

THE UNIVERSITY OF NEW MEXICO

# BANNER 8 LABOR REDISTRIBUTION MODIFICATIONS

Presented by:

Laura Putz, HSC Unrestricted Accounting Manager



# SUMMARY OF CHANGES

- PZAREDS has been replaced with PHAREDS
- Approval queue now exists

# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu Form GUAGMNU 8.2 (INTG) - Friday January 22, 2010 - Last login Friday January 22, 2010 08:21 AM

Go **PHAREDS** Welcome, Terry Shoebotham. Products: Menu | Site Map | Help Center

**My Banner**

- Banner
  - Student System Menu [\*STUDENT]
  - Alumni/Development System Menu [\*ALUMNI]
  - Financial System Menu [\*FINANCE]
  - Human Resources System Menu [\*HRS]
  - Financial Aid [\*RESOURCE]
  - General System Menu [\*GENERAL]
  - Document Management Suite [\*BDMS]
  - Banner Security [\*SECURITY]

**My Links**

- [Change Banner Password](#)
- [Check Banner Messages](#) ✓
- [Banner Bookshelf](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

**Banner Broadcast Messages**

Enter the object name; Press LIST for listing.

Record: 1/1 | | ... | | | <OSC>



# BANNER 8.2 - PHAREDS

- Select Employee
  - Enter Banner ID Number
  - Query by Name
- Select Payroll ID
  - Drop down arrow for choices
- Begin Year
- Payroll Number
- End Year
- Payroll number



# BANNER 8.2 - PHAREDS

Labor Redistribution Form PHAREDS 8.2 (INTG)

**ID:**

**Payroll ID:**

**Begin Year:**

**End Year:**

**Payroll Number:**

**Payroll Number:**

**Date:**

**Date:**

**Earnings History and Labor Distribution** | [Edit Labor Distribution](#) | [Search and Replace](#) | [Comments](#)

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**Earnings History**

Effort

Status	Certification Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>									

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**Earnings Labor Distributions**

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<input type="text"/>												
<input type="text"/>												
<input type="text"/>												
<input type="text"/>												
<input type="text"/>												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Totals</b>									



# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (INTG)

ID: 101120183 Terry E Shoebottom

Payroll ID: 5R Begin Year: 2009 Payroll Number: 10 Date: 01-OCT-2009

End Year: 2009 Payroll Number: 10 Date: 31-OCT-2009

**Selection Criteria PHAREDS 8.2 (INTG)**

Position: [ ] Suffix: [ ] Effective Date: [ ] Earning Code: [ ]

COA [U] Index [ ] Fund [ ] Organization [ ] Account [ ] Program [ ] Activity [ ] Location [ ] Project [ ] Cost [ ]

Completed Events Only  Pending Approval Only  Both

**OK** Cancel

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	Totals									







# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebottom

Payroll ID: 5R Begin Year: 2009 Payroll Number: 9 Date: 01-SEP-2009

End Year: 2009 Payroll Number: 9 Date: 30-SEP-2009

Earnings History and Labor Distribution Edit Labor Distribution Search and Replace Comments

**Earnings History**

Status	Certification Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
>>	<input type="checkbox"/>	2009	9	0	S01456-00	01-JUL-2009	1	010	70	C Original Event	
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										

Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	258000	3U0044	258B	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									

Earnings Year. Record: 1/1 <OSC>

# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File **Options** Block Item Record **Queries** Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebottom  
 Payroll ID: SR Begin Year: 2009 End Year: 2009 Payroll Number: 9 Date: 01-SEP-2009  
 Payroll Number: 9 Date: 30-SEP-2009

Earnings History and Labor Distribution **Edit Labor Distribution** Search and Replace **Comments**

Posting Date: 14-FEB-2010 Status: Year: 2009 Payroll Number: 9 Sequence Number: 0 Jobs ID: S01456-00 Effective Date: 01-JUL-2009 Shift: 1 Generate: N Earning Code: 010

**OLD Earnings Labor Distributions**

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	258000	3U0044	258B	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									

**NEW Earnings Labor Distributions**

Change All

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	594001	2U0224	594D	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									

New Earnings Activity Code; Press LIST for values.  
 Record: 1/1 | ... | <OSC>



# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebotham

Payroll ID: 5R

Begin Year: 2009

End Year: 2009

Payroll Number: 9

Payroll Number: 9

Date: 01-SEP-2009

Date: 30-SEP-2009

Earnings History and Labor Distribution | Edit Labor Distribution | Search and Replace | Comments

