

THE UNIVERSITY OF NEW MEXICO

BANNER 8 LABOR REDISTRIBUTION MODIFICATIONS

Presented by:

Laura Putz, HSC Unrestricted Accounting Manager

SUMMARY OF CHANGES

- Employee Self Service
- PZAREDS has been replaced with PHAREDS
- Approval queue now exists

BANNER 8.0 - 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](#)

My Institution

SUNGARD HIGHER EDUCATION

Banner Broadcast Messages

Enter the object name; Press LIST for listing.

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



BANNER 8.0 - 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

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"/>									

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"/>	Totals									

BANNER 8.0 - PHAREDS

- Select Employee
- Select Payroll ID
 - Drop down arrow for choices
- Begin Year
- For multiple periods, type in Begin Year, Payroll Number and date, and End Year, Payroll number and date
- Tab



BANNER 8.0 - PHAREDS

Oracle Developer Forms Runtime - Web: Open > PHAREDS - NBILST

File Edit Options Block Item Record Query Tools Help

Employee Job Inquiry Form NBILST 8.0 (DEVL)

ID: 101120183 Terry E Shoebbotham Query Date: 01-SEP-2009

Position Suffix	Begin Date	End Date	Job Type
>> S01456 00	01-JAN-2008		P

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01-JUL-2009	A	Business Mgmt Specialist	SE	5R	U	258A	FYUPD	UNM
01-JUL-2010	A	Business Mgmt Specialist	SE	5R	U	258A	FYUPD	UNM



BANNER 8.0 - 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: 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

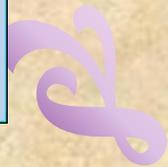
Earnings History

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"/>										
	<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	Totals									

Earnings Year: Record: 1/1 <OSC>



BANNER 8.0 - 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 Shoebotham
 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	Status	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Generate	Earning Code
14-FEB-2010		2009	9	0	S01456-00	01-JUL-2009	1	N	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	Totals									

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	Totals									

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



BANNER 8.0 - 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 Shoebbotham

Payroll ID: SR

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**

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

Comments:

Input your required comments here.

Comments; Enter Comments.

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

BANNER 8.0 - 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 Shoebotom

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	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"/>										
<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	Totals									

Earnings Year.

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



BANNER 8.0 - PHAREDS

Save Once

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: SR 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

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"/>										
<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	Totals									

Earnings Year: Record: 1/1 <OSC>



BANNER 8.0 - 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	Totals									



BANNER 8.0 - 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

Effort

Status	Certification	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	48	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	ation	Project	Cost
173.33	100.00	5,125.50	U	594001			
173.33	100.00	5,125.50	Totals				

Forms

Transaction completed - 1 pay event(s) saved.

OK



BANNER 8.0 - PHAREDS

NOTE:

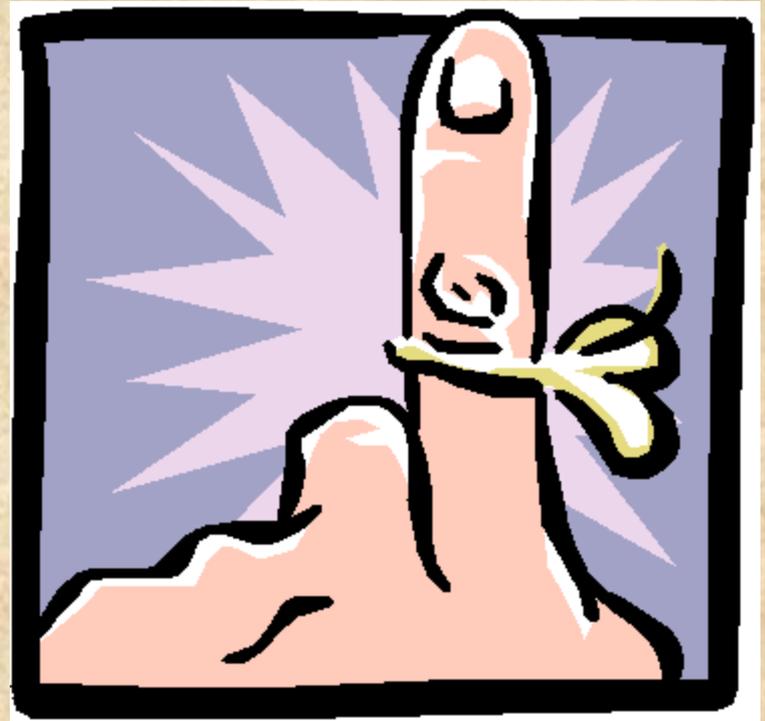
- You cannot change the labor account code by submitting a Labor Redistribution



BANNER 8.0 - PHAREDS

IN SUMMARY:

- Remember you must save three times
- Watch for updated material
- Attend upcoming March Labs if you have problems



BANNER 8.0 - PHAREDS

IN SUMMARY:

- Reports are being developed. Notification to be sent when available.
- Review “Pending” Report available in ePrint NOW!



LOBOWEB EMPLOYEE SELF SERVICE

The University of New Mexico Login - powered by SunGard Higher Education - Windows Internet Explorer

https://my.unm.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

The University of New Mexico Login - powered b...

my UNM
The University of New Mexico [YOUR PERSONALIZED GATEWAY TO UNM]

Login

NetID:

Password:

You have attempted access to a site that requires you to login with a UNM NetID.
[Having problems logging in? Click here.](#)



TextMe UNM

get fast, convenient, real-time message alerts.

MyUNM News

MyUNM is backed up every night at 3:30 AM. This requires a restart of the system and takes approximately 5 minutes. Anyone logged in to the system during that time will need to log in again.

How do I get my UNM NetID and password?

