

# Labor Redistribution Training

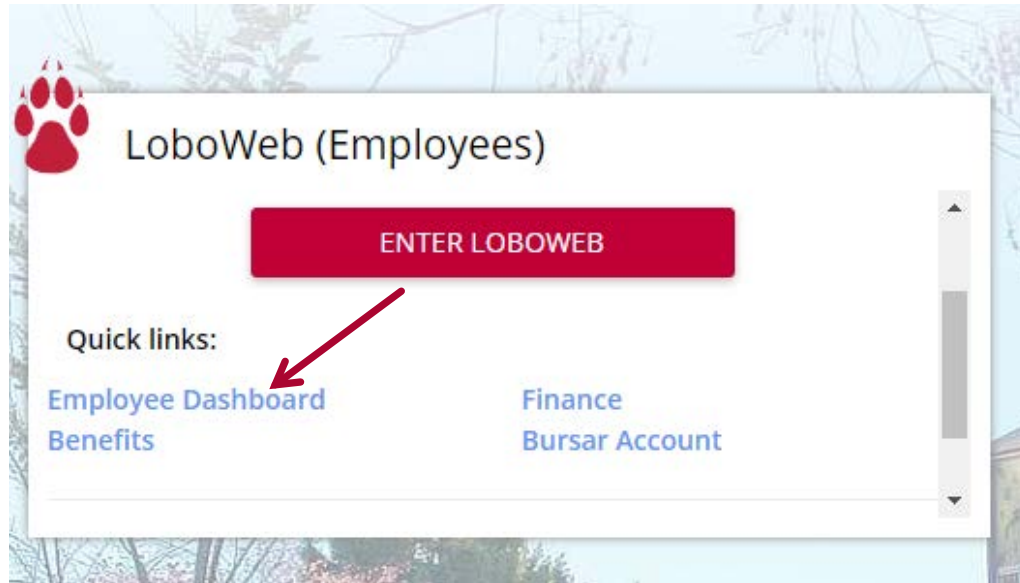
Process in Self Service



# Accessing Labor Redistributions

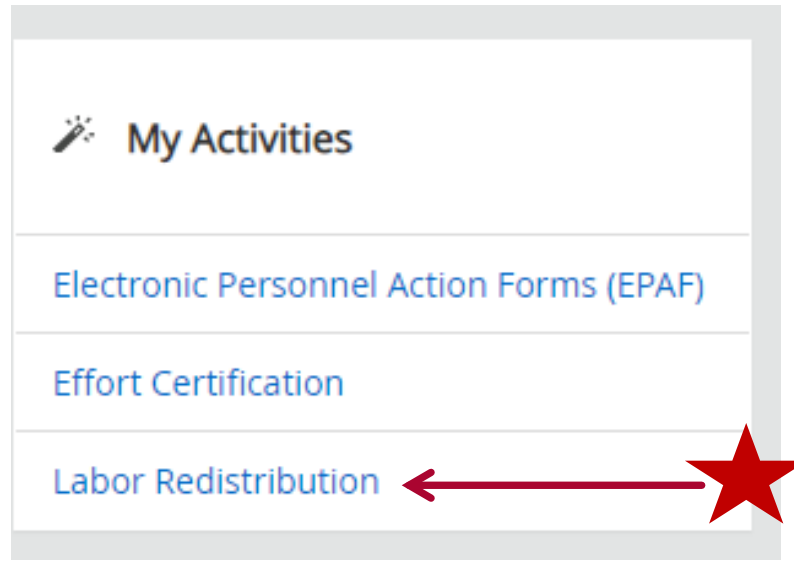
First log into MyUNM: <https://my.unm.edu/home>

- Select the Employee Life tab - Click on the 'Employee Dashboard' link



# Select Labor Redistribution

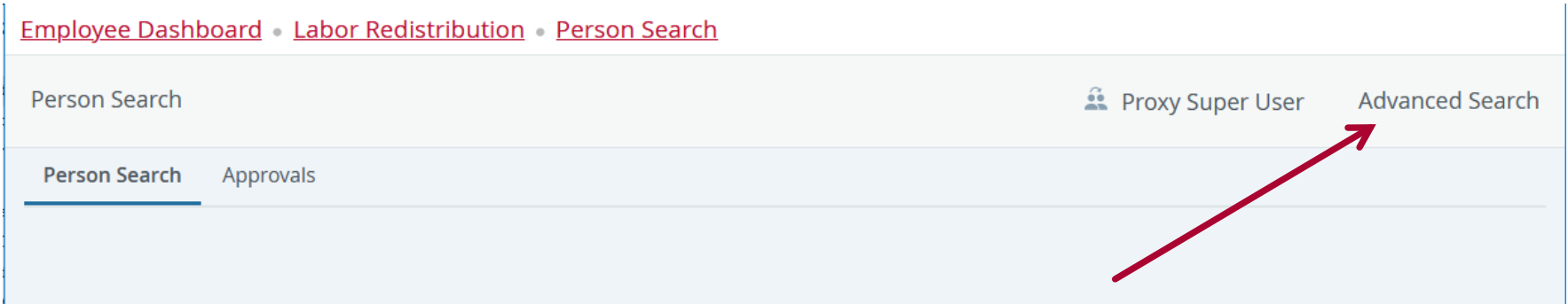
In the My Activities box on the right side of the page select the 'Labor Redistribution' link.



