**Payroll Distribution Reports – PZRHRDIST_EARN and PZRHRDIST_ENCB**

PZRHRDIST_EARN allows end-users to export labor earnings transactions into Excel for the Fiscal Year based on their Banner security.

PZRHRDIST_ENCB allows end-user to export personnel encumbrances transactions into Excel for the Fiscal Year based on their Banner security.

The reports are updated on payroll days.

**How to Access**

1. Log into ePrint via MyPortal.

2. Click the data tab to export the Excel spreadsheet.

3. **PZRHRDIST_EARN**
   a. “D” increases the expense and “C” decreases the expense.

   b. Create a column turn the “D” into a positive number and the “C” into a negative number using an “If” statement or an “Equals” formula.
4. PZRNHRDIST_ENCB

a. “+” increases the encumbrance and “-” decreases the encumbrance.

b. Add a column to turn the “+” into a positive number and the “-” into a negative number using an “If” statement or “Equals” statement.