- [Create a UNM NetID](#)
- [Change Password](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Copyright © SunGard 1998 - 2007.

Top **SUNGARD**
HIGHER EDUCATION

Welcome to myUNM

myUNM is your personal gateway to UNM. The myUNM portal provides the entire campus community centralized access to University resources and the ability to customize the portal to suit their individual needs by selecting which resources are available.

What's Inside?

- LoboWeb for Students:** Use LoboWeb for Registration, Grades, Financial Aid, Admissions info, etc.
To access LoboWeb for Students, log in to myUNM with your UNM NetID and password, and then click on the Student Life tab. Once there, click on the LoboWeb logo to enter.
- LoboWeb for Faculty & Advisors:** LoboWeb is the place for advisors to update and view advisee information, and for Faculty to get class lists, view student information, enter grades, perform registration overrides, etc.
To access LoboWeb for Faculty & Advisors, log in to myUNM with your UNM NetID and password, and then click on the Faculty Life tab. Once there, click on the LoboWeb logo to enter.
- E-mail:** The portal email is likely to be the preferred email application for students, or other "nomadic" style users who prefer the ability to check email via a Web interface rather than be dependent on one computer and a proprietary email application. Portal email is a robust application and you can also check email from other provider accounts with it.
- Calendar:** Campus community members - especially students! - are encouraged to try out the calendar. The portal calendar is a great resource for students, classes, and groups/organizations to track schedules, tests, meetings and other events. Those on campus already using Oracle or Groupwise should continue to use those calendars to schedule University business-related meetings and events.
- Groups:** The Group Studio feature provides an easy-to-use Web presence for student, department, and other campus organizations. Group Studio applications include chat, where you can text chat online in real time; a message board to exchange information, and file sharing where groups can post and exchange files. Any campus organization or department that currently has its own NetID may request a Group via the Group Studio application. If an organization/department does not have its own NetID, you must first complete and return the [Organization/Departmental NetID request form](#) to the CIRT Computer Accounts office.

and much more...

Done Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

MyUNM - Windows Internet Explorer
http://my.unm.edu/cp/tag.c9debl330ff04da4.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u2811s17&uP_tparam=frm&frm=

File Edit View Favorites Tools Help
MyUNM

my UNM
The University of New Mexico
[YOUR PERSONALIZED GATEWAY TO UNM]

My Account Welcome Terry E Shoebtham
Content/Layout You are currently logged in.

e-mail calendar groups logout help

Home Campus Life Library UNM E-Mail **Employee Life** Finance HSC January 22, 2010

Human Resources

General Information

- HR Main Page
- ePAN
- Salary Structure Table
- Standard Timesheet for Staff (PDF)
- Standard Timesheet for Staff (Excel)

Career Development

- Career Development Main Page
- Education and Training
- Job Enrichment
- Career Ladders

Staff Resources

- HR Consulting Services
- Wellness (Employee Health Promotion Program - EHPP)
- Training (Employee and Organizational Development - EOD)
- Office of Equal Opportunity (OEO)
- Dispute Resolution
- Counseling Assistance and Referral Services (CARS)

LoboWeb For Employees

No current announcements.



What is LoboWeb?
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

Enter LoboWeb

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

Banner Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboMart
- UNMJobs
- Workflow

Reporting

- E-Print
- Hyperion

Banner Resources

- Banner Authorization Requests
- Report a Duplicate Person/Non-person
- Search Class Schedule
- Search Course Catalog
- Electronic Forms
- Purchasing Department Website

Benefits

Insurance

- Dental Insurance
- Eligibility and Enrollment
- Life Insurance
- Medical Insurance
- Prescription Drug Insurance
- Vision Insurance

Education

- Educational Benefits

Retirement

- Alternative Retirement Plans (ARP)
- Comparison of ERB and ARP
- Educational Retirement Board (ERB)

What's New in HR

- University Required Training for 2010 - Complete by December 1, 2010
- H1N1 Flu Shot Clinic - UNM Presbyterian & Lovelace Plan Members
- 2009 Performance Reviews - Due March 1, 2010
- Eat More, Not Less This Year - UNM Community Welless

Employee and Organizational Development

Employee and Organizational Development (EOD) provides a variety of organizational development services to UNM employees. Our Training Programs cover all aspects of work at the university: Administrative, Management/ Leadership, and Personal/Professional.

- Employee and Organizational Development (EOD) Home Page
- Learning Central
- Leadership Development Programs

Staff Council

Next Meeting: May 19th 2009 at 1:00pm :: Hkona-Zuni

Banner Announcements

No current announcements.

Banner Training

Training Databases

- Banner (TRNG2)
- LoboMart Training

Job Aids and Standard Operating Procedures

Learning Central (Register for courses and manage your learning plan)

Search Knowledge Base:

- in StudentInfo (Students)
- in FastInfo (Staff/Faculty)

http://my.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

Employee - Windows Internet Explorer
https://appintg.unm.edu:9015/pls/intg/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

Employee

Student **Employee** Payment Finance

Search Go

RETURN TO MAIN MENU SITE MAP HELP EXIT

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be Monday - Friday, 8am to 5pm.

Personal Information
Enter emergency contact information; Update directory information and home address; IPRA Opt-Out of Disclosure of Home Information.

Make Bursar Payments
Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

Electronic Personnel Action Forms
Labor Distribution Change

Benefits and Deductions
Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

Pay Information
Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms
W4 Form, W2 Statement

Jobs Summary
List of Jobs and Associated Transactions

Leave Balances
List of Leave Balances

Time Sheet (Approvals and View Only)
Departmental Time Entry, Approvals and View

Labor Redistribution
New! Allows administrative staff to create and approve labor redistribution transactions.