# Person Search

'Advanced Search' should come up automatically.

If it does not automatically appear, Select 'Advanced Search' to search for the employee for labor redistribution



# Search for Employee

Select and enter the attributes to search by, (i.e. Banner ID, Pay ID, From Pay Year, From Pay Number)


Click the GO button to execute search

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Person Search Proxv Super User Advanced Search

Advanced Search ×

ID	Last Name	First Name	Pay ID	From Pay Year
<input type="text" value="Enter ID"/> <span>×</span>	<input type="text" value="Enter Last Name"/> <span>×</span>	<input type="text" value="Enter First Name"/> <span>×</span>	<input type="text" value="Enter Pay ID"/> ▾	<input type="text" value="Enter From Pay Year"/> ▾
From Pay Number	To Pay Year	To Pay Number	Disposition	
<input type="text" value="Enter From Pay Number"/> ▾	<input type="text" value="Enter To Pay Year"/> ▾	<input type="text" value="Enter To Pay Number"/> ▾	<input type="text" value="Select a Disposition"/>	



# Search for Employee

Selecting an employee by name or ID alone, will bring up all allocation options.

To narrow down the search output, add 'Pay Year' and 'Pay ID' to focus the search for periods that need to be correct.

If you know the specific pay period use the 'From Pay Number', 'To Pay Year', and 'To Pay Number' filters to narrow the search further.



# Select Employee and Pay Event

Select the employee's associated pay event and click the **'Open'** icon or double-click the employee and associated pay event

Additional Criteria Find Replace **Open**

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input checked="" type="checkbox"/>				2020	5R	1...	0	70, Complete	
<input type="checkbox"/>				2020	5R	2...	0	70, Complete	
<input type="checkbox"/>				2020	5R	3...	0	70, Complete	
<input type="checkbox"/>				2020	5R	4...	0	70, Complete	
<input type="checkbox"/>				2020	5R	5...	0	70, Complete	

# Selecting Multiple Pay Periods

Select the appropriate pay period for editing.  
Click the pencil.

The screenshot displays a web application interface with a main table and a sidebar. The main table, titled "Current Distributions", has columns for COA, Index, Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. A single row is visible with values: U, [redacted], [redacted], 2020, P131, [redacted], 173.33, 100.00%, and \$9,238.71. A pencil icon in the top right corner of the table is highlighted by a red arrow. The sidebar, titled "Pay Periods & Earn Codes", lists several pay periods: 2020 SR 1, Sequence 0; 2020 SR 1, Sequence 0 (highlighted in blue); 2020 SR 2, Sequence 0; 2020 SR 3, Sequence 0; 2020 SR 4, Sequence 0; and 2020 SR 5, Sequence 0. A red arrow points to the highlighted row. Below the list, details for the selected pay period are shown: 2020 SR 1, Sequence 0; 01/01/2020 - 01/31/2020; Disposition: 70, Complete; Status; Hours: 173.33; Amount: \$9,238.71; Percent: 100.00%; Originator; and Posting Date: 01/31/2020. At the bottom of the interface are buttons for "Delete Updates", "Erase", "Save", and "Submit".

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	[redacted]	[redacted]		2020	P131	[redacted]	173.33	100.00%	\$9,238.71

Pay Periods & Earn Codes

- 2020 SR 1, Sequence 0
- 2020 SR 1, Sequence 0
- 2020 SR 2, Sequence 0
- 2020 SR 3, Sequence 0
- 2020 SR 4, Sequence 0
- 2020 SR 5, Sequence 0

2020 SR 1, Sequence 0    01/01/2020 - 01/31/2020

Disposition    70, Complete

Status

Hours    173.33

Amount    \$9,238.71

Percent    100.00%

Originator

Posting Date    01/31/2020

Delete Updates   Erase   Save   Submit



# To make changes to the distribution

Select the down facing arrow button. This will bring up the 'Update Area' (illustrated in the next slide).

