



To: Research Administrators

Date: 1/25/2008

From: Mike Schwantes, Director of Finance Systems and Restricted Accounting

Subject: Post Banner HR Payroll Go Live Information for Labor Distributions and Redistributions/90 day memo

Please see below detailed explanation regarding the new Banner labor distribution e-mails related to restricted funds/indexes and grant budget end dates.

The Banner HR/Payroll system does not allow for ‘**end dates**’ on labor distributions. Employees with distributions on grant funds that have ended will be posted to the over expenditure index identified by the department.

This new process helps to ensure continuity of funding for employees, provides for timely and accurate grant billing and eliminates the need for institutionally monitored suspense accounts.

These e-mails will be proactive reminders to assist departmental administrators in identifying employees who have pending labor distributions on contracts or grants that are ending.

Additionally, the requirement for a 60-day memo on **cost transfers** has been increased to **90 days**, as explained in policy #2450 at <http://www.unm.edu/~ubppm/ubppmanual/2450.htm>.

A sample memo can be found at <http://www.unm.edu/~cgacctng/docs/90%20Day%20Memo.doc>.

Please feel free to contact me at 277-7718 or email mschwan@unm.edu if you have any questions or ideas on how these new processes can be enhanced or improved.

Post Banner HR Payroll Go Live Information for Labor Distributions and Redistributions

E-mails with Subject titled - “INVALID LABOR DISTRIBUTIONS NOTIFICATION – ACTION REQUIRED”

At 60 days, 30 days, then weekly prior to the budget period end date, e-mail will be sent to the Account Administrator (Department Contact) listed on FRAGRNT. At 30 days prior to the budget period end date, e-mail will be sent to the Financial Manager (Principal Investigator) listed on FTMFUND.

The e-mails will indicate that a valid funding source must be identified prior to the funding termination or the labor charges will be directed to the over expenditure index identified on the fund. The over expenditure index is the unrestricted funding source that was identified by the department at the time the grant fund was established. The over expenditure index is to be used for unallowable expenses on the grant. If the actual labor posted is re-directed to the over expenditure index, you will receive a separate e-mail indicating where the labor charges were expensed (see below).

To change the labor distribution in Banner, go to the Electronic Personnel Action Form (EPAF). The EPAF will allow the user to change the labor distribution, which in turn will discontinue the e-mails. **Reference Fast Info ID 4045.**

E-mails with Subject titled - “OVER-EXPENDITURE INDEX NOTIFICATION- ACTION REQUIRED”

If the labor distribution is not corrected prior to funding termination, the labor charges will be posted to the over expenditure index (as noted previously). To move the labor distribution charges from the over expenditure index to a valid funding source, the Banner form PZAREDS must be used. This is the Banner labor redistribution form.

Reference Fast Info ID 3841

Legacy Labor Redistributions (labor charges incurred prior to 01-01-08)

The departments will complete a Labor Redistribution Form <http://www.unm.edu/~gacctng/resources/TCF-Banner-HRS.xls> and forward the form to the appropriate core accounting office. The core accounting office will input the labor redistribution into Banner Finance. **Reference Fast Info ID 3995**

If you have questions related to the labor redistribution process contact the appropriate core accounting office.

Note: UNM Policy 2450 Cost Transfers was changed effective 01-01-08. The change is as follows: Section 2.3. “Supporting documentation for any cost transfer submitted later than **ninety (90) days** after the original date of the transaction must include an explanation for the delay and approval of the dean or director.”