Effort Certification
New! Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

The screenshot displays the myUNM web application interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: `http://mydev.unm.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu`. The page features a red header with the myUNM logo and navigation links for e-mail, calendar, groups, logout, and help. The main content area is titled "Labor Redistribution" and includes a "Person Search" section. This section contains a search input field labeled "Search by ID" and an "Advanced Search" dropdown menu. Below the search field is a table with columns for Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. The table currently displays "0 rows". A "Search Tips" section provides instructions on how to use the search function. The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and "100%" zoom.

MyUNM - Windows Internet Explorer
http://mydev.unm.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

MyUNM

back to Employee Life Tab

e-mail calendar groups logout help

Sign Out

Effort Certification Labor Redistribution

Person Search

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

The screenshot displays the myUNM web application interface for Labor Redistribution. The browser window title is "MyUNM - Windows Internet Explorer" and the address bar shows a URL starting with "http://mydev.unm.edu/". The page header includes the myUNM logo and navigation links for "back to Employee Life Tab", "e-mail", "calendar", "groups", "logout", and "help". The main navigation bar has tabs for "Effort Certification" and "Labor Redistribution", with "Sign Out" and "Help" links on the right.

The "Labor Redistribution" section contains a "Person Search" panel. The "Person Search" panel has a "Search by ID" field and a "Select Attribute" dropdown menu. The dropdown menu is open, showing options: "First Name", "From Pay Number", "From Pay Year", "ID", and "Last Name". The "Advanced Search" link is also highlighted with a red circle. Below the search panel is a table with columns: "Last Name", "First Name", "ID", "Pay Year", "Pay ID", "Pay Number", "Sequence", and "Disposition". The table currently displays "0 rows".

Search Tips:

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

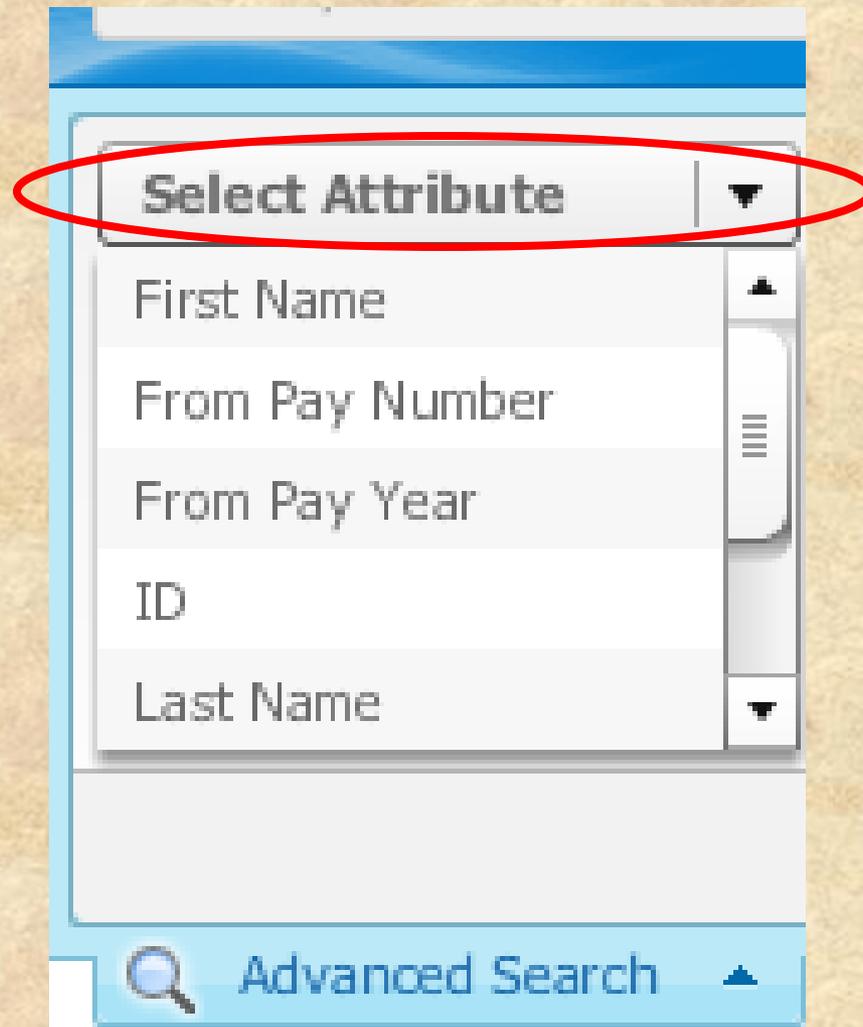
Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE



LOBOWEB EMPLOYEE SELF SERVICE

Effort Certification | **Labor Redistribution** | Sign Out | ? Help

Labor Redistribution Actions | New | Refresh | Open | Save | Copy | Delete | More Actions | Close

Person Search

Search by ID

ID: 101120183 | Pay ID: 5R | From Pay Year: 2009 | From Pay Number: 9

Close Clear Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

▶ [Advanced Search](#)

LOBOWEB EMPLOYEE SELF SERVICE

Effort Certification Labor Redistribution Sign Out Help

Person Search Approvals Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Person Search

ID	101120183	X
Pay ID	5R	... X
From Pay Year	2009	... X
From Pay Number	9	X
Select Attribute		

Close Clear

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

LOBOWEB EMPLOYEE SELF SERVICE

Effort Certification Labor Redistribution Sign Out ? Help

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

ID 101120183

Pay ID 5R

From Pay Year 2009

From Pay Number 9

Search Attributes

Close Clear **Go**

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

▶ [Advanced Search](#)

LOBOWEB EMPLOYEE SELF SERVICE

Approvals

Proxy or Superuser

Person Search

Search by ID



Search Descriptions: ID = 101120183, Pay ID = 5R, From Pay Year = 2009, From Pay Number = 9