Verify the 'Posting Date' is today's date

Employee Dashboard » Labor Redistribution » Person Search » Current Distributions

Update Distributions

COA: U Posting Date: 12/17/2020  Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
Pathology SBMAC Mission Support043992	3U0070	043M	2000	P222	3.47	2.00%	375.00
3EK23 - Surveillance, Epidemiology0952IM	3EK23	099N00	2000	P16R	15.20	8.77%	1,644.38
Pathology254001	3U0064	254B0	2000	P101	8.67	5.00%	937.50
235660-LPA FOM Nancy Eisenhoyer254037	3U0032	254B0	2000	P222	19.40	0.00%	1,125.00
235666-TRICORE-Path Tricore254093	3U0033	254B0	2000	P171	51.00	30.00%	5,625.00
Pathology Outside Consult1254371	3U0033	254B16	2000	P222	48.73	25.29%	4,730.63
UNMH Contract Funds254575	3U0034	254B0	2000	P222	8.67	5.00%	937.50
Pathology/CInd Pathology/Chc Pmgj 254611	3U0034	254016	2000	P222	26.00	15.00%	2,812.50
UMH/SCM SR/MD Program524088	3U0044	524L	2000	P101	1.56	0.90%	168.75
UMH/Block Chair SalPfringe Suppt0524104	3U0032	524B	2000	P222	3.63	2.10%	393.74

Current Summary: Hours: 173.33 Percentage: 100% Amount: \$18,750.00 Updated: Hours: 173.33 Percentage: 100.00% Amount: \$18,750.00

Buttons: Cancel Round Add Line OK Changes

To enter a new line for additional FOPA values, click the 'Add Line' button

# To make changes to the distribution

## Update Area

- Change an index
- Enter new values for:
  - Percent
  - Hours
  - Amount

Note:  
Enter the same account code  
from original transaction

Employee Dashboard - Labor Redistribution - Person Search - Current Distributions

Initiator: [redacted] Comments: Routing Queue

update Distributions

EDA: [redacted] Posting Date: 1/17/2020 [Change All]

Index	Fund	Begin	Account	Program	Hours	Percent	Amount
Index	Fund	Begin	Account	Program	Hours	Percent	Amount
Activity	Location	Project	Cost				
33C21 - Surveillance Technology	33033	09/000	2806	F168	15.20	8.7%	1,645.81
Pathology	33064	25/89	2808	F101	6.67	5.0%	697.58
23360-LPK FOR NANCY	33052	25/89	2808	F222	10.40	8.0%	1,125.04
23360-FC/CMC-PA21	33003	25/89	2806	F171	52.90	80.0%	1,625.04
Pathology Outside Consult	33033	25/89	2808	F222	43.73	25.2%	4,708.3
UNMH Contract (end)	33034	25/89	2808	F222	6.67	5.0%	697.58
Pathology (end)	33033	25/89	2806	F222	26.30	15.6%	2,812.54
Unit/SOM B&D Program	33044	32/8	2808	F101	1.56	8.9%	141.75
CMV/STOX Unit	33052	32/8	2808	F222	5.83	2.1%	653.74

Current Summary: Hours: 123.33 Percentage: 100% Amount: \$18,750.00 Updated: Hours: 123.33 Percentage: 100.00% Amount: \$18,750.00

[Cancel] [Reset] [Add Line] [OK Changes]

To change all the earning codes for that pay period check the 'Change All' box

To remove a line, click the 'X' icon

# To make changes to the distribution

Employee Dashboard - Labor Redistribution - Person Search - Current Distributions

