Running Payroll Labor Distribution Reports

Log into Datamart and follow the string of folders to access labor reports

1. Select your date range, including year

   You can search by org #, banner index, natural account code (i.e. 51229, 51123) or GWID

2. Enter your org# (or account code or GWID)
3. Press Search
4. Highlight the org# (or account code or GWID) once displayed

5. Press Insert
6. Highlight or Select All

Press OK to submit