Advanced Search

Displaying 1 row.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebottom	Terry	101120183	2009	5R	9	0	70, Complete

LOBOWEB EMPLOYEE SELF SERVICE

Effort Certification | **Labor Redistribution** | Sign Out

Labor Redistribution Actions | New | Refresh | Open | Save | Copy | Delete | More Actions | Close

Person Search

Search by ID

Pay ID | 5R

From Pay Year | 2009

From Pay Number | 2

To Pay Number | 3

Close | Clear | Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select [Advanced Search](#) and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

LOBOWEB EMPLOYEE SELF SERVICE

Labor Redistribution Actions       More Actions ▾ 

Person Search

Search by ID 

Search Descriptions: ID = 101120183, From Pay Year = 2008, Pay ID = 5r 

 Advanced Search ▾ Displaying 12 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Shoebatham	Terry	101120183	2008	5R	1	0	70, Complete
Shoebatham	Terry	101120183	2008	5R	2	2	48, Pre-Approve Update
Shoebatham	Terry	101120183	2008	5R	3	0	70, Complete
Shoebatham	Terry	101120183	2008	5R	4	0	70, Complete
Shoebatham	Terry	101120183	2008	5R	5	0	70, Complete
Shoebatham	Terry	101120183	2008	5R	6	0	70, Complete



LOBOWEB EMPLOYEE SELF SERVICE

MyUNM - Windows Internet Explorer
http://mydev.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

myUNM
back to Employee Life Tab

e-mail calendar groups logout help

Effort Certification Labor Redistribution Sign Out Help

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Initiator Terry Shoebottom

Comments

Routing Queue

Open Items

Person Search Terry Shoebottom

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

2009 SR 2, Sequence 0
2009 SR 2, Sequence 0
2009 SR 3, Sequence 0

Redistribution Details

2009 SR 2, Sequence 0 :
01-Feb-2009 - 28-Feb-2009
Disposition :
70, Complete
Status :
Hours : 173.33
Amount : \$5,125.50
Percent : 100.00%
Originator : Terry Shoebottom
Post Date : 27-Feb-2009

Proxy or Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION Banner Effort Certification (Version 1.0 Build: 1)

Error on page. Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

MyUNM - Windows Internet Explorer
http://mydev.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

File Edit View Favorites Tools Help

MyUNM

back to Employee Life Tab

e-mail calendar groups logout help

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Initiator Terry Shoebotham

Comments

Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Pay Periods & Earn Codes

2009 SR 2, Sequence 0

S01456-00, Regular Shift 1
Effective 01-Aug-2008

Redistribution Details

2009 SR 2, Sequence 0 :
01-Feb-2009 - 28-Feb-2009
Disposition :
70, Complete
Status :
Hours : 173.33
Amount : \$5,125.50
Percent : 100.00%
Originator : Terry Shoebotham
Post Date : 27-Feb-2009

Proxy or Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Error on page. Internet | Protected Mode: Off 100%

LOBOWEB EMPLOYEE SELF SERVICE

Update Distributions

COA: U Posting Date: Jan 26, 2010 Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
258000	3U0044	258B	2020	P131	173.33	100	5125.5
594001	2U0224	594D		P131	0	0	0

(A) Activity: GNACTV (L) Location: (P) Project: (C) Cost:

Current Summary: Hours: 173.33 **Updated:** 173.33 100% \$5,125.5
Amount: \$5,125.5
Percent: 100%

Cancel Round Add Line Save

LOBOWEB EMPLOYEE SELF SERVICE

Update Distributions

COA: U Posting Date: Jan 26, 2010 Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
258000	3U0044	258B	2020	P131	173.33	100	5125.5
594001	2U0224	594D	2020	P131	173.33	100	5125.5

(A) Activity: GNACTV (L) Location: (P) Project: (C) Cost:

Current Summary: Hours: 173.33 **Updated:** 346.66 200% \$10,251
Amount: \$5,125.5
Percent: 100%

Buttons: Cancel Round Add Line **Save**

LaborRedistribution_ParticipantGuide_Rev012110.doc [Compatibility Mode] - Micro

LOBOWEB EMPLOYEE SELF SERVICE

Labor Redistribution Actions More Actions

Person Search

Initiator > Terry Shoebottom

Comments

Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	594001	2U0224	594D	2020	P131	(A)GNACTV	173.33	100	5125.5

Open Items

Person Search

Terry Shoebottom

Save Twice

Delete Updates Erase **Apply** Submit

LOBOWEB EMPLOYEE SELF SERVICE

Labor Redistribution Actions More Actions

Person Search

Initiator > Terry Shoebottom

Comments

Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	173.33	100	5125.5

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	594001	2U0224	594D	2020	P131	(A)GNACTV	173.33	100	5125.5

Open Items

Person Search

Terry Shoebottom

Delete Updates **Erase** Apply Submit

LOBOWEB EMPLOYEE SELF SERVICE

The screenshot shows a web browser window displaying the myUNM Labor Redistribution interface. The browser title is "MyUNM - Windows Internet Explorer" and the address bar shows the URL: http://mydev.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu. The page features a red header with the myUNM logo and navigation links for e-mail, calendar groups, logout, and help. The main content area is titled "Labor Redistribution" and displays the name "Terry Shoebottom". A sidebar on the left includes "Person Search", "Initiator", "Comments", and "Routing Queue". The main content area has a toolbar with "New", "Refresh", "Open", "Save", "Copy", "Delete", and "More Actions". The right sidebar contains sections for "Pay Periods & Earn Codes", "Redistribution Details", and "Proxy or Superuser". The "Redistribution Details" section shows the following information:

2009 SR 2, Sequence 2
P,S01456-00,Regular Shift 1
Effective 01-Aug-2008

2009 SR 2, Sequence 2 :
01-Feb-2009 - 28-Feb-2009
Disposition :
47, Pre-Balance Update

Hours : 173.33
Amount : \$5,125.50
Percent : 100.00%
Originator : Terry Shoebottom
Post Date : 26-Jan-2010

An "Add Comment" button is visible at the bottom right of the main content area. The footer includes "SUNGARD HIGHER EDUCATION" and "Banner Effort Certification (Version 1.0 Build: 1)".

