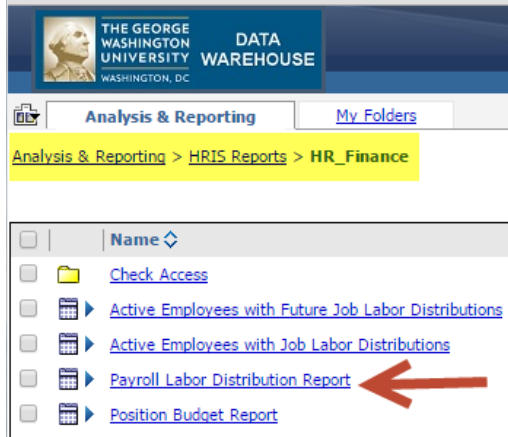
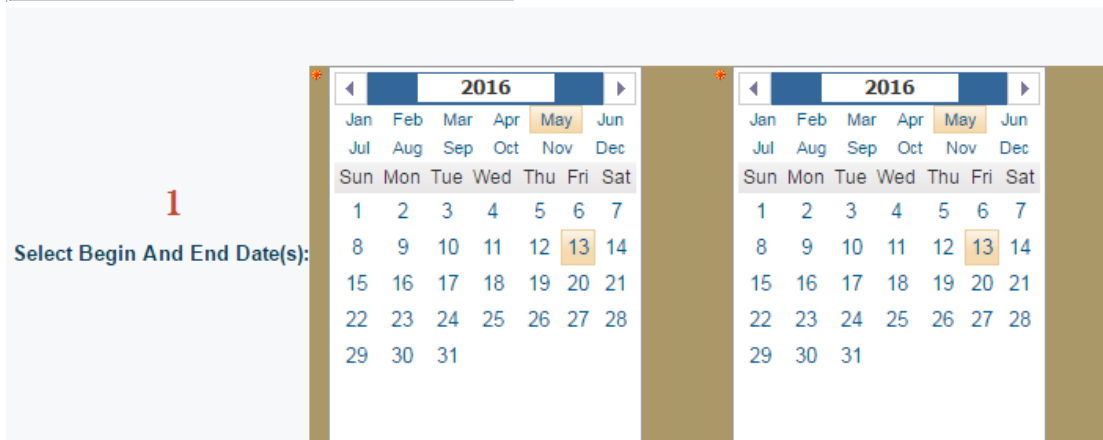


# Running Payroll Labor Distribution Reports

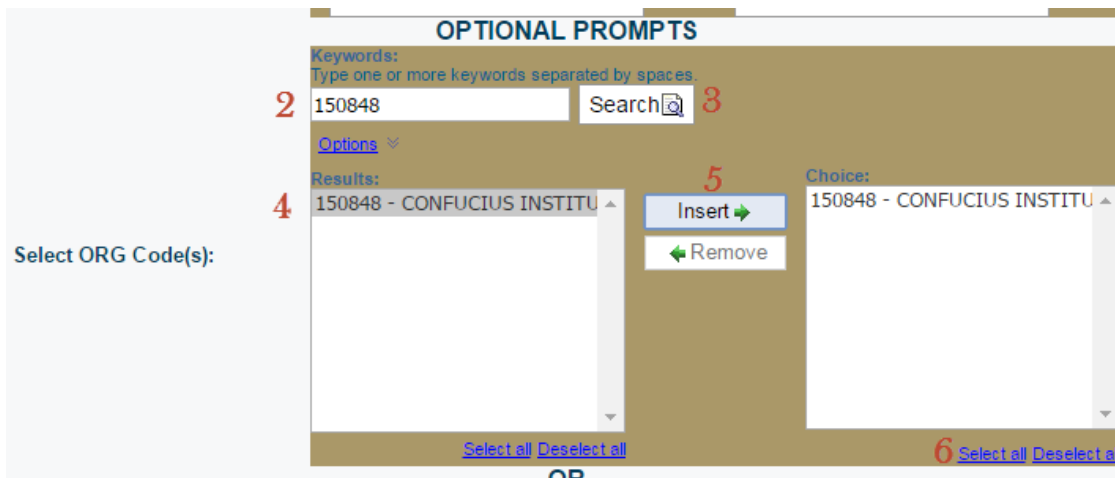


Log into Datamart and follow the string of folders to access labor reports



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