### Earnings History

Effort

Status	Certification Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
X	<input type="checkbox"/>	2009	9	0	S01456-00	01-JUL-2009	1	010	70	C Original Event	
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										

### Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	594001	2U0224	594D	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									

Earnings Year: Record: 1/1 <OSC>



# BANNER 8.2 - PHAREDS

Save Twice – Using “Options” menu to “Submit Redistribution”

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit **Options** Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebotham

Payroll ID: 5R Begin Year: 2008 Payroll Number: 9 Date: 01-SEP-2008

End Year: 2008 Payroll Number: 9 Date: 30-SEP-2008

Earnings History and Labor Distribution Edit Labor Distribution Search and Replace Comments

**Earnings History**

Status	Effort	Certification	Year	Payroll	Sequence	Jobs ID	Effective Date	Shift	Earning	Disposition	Type	Posting
		Locked		Number	Number				Code			
P		<input type="checkbox"/>	2008	9	2	S01456-00	01-AUG-2008	1	010	47	R Redistribution	13-FEB-2010
		<input type="checkbox"/>										
		<input type="checkbox"/>										
		<input type="checkbox"/>										
		<input type="checkbox"/>										

**Earnings Labor Distributions**

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	594001	2U0224	594D	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									



# BANNER 8.2 - PHAREDS

## Save Thrice

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebottom

Payroll ID: SR Begin Year: 2008 End Year: 2008 Payroll Number: 9 Date: 01-SEP-2008

Payroll Number: 9 Date: 30-SEP-2008

Earnings History and Labor Distribution Edit Labor Distribution Search and Replace Comments

### Earnings History

Effort

Status	Certification	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
✓ S	<input type="checkbox"/>	2008	9	2	S01456-00	01-AUG-2008	1	010	47	R Redistribution	13-FEB-2010
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										

### Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	5,125.50	U	594001	2U0224	594D	2020	P131	GNACTV			
173.33	100.00	5,125.50	<b>Totals</b>									



# BANNER 8.2 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 101120183 Terry E Shoebtham

Payroll ID: SR Begin Year: 2008 Payroll Number: 9 Date: 01-SEP-2008

End Year: 2008 Payroll Number: 9 Date: 30-SEP-2008

Earnings History and Labor Distribution Edit Labor Distribution Search and Replace Comments

### Earnings History

Status	Effort	Certification	Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
P			<input type="checkbox"/>	2008	9	2	S01456-00	01-AUG-2008	1	010	46	R Redistribution	13-FEB-2010
			<input type="checkbox"/>										
			<input type="checkbox"/>										
			<input type="checkbox"/>										
			<input type="checkbox"/>										

### Earnings Labor Distributions

Hours	Percent	Amount	COA	Index	Location	Project	Cost	
173.33	100.00	5,125.50	U	594001				
173.33	100.00	5,125.50	<b>Totals</b>					

Forms

Transaction completed - 1 pay event(s) saved.

OK

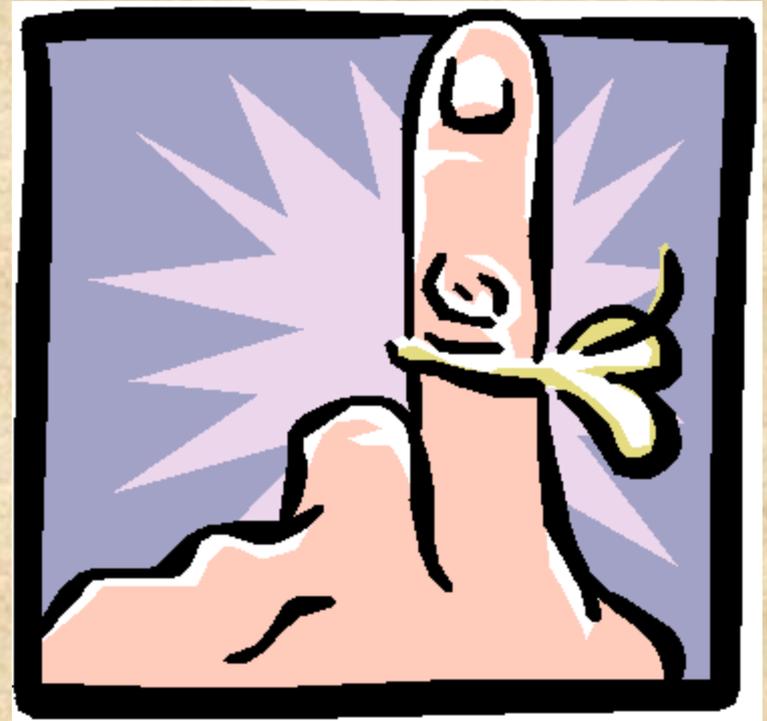




# BANNER 8.2 - PHAREDS

## IN SUMMARY:

- Remember you must save three times
- Watch for updated material
- Reports now available in E-print