LOBOWEB EMPLOYEE SELF SERVICE

Add Comment

Comment * This field can now substitute for a 90 day memo. Include all required information that is required in the 90 day memo.

Cancel Save

LOBOWEB EMPLOYEE SELF SERVICE

MyUNM - Windows Internet Explorer
http://mydev.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

myUNM

back to Employee Life Tab

e-mail calendar groups logout help

Sign Out ? Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Terry Shoebottom

Labor Redistribution Actions

Terry Shoebottom

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	258000	3U0044	258B	2020	P131	(A)GNACTV	141.33	100	4179.24

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	594001	2U0224	594D	2020	P131	(A)GNACTV	141.33	100	4179.24

Pay Periods & Earn Codes

2009 SR 3, Sequence 2

P.S01456-00,Regular Shift 1 Effective 01-Aug-2008

P.S01456-00,Ann Leav Shift 1 Effective 01-Aug-2008

Redistribution Details

2009 SR 3, Sequence 2 : 01-Mar-2009 - 31-Mar-2009

Disposition : 47, Pre-Balance

Status : Started

Hours : 141.33

Amount : \$4,179.24

Percent : 100.00%

Originator : Terry Shoebottom

Post Date : 26-Jan-2010

Proxy or Superuser

Delete Updates Erase Apply **Submit**

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet | Protected Mode: Off 100%

Save Thrice

LOBOWEB EMPLOYEE SELF SERVICE

MyUNM - Windows Internet Explorer
http://mydev.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

myUNM
back to Employee Life Tab

Effort Certification Labor Redistribution Sign Out Help

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Terry Shoebottom

Linda Mayforth Additional President Sequence 90.10 Pending E-mail	Approve
Holly Montaño Dè Sotomayor Y Húrtado Dè Merloza Y Castillo de Blan Additional President Sequence 90.10 Pending E-mail	Approve
Jeffrey O'Keefe Additional President Sequence 90.10 Pending E-mail	Approve
Laura Putz Additional VP Health Sciences Center Sequence 90.10 Pending E-mail	Approve
Michael Schwantes Additional President Sequence 90.10 Pending E-mail	Approve

Pay Periods & Earn Codes
2009 SR 2, Sequence 2
P,S01456-00,Regular Shift 1
Effective 01-Aug-2008

Redistribution Details
2009 SR 2, Sequence 2 :
01-Feb-2009 - 28-Feb-2009
Disposition :
48, Pre-Approve Update
Hours : 173.33
Amount : \$5,125.50
Percent : 100.00%
Originator : Terry Shoebottom
Post Date : 26-Jan-2010

Proxy or Superuser

Add Member

SUNGARD HIGHER EDUCATION
Banner Effort Certification (Version 1.0 Build: 1)

Error on page. Internet | Protected Mode: Off 100%

LOBOWEB APPROVAL PROCESS

Add New Member

Name * Terry Shoebbotham (TSHOE)

Sequence * 1.0

Action * Approve

- Approve
- FYI

Cancel Save

LOBOWEB APPROVAL PROCESS

Terry Shoebotham

Terry Shoebotham

On the fly Member

Sequence 1.00

Approve

 Pending

E-mail

Linda Mayforth

Additional President

Sequence 90.10

Approve

 Pending

E-mail

Holly Montano De Sotomayor Y Hurtado De Mendoza Y Castillo De Blan

Additional President

Sequence 90.10

Approve

 Pending

E-mail

Jeffrey O'Keefe

Additional President

Sequence 90.10

Approve

 Pending

E-mail



Person Search

Labor Redistribution Actions  New  Refresh  Open  Save  Copy  Delete More Actions  Close

Person Search

Search by ID 

Search Descriptions: ID = 100011209, Pay ID = 5r, From Pay Year = 2009



 Advanced Search 

Displaying 9 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Bowler-Hill	Sarah	100011209	2009	5R	1	2	48, Pre-Approve Update
Bowler-Hill	Sarah	100011209	2009	5R	2	2	48, Pre-Approve Update
Bowler-Hill	Sarah	100011209	2009	5R	3	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	4	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	5	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	7	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	8	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	9	0	70, Complete
Bowler-Hill	Sarah	100011209	2009	5R	11	0	70, Complete

LOBOWEB APPROVAL PROCESS

- You must have a new security role to approve Labor Redistributions.
- All Loboweb and Banner (PHAREDS) Labor Redistributions will be approved from the new LoboWeb approval Queue.

