



State of Idaho

DIVISION OF FINANCIAL MANAGEMENT

Executive Office of the Governor

C.L. "BUTCH" OTTER
Governor

JANI REVIER
Administrator

MEMORANDUM

September 28, 2018

TO: Agency/Department Payroll and Personnel Contacts

FROM: Jani Revier, Administrator
Division of Financial Management

Audrey Musgrave, Deputy State Controller
Division of Statewide Payroll
State Controller's Office

SUBJECT: Payroll Labor Distribution Reports Moving to IBIS

In an effort to reduce custom programming with the Luma Project, the Division of Financial Management (DFM) has asked the Division of Statewide Payroll (DSP) to replace the existing custom labor distribution reports in Online Reporting with labor distribution reports created in IBIS. New IBIS reports can be created with both historical and current labor distribution data, and can be accessed by anyone with an IBIS license, including a consumer license.

On **December 7, 2018**, the labor distribution reports currently available in Online Reporting will be removed from the application.

Existing Labor Distribution Reports – December 7, 2018 (Removed from Online Reporting):

- A-444520 – POS CONTROL/PAYROLL ACTIVITY REPORT-DETAIL
- AU444506 – AGENCY PAYROLL COST DETAIL BY GRANT/PROJECT
- AU444508 – AGENCY PAYROLL COST DETAIL BY INDEX
- AU444509 – AGENCY PAYROLL COST DETAIL BY PCA
- AU444524 – AGENCY PAYROLL COST DETAIL BY DISTRIBUTION

New Labor Distribution Reports in IBIS – (Available in IBIS upon receipt of this memo):

- Agency Payroll Cost by Distribution
- Agency Payroll Cost Detail by Grant
- Agency Payroll Cost Detail by Index
- Agency Payroll Cost Detail by PCA
- Agency Payroll Cost Detail by Project
- Pos Control/Payroll Activity Report – Detail

Information on Accessing the New Labor Distribution Reports in IBIS:

The two folders listed below have been created within the Statewide Reports>Payroll folder:

1. Payroll Labor Distribution Reports – Current Payroll

The labor distribution reports in this folder will display current payroll labor distribution from the 'payroll system'.

NOTE: The current payroll information is only available in this folder after the payroll has processed and until the information is posted to STARS.

Once the current payroll information has been posted to STARS, the pay date selection box will be blank and this information is only available the Historical folder.

2. Payroll Labor Distribution Reports – Historical

The labor distribution reports in this folder will display historical payroll labor distribution from the 'accounting system'. The information is available in this folder for any payroll that has been posted to STARS.

NOTE: The historical payroll information is available in this folder for any payroll that has been posted to STARS.

If the payroll information has not been posted to STARS, the most current pay date will not be shown in the pay date selection box and this information is only available the Current Payroll folder.

Contact Information for Questions:

- DFM at info@dfm.idaho.gov or 208-334-3900 – Regarding the new Labor Distribution Reports and content.
- DSP Security at dspsecurity@sco.idaho.gov or 208-334-2394 – Regarding IBIS access.