# E-Print Report-hrp\_banp repository

PZROLRO

UNIVERSITY OF NEW MEXICO

MAR-22-2010 08:01 PM

## Pending Labor Redistributions by Organization

Disposition: 47 - Pending Department Submission  
Level3Org: AFA VP HSC Administration  
Org Code: 258A Unrestricted Accounting HSC Office

Emp Name	Emp Id	Year	Pay Id	Pay No	Seq No	Submitted Date	Aging Days	Originator Netid	Approver Seq No	App Queue Netid	Approver Netid	Action Taken
Putz, Laura J.	100024154	2010	5R	2	2	22-MAR-2010	0	LPUTZ	20.1	SKRESKE	LPUTZ	Returned
Putz, Laura J.	100024154	2010	5R	2	2	22-MAR-2010	0	LPUTZ	20.1	LPUTZ	LPUTZ	Returned
Putz, Laura J.	100024154	2010	5R	2	2	22-MAR-2010	0	LPUTZ	22.9	MONJURE		
Putz, Laura J.	100024154	2010	5R	2	2	22-MAR-2010	0	LPUTZ	22.9	JWBRANDT		

# PHAREDS – Returned for Correction

Mail Properties Personalize Message Source

**From:** "LPutz@salud.unm.edu" <LPutz@salud.unm.edu>

**To:** Putz, Laura

**Subject:** Action Required - Labor Redistributions - Returned for Correction

[This labor redistribution was returned for correction. Please read comment below and resubmit or delete as appropriate.]

Name: Putz, Laura J

UNM ID	Year	Payroll	Payno	Seq_No
100024154	2010	5R	2	2

Information from the last related comment:

change index to 8510wa

# E-Print Report-hrp\_banp repository

PZROLRO

UNIVERSITY OF NEW MEXICO

MAR-22-2010 08:01 PM

## Pending Labor Redistributions by Organization

Disposition: 48 - Submitted for Approval  
Level3Org: AFC School of Medicine  
Org Code: 099M CRTC Cancer Epidemiology

Emp Name	Emp Id	Year	Pay Id	Pay No	Seq No	Submitted Date	Aging Days	Originator Netid	Approver Seq No	App Queue Netid	Approver Netid	Action Taken
Pestak, Claire R.	100014596	2010	2R	2	2	19-MAR-2010	3	RJOHNSON	20.1	SKRESKE	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	2	2	19-MAR-2010	3	RJOHNSON	20.1	LPUTZ	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	2	2	18-MAR-2010	4	RJOHNSON	70	JROSEN		
Pestak, Claire R.	100014596	2010	2R	3	2	19-MAR-2010	3	RJOHNSON	20.1	SKRESKE	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	3	2	19-MAR-2010	3	RJOHNSON	20.1	LPUTZ	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	3	2	18-MAR-2010	4	RJOHNSON	70	JROSEN		
Pestak, Claire R.	100014596	2010	2R	4	2	19-MAR-2010	3	RJOHNSON	20.1	LPUTZ	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	4	2	19-MAR-2010	3	RJOHNSON	20.1	SKRESKE	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	4	2	18-MAR-2010	4	RJOHNSON	70	JROSEN		
Pestak, Claire R.	100014596	2010	2R	5	2	19-MAR-2010	3	RJOHNSON	20.1	SKRESKE	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	5	2	19-MAR-2010	3	RJOHNSON	20.1	LPUTZ	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	5	2	18-MAR-2010	4	RJOHNSON	70	JROSEN		
Pestak, Claire R.	100014596	2010	2R	6	2	19-MAR-2010	3	RJOHNSON	20.1	SKRESKE	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	6	2	19-MAR-2010	3	RJOHNSON	20.1	LPUTZ	SKRESKE	Approved
Pestak, Claire R.	100014596	2010	2R	6	2	18-MAR-2010	4	RJOHNSON	70	JROSEN		