LOBOWEB SECURITY

BAR - View Roles - Windows Internet Explorer

https://bar.unm.edu/rolesDisplay.cfm?CFID=182914&CFTOKEN=12054009

File Edit View Favorites Tools Help

BAR - View Roles

<input type="checkbox"/>	Training complete	Department Accounts Receivable Query	RESTRICTED ROLE: This is an INQUIRY role that only gives access to query customer accounts within the Banner Accounts Receivable Module. Approval is required from HSC Financial Services.	Finance
<input type="checkbox"/>	Training complete	Department Approval Queue Setup Query	Ability to query approval queue setup and approving users through the LINK Security Administration Web application.	Finance
<input type="checkbox"/>	Training complete	Department Approver - Executive Faculty	"Restricted Role" This role is only available by special request to the HRRP Security Stewards. Please email UNMJobs@unm.edu prior to requesting this role.	UNMJobs
<input type="checkbox"/>	Training complete	Department Approver - Executive Staff	"Restricted Role" This role is only available by special request to the HRRP Security Stewards. Please email UNMJobs@unm.edu prior to requesting this role.	UNMJobs
<input type="checkbox"/>	Need training	Department Approver - Faculty	Person who approves Faculty hiring actions for a department	UNMJobs
<input type="checkbox"/>	Need training	Department Approver - Staff	Person who approves Staff hiring actions for a department	UNMJobs
<input type="checkbox"/>	Need training	Department Approver - Student	Person who approves Student hiring actions for a department	UNMJobs
<input type="checkbox"/>	Training complete	Department Batch Processor	RESTRICTED ROLE: Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role is used to process internal sales, electronic uploads and clearing related suspense items. Contact Unrestricted Accounting HSC or Unrestricted Accounting Main for additional information.	Finance
<input type="checkbox"/>	Need training	Department Budget Developer	Develop and lock Organizational Budgets in Self Service Budget Development .	Finance
You have it	Training complete	Department Direct Pay Processor	This gives the access to process payments using the Banner Finance Direct Pay EZ Form in order to process reimbursements payments and travel advances to UNM Employees and Students. This is also used to process one-time payments such as honoraria and participant fees to non-UNM individuals.	Finance
You have it	Training complete	Department General Inquiry	REQUIRED ROLE TO ACCESS BANNER FINANCE. Basic Finance security role given to all departmental users who require access to the Internet Native Banner System - includes general inquiry to various Banner Finance Forms and access to approval forms. (Note: User must be in an approval queue for approvals to be turned on.) This also includes general query access to published ePrint and Hyperion Finance Reports, AND ACCESS TO FINANCE SELF SERVICE.	Finance
You have it	Training complete	Department Journaler	This gives users the access to input journal vouchers, general encumbrances, and temporary budget entries.	Finance
<input type="checkbox"/>	Training complete	Department Labor Redistributions	RESTRICTED ROLE: This gives users the access to redistribute payroll transactions posted in Banner Finance from the original labor distribution. Please note that Organization code security is enabled on this role.	Finance
<input type="checkbox"/>	Training complete	Department Originator - Executive Faculty	"Restricted Role" This role is only available by special request to the HRRP Security Stewards. Please email UNMJobs@unm.edu prior to requesting this role.	UNMJobs
<input type="checkbox"/>	Training complete	Department Originator - Executive Staff	"Restricted Role" This role is only available by special request to the HRRP Security Stewards. Please email UNMJobs@unm.edu prior to requesting this role.	UNMJobs
<input type="checkbox"/>	Need training	Department Originator - Faculty	Person who initiates faculty hiring actions for a department. Examples are Create New Position, Modify Existing Position, Request Posting, Hiring Proposal, Temp Services Request.	UNMJobs
<input type="checkbox"/>	Need training	Department Originator - Staff	Person who initiates staff hiring actions for a department. Examples are Create New Position, Modify Existing Position, Request Posting and Temp Services Request.	UNMJobs
<input type="checkbox"/>	Need training	Department Originator - Student	Person who initiates student hiring actions for a department. Examples are Create New Position, Modify Existing Position, Request Posting, Temp Services Request.	UNMJobs
<input type="checkbox"/>	Need training	Department Override Designee	Allows addition of registration override by department staff through INB. (must be approved by Dept Chair)	Student
<input type="checkbox"/>	Training complete	Department Pcard Reallocator	This gives access to reallocate & query P-Card transactions using the Banner Finance Purchase Card Maintenance Form. Please note that the user must also be identified as the Account Manager or Business Manager on the P-Card Modification Form.	Finance
You have it	Training complete	Department Pcard Reviewer	This is an INQUIRY role that only gives access to query P-Card transactions using the Banner Finance Purchasing Card Maintenance form. Please note that the user must also be identified as the Account Manager or Business Manager on the P-Card Modification Form.	Finance
You have it	Training complete	Department Purchase Requisitioner	This gives users the access to create purchase requisitions and P-Card transactions in LoboMart. Note: The user MUST also be a P-Card holder	Finance

Internet | Protected Mode: Off 100%

LOBOWEB SECURITY

BAR - View Roles - Windows Internet Explorer
https://bar.unm.edu/rolesDisplay.cfm?CFID=182914&CFTOKEN=12054009

File Edit View Favorites Tools Help

BAR - View Roles

<input type="checkbox"/>	training	Student Update	Student Update	Student
<input type="checkbox"/>	Training complete	Supervisor Approvals	RESTRICTED ROLE: This role should only be requested by the supervisor if s/he does not have ANY Banner Access. This role is required for supervisors who need to review and approve Banner Authorization Requests (BAR's) through Workflow.	Supervisor

Enter word(s) to search for in Role Name or Description: [Search](#)

Roles starting with T				
Add	Training	Role Name	Role Description	Category
<input type="checkbox"/>	Training complete	Technical Administrator of Admissions (CIRT)	Administer all Banner Admissions Forms, Jobs & Objects for maintenance, security, upgrades & core office change requests regarding functionality; batch & purge web applications, eload test scores	Admissions
<input type="checkbox"/>	Training complete	Technical Administrator of Recruitment (CIRT)	Administer all Banner Recruitment forms, jobs & objects for maintenance, security, upgrades & core office change requests regarding functionality, eload files into Banner temp tables, eload set up, web prospect batch loads & purges.	Recruitment
<input type="checkbox"/>	Training complete	Time Approver	Provides access to time approver forms in LoboWeb for those designated by department as time approvers.	Payroll
<input type="checkbox"/>	Need training	Time Keeper	Provides access to extract and enter time in PHATIME for specific Time Keep Orgs.	Payroll

