | | *Coming Soon* | | |
| CR FTE Trend | A report displaying the trend in total FTE over a 13-month period from the selected month back through the same month in the prior year. The report also displays FYTD FTE for the selected month and the annual FY FTE for the prior two full fiscal years. The lowest available level of detail is at the center level, where information is displayed by job code and account. | | *Coming Soon* | | |
| CR Paid FTE Budget to Actual-Center-Account Detail | A center-level report displaying hours and dollars by job code and account for nonexempt staff in the Medical Center (MBB Pay Group only), displayed in Productive, Overtime, and NonProductive categories. Hours and dollars are subtotaled by direct and indirect job codes. Also available are hours per Occupied Bed and dollars per Occupied Bed. Occupied Beds - The Occupied Beds statistic is a count of the number of beds occupied at midnight (both inpatient and outpatient). The source for Occupied Beds is Epic. Occupied Beds are also reported in the Daily Census Report; they are not the same as Patient Days. | | *Coming Soon* | | |

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| Workday Labor Report Name | Description | Prompts (*Required) | Available Columns | > Drill Available | Report access to Security groups |
|---|---|---|---|---|---|
| CR Paid FTE Budget to Actual-Summary | A report displaying FTE for the selected month and the selected month a year ago, as well as FYTD FTE for the selected month and the selected month a year ago. Also included are the budgeted FTE and the variances between the selected month FTE and the budget, and the selected month FYTD FTE and the budget. The lowest available level of detail is at the (Sumto Center, Major Operating Division, PCC levels) where information issummarized. | | | *Coming Soon* | |
| CR - FTE by Cost Center | This report provides FTE by Cost Centers with Ledger Accounts information.<br>This report has data beginning go-live. | | | *Coming Soon* | |
| CR - FTE by Cost Center with Legacy Data | This report provides FTE by Cost Centers with Job profile information.<br>This report also includes Legacy Data | | | *Coming Soon* | |
| CR - FTE  Detailed with Legacy Data | Same report as above in Tabular format. | | | *Coming Soon* | |

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