Enter word(s) to search for in Role Name or Description: [Search](#)

Roles starting with U				
Add	Training	Role Name	Role Description	Category
<input type="checkbox"/>	Training complete	UNM Bookstore Support	RESTRICTED ROLE: Limited to UNM Bookstore employees to access upload/download site for file transfers.	Student
<input type="checkbox"/>	Training complete	UNMTemps	RESTRICTED: HR Temporary Service Staff. Person who initiates temp services request and hiring proposal	UNMJobs

Enter word(s) to search for in Role Name or Description: [Search](#)

Roles starting with W				
Add	Training	Role Name	Role Description	Category
<input type="checkbox"/>	Training complete	Winstar Processor	RESTRICTED: Limited to Payroll Office. Employee responsible for International tax administration.	Payroll

Enter word(s) to search for in Role Name or Description: [Search](#)

[Add Selected Roles to My Request](#)

Home | [Edit Request](#) | [Roles By Function](#) | [Roles By Name](#) | [Roles By Org](#) | [Search Roles](#) | [My Training](#) | [My Requests](#) | [Help](#) | [Logout](#)

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Internet | Protected Mod | McAfee OAS: enabled | 100%

LOBOWEB SECURITY

BAR - Edit Request - Windows Internet Explorer
https://bar.unm.edu/requestEdit.cfm?CFID=182914&CFTOKEN=12054009

File Edit View Favorites Tools Help

BAR - Edit Request

BAR for INTG

Home **Edit Request** Roles By Function Roles By Name Roles By Org Search Roles My Training My Requests Help Logout

Edit Authorization Request

Request ID: 24908 Created: Jan-28-2010 Status: Open

Supervisor and reason for request

Supervisor's netID: LPUTZ Don't know the person's netID? Look it up in the UNM directory.

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"
I am the department Labor Redistributor

Access roles requested

Remove	Add New Roles	Training Status	Remove Current Roles
	Role Name		Role Name
<input type="checkbox"/>	Department Labor Redistributions	Training complete	<input type="checkbox"/> Accounts Payable Manager
<input type="checkbox"/>			<input type="checkbox"/> Department Direct Pay Processor
<input type="checkbox"/>			<input type="checkbox"/> Department General Inquiry
<input type="checkbox"/>			<input type="checkbox"/> Department Journaler
<input type="checkbox"/>			<input type="checkbox"/> Department Pcard Reviewer
<input type="checkbox"/>			<input type="checkbox"/> Department Receiver
<input type="checkbox"/>			<input type="checkbox"/> Department Purchase Requisitioner
<input type="checkbox"/>			<input type="checkbox"/> Department Transferor
<input type="checkbox"/>			<input type="checkbox"/> EPAF Labor Distribution Chg -FYI at Approval
<input type="checkbox"/>			<input type="checkbox"/> EPAF Labor Distribution Chg-FYI at Origination
<input type="checkbox"/>			<input type="checkbox"/> EPAF Labor Distribution Chg-First Level Approver
<input type="checkbox"/>			<input type="checkbox"/> EPAF HSC Contracts and Grants Approver for Labor Distribution changes
<input type="checkbox"/>			<input type="checkbox"/> EPAF- Main Campus Contracts and Grants Approver for Labor Distribution changes
<input type="checkbox"/>			<input type="checkbox"/> EPAF Labor Distribution Chg-Second Level Approver
<input type="checkbox"/>			<input type="checkbox"/> Approve Labor Redistributions
<input type="checkbox"/>			<input type="checkbox"/> HSC Controller Banner Scanner

Internet | Protected Mode: Off 100%

LOBOWEB SECURITY

BAR - Edit Request - Windows Internet Explorer
https://bar.unm.edu/requestEdit.cfm?CFID=182914&CFTOKEN=12054009

Supervisor's netID: LP01Z Don't know the person's netID? [Look it up in the UNM directory](#)

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"
I am the department Labor Redistributor

Access roles requested

Remove	Add New Roles	Training Status	Remove	Remove Current Roles
	Role Name			Role Name
<input type="checkbox"/>	Department Labor Redistributions	Training complete	<input type="checkbox"/>	Accounts Payable Manager
<input type="checkbox"/>			<input type="checkbox"/>	Department Direct Pay Processor
<input type="checkbox"/>			<input type="checkbox"/>	Department General Inquiry
<input type="checkbox"/>			<input type="checkbox"/>	Department Journaler
<input type="checkbox"/>			<input type="checkbox"/>	Department Pcard Reviewer
<input type="checkbox"/>			<input type="checkbox"/>	Department Receiver
<input type="checkbox"/>			<input type="checkbox"/>	Department Purchase Requisitioner
<input type="checkbox"/>			<input type="checkbox"/>	Department Transferor
<input type="checkbox"/>			<input type="checkbox"/>	EPAF Labor Distribution Chg -FYI at Approval
<input type="checkbox"/>			<input type="checkbox"/>	EPAF Labor Distribution Chg-FYI at Origination
<input type="checkbox"/>			<input type="checkbox"/>	EPAF Labor Distribution Chg-First Level Approver
<input type="checkbox"/>			<input type="checkbox"/>	EPAF HSC Contracts and Grants Approver for Labor Distribution changes
<input type="checkbox"/>			<input type="checkbox"/>	EPAF- Main Campus Contracts and Grants Approver for Labor Distribution changes
<input type="checkbox"/>			<input type="checkbox"/>	EPAF Labor Distribution Chg-Second Level Approver
<input type="checkbox"/>			<input type="checkbox"/>	Approve Labor Redistributions
<input type="checkbox"/>			<input type="checkbox"/>	HSC Controller Banner Scanner
<input type="checkbox"/>			<input type="checkbox"/>	Purchasing Buyer
<input type="checkbox"/>			<input type="checkbox"/>	Contracts & Grants Fiscal Monitor II

Role-Specific Settings

Select Redistribution Orgs
Use this box to select redistribution organizations. Note: subordinate organizations will NOT be selected automatically; you must select each organization individually.

None selected.

Enter org code: 258A [Find Org Code](#) [View Org Hierarchy](#)

Role Proxies
Proxies for: [EPAF Labor Distribution Chg-First Level Approver](#)

Proxies for: [EPAF HSC Contracts and Grants Approver for Labor Distribution changes](#)

Internet | Protected Mode: Off 100%

LOBOWEB SECURITY

BAR - Edit Request - Windows Internet Explorer
https://bar.unm.edu/requestEdit.cfm?CFID=182914&CFTOKEN=12054009

File Edit View Favorites Tools Help
BAR - Edit Request

Enter org code: [Add Redistribution Org](#) [Find Org Code](#) [View Org Hierarchy](#)

Select HR - Payroll Orgs
Use this box to select timekeeping, reporting and EPAF organizations. Note: subordinate organizations will NOT be selected automatically; you must select each organization individually.

Remove	Status	HR - Payroll Organization
<input type="checkbox"/>	You have it	997I Pediatrics Endocrinology
<input type="checkbox"/>	You have it	BAA UNM Medical Group
<input type="checkbox"/>	You have it	997E Peds Prvn and Population Sciences
<input type="checkbox"/>	You have it	997C Pediatrics Adolescent Medicine
<input type="checkbox"/>	You have it	418A General Accounting Add'l Monitoring
<input type="checkbox"/>	New	ABF Organization not active
<input type="checkbox"/>	You have it	997H Pediatrics Center for Development
<input type="checkbox"/>	You have it	997B Pediatrics Administration Division
<input type="checkbox"/>	You have it	099K1 CRTC Nursing
<input type="checkbox"/>	You have it	AFD College of Nursing
<input type="checkbox"/>	You have it	997F Pediatrics Critical Care
<input type="checkbox"/>	You have it	997D Pediatrics Cardiology
<input type="checkbox"/>	You have it	306A Womens Center
<input type="checkbox"/>	You have it	AFE College of Pharmacy
<input type="checkbox"/>	You have it	048A Biology Department

Enter org code: [Add HR - Payroll Org](#) [Find Org Code](#) [View Org Hierarchy](#)

Proxies for: [EPAF HSC Contracts and Grants Approver for Labor Distribution changes](#)

Proxies for: [EPAF- Main Campus Contracts and Grants Approver for Labor Distribution changes](#)

Proxies for: [EPAF Labor Distribution Chg-Second Level Approver](#)

Training Status
COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

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Supervisor and reason for request

Supervisor's netID: LPUTZ (Laura J Putz)
Reason you need this change in Banner access: I am the department Labor Redistributor

Access role(s) and actions requested

Action Requested	Role Name	Training Status
Add	Department Labor Redistributions	✓
Retain	Accounts Payable Manager	✓
Retain	Department Direct Pay Processor	✓
Retain	Department General Inquiry	✓
Retain	Department Journaler	✓
Retain	Department Pcard Reviewer	✓
Retain	Department Receiver	✓
Retain	Department Purchase Requisitioner	✓
Retain	Department Transferor	✓
Retain	EPAF Labor Distribution Chg -FYI at Approval	✓
Retain	EPAF Labor Distribution Chg-FYI at Origination	✓
Retain	EPAF Labor Distribution Chg-First Level Approver	✓
Retain	EPAF HSC Contracts and Grants Approver for Labor Distribution changes	✓
Retain	EPAF- Main Campus Contracts and Grants Approver for Labor Distribution changes	✓
Retain	EPAF Labor Distribution Chg-Second Level Approver	✓
Retain	Approve Labor Redistributions	✓
Retain	HSC Controller Banner Scanner	✓
Retain	Purchasing Buyer	✓
Retain	Contracts & Grants Fiscal Monitor II	✓

Organization Security

Redistribution Organizations

Unrestricted Accounting HSC Office (258A)

HR - Payroll Organizations

Pediatrics Endocrinology (997I)
UNM Medical Group (BAA)
Peds Prvn and Population Sciences (997E)
Pediatrics Adolescent Medicine (997C)
General Accounting Add'l Monitoring (418A)
Organization not active (ABF)
Pediatrics Center for Development (997H)
Pediatrics Administration Division (997B)
CRTC Nursing (099K1)
College of Nursing (AFD)

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Retain	HSC Controller Banner Scanner	<input checked="" type="checkbox"/>
Retain	Purchasing Buyer	<input checked="" type="checkbox"/>
Retain	Contracts & Grants Fiscal Monitor II	<input checked="" type="checkbox"/>

Organization Security

Redistribution Organizations

Unrestricted Accounting HSC Office (258A)

HR - Payroll Organizations

Pediatrics Endocrinology (997I)
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Organization not active (ABF)
Pediatrics Center for Development (997H)
Pediatrics Administration Division (997B)
CRTC Nursing (099K1)
College of Nursing (AFD)
Pediatrics Critical Care (997F)
Pediatrics Cardiology (997D)
Womens Center (306A)
College of Pharmacy (AFE)
Biology Department (048A)

Selected Role Proxies

No proxies selected for EPAF Labor Distribution Chg-First Level Approver.	No proxies selected for EPAF HSC Contracts and Grants Approver for Labor Distribution changes.	No proxies selected for EPAF- Main Campus Contracts and Grants Approver for Labor Distribution changes.
No proxies selected for EPAF Labor Distribution Chg-Second Level Approver.		

Training Status

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QUESTIONS?