Initiator Comments Routing Queue

Update Distributions

COA: U Posting Date: 12/17/2020  Change All

Index	Fund	Orgs	Account	Program	Hours	Percent	Amount
<b>Summary</b>							
Index	Fund	Orgs	Account	Program	Hours	Percent	Amount
023522	30000	25480	6038	9001	1.74	1	187.5
Activity	Location	Project	Code				
023524							
31K23 - Surveillance, Epidemiology/0952 M	31K23	0952000	2000	F165	15.20	8.77%	1,644.58
Pathology/25400	310004	25480	2000	F101	86.7	5.00%	937.50
23164-LPA-RCM Nancy Flores/254017	310002	25480	2000	F221	19.40	6.80%	1,125.08
22566-TRICORE-Path Tissue/24019	310003	25480	2000	F121	52.00	30.60%	5,625.06
Pathology-Clinical/cons/25401	310003	254913	2000	F221	41.73	25.23%	4,736.63
DR/MI Contract/Funds/254275	310004	25490	2000	F221	86.7	5.00%	937.50
Pathology/Clin Pathology/CH/ Plg/ 25401	310004	254913	2000	F221	26.00	15.60%	2,811.56
UMI/SGM SA/MD/Program/524088	310048	5240	2000	F101	1.56	0.90%	168.75
UMI/Block/Chw/Storage Support/524104	310002	5240	2000	F221	3.63	2.10%	393.74
<b>Summary</b>							
Index	Fund	Orgs	Account	Program	Hours	Percent	Amount
54852	30072	54852	9001	F103	1.73	1	187.5
Activity	Location	Project	Code				
54852	Enter Location Code	Enter Project Code	Enter Code Code				
<b>Current Summary:</b> Hours: 173.33 Percentage: 100% Amount: \$18,750.00 <b>Updates:</b> Hours: 173.33 Percentage: 100.00% Amount: \$18,750.00							
<input type="button" value="Cancel"/> <input type="button" value="Round"/> <input type="button" value="Add Line"/> <input type="button" value="OK Changes"/>							

Hours and amount must equal in the current and update redistribution.

\*Percentage must be 100%  
If not, click on 'Round' for the system to round the distribution so that it equals 100%.

Verify updates are accurate and click on 'ok changes'

# Rounding

More than two decimal places can be entered, but the redistribution cannot be submitted.

To avoid rounding issues utilize tabbing though fields for automatic rounding or using the rounding option prior to submitting via 'Ok Changes'.

# Comments and Business Purpose

Prior to adding comments to the labor redistribution and while still on the 'Initiator' tab, you must save the redistribution changes prior to adding a comment.

The screenshot displays a software interface for labor redistribution. At the top, there are tabs for 'Initiator', 'Comments', and 'Routing Queue'. The main area is divided into two tables: 'Current Distributions' and 'Updated Distributions'. Both tables have columns for COA, Index, Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. The 'Current Distributions' table shows one row with a total amount of \$7,007.37. The 'Updated Distributions' table shows two rows with total amounts of \$3,503.68 and \$3,503.69. On the right side, there is a 'Pay Periods & Earn Codes' dropdown menu with a selected option 'X, S01309 - 00, Regular Shift 1 Effective 10/01/2020'. Below that is a 'Redistribution Details' panel showing information such as '2020 SR 10, Sequence 0', 'Disposition: 70, Complete', 'Status', 'Hours: 165.33', 'Amount: \$7,007.37', 'Percent: 100.00%', 'Originator', and 'Posting Date: 10/30/2020'. At the bottom right, there are four buttons: 'Delete Updates', 'Erase', 'Save', and 'Submit'. A red arrow points to the 'Save' button.

# To add a business purpose in Comments

Add a comment to define the Business Purpose for the redistribution  
-Click on 'Comments' tab

Employee Dashboard - Labor Redistribution - Detail Search - Current Distributions

Changes updated successfully

Initiator Comments Routing Queue

Comments

ID#	Wks	Net	Org	Account	Program	Additional Comments	Hours	Percent	Amount
J	14010	10101	1410	200	100	14010A	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010B	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010C	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010D	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010E	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010F	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010G	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010H	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010I	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010J	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010K	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010L	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010M	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010N	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010O	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010P	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Q	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010R	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010S	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010T	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010U	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010V	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010W	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010X	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Y	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Z	140	2.0%	\$170.00

Updated Distributions

ID#	Wks	Net	Org	Account	Program	Additional Comments	Hours	Percent	Amount
J	14010	10101	1410	200	100	14010A	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010B	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010C	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010D	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010E	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010F	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010G	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010H	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010I	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010J	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010K	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010L	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010M	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010N	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010O	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010P	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Q	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010R	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010S	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010T	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010U	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010V	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010W	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010X	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Y	140	2.0%	\$170.00
J	14010	10101	1410	200	100	14010Z	140	2.0%	\$170.00

Pay Periods & End Codes

2013-10-15 Sequence 1

14010Z - 14010Z - 14010Z - 14010Z

Redistribution Details

Redistribution Sequence: 14010Z - 14010Z

Redistribution: 14010Z

Status: Approved

Hours: 14010Z

Amount: \$170.00

Percent: 2.00%

Originator: [Redacted]

Routing Rule: 14010Z

Comments Link

Changes updated successfully

# To add a business purpose in Comments

Enter a detailed business purpose and name of individual making the request (i.e. requestor, PI)

Return to 'Initiator' tab to click on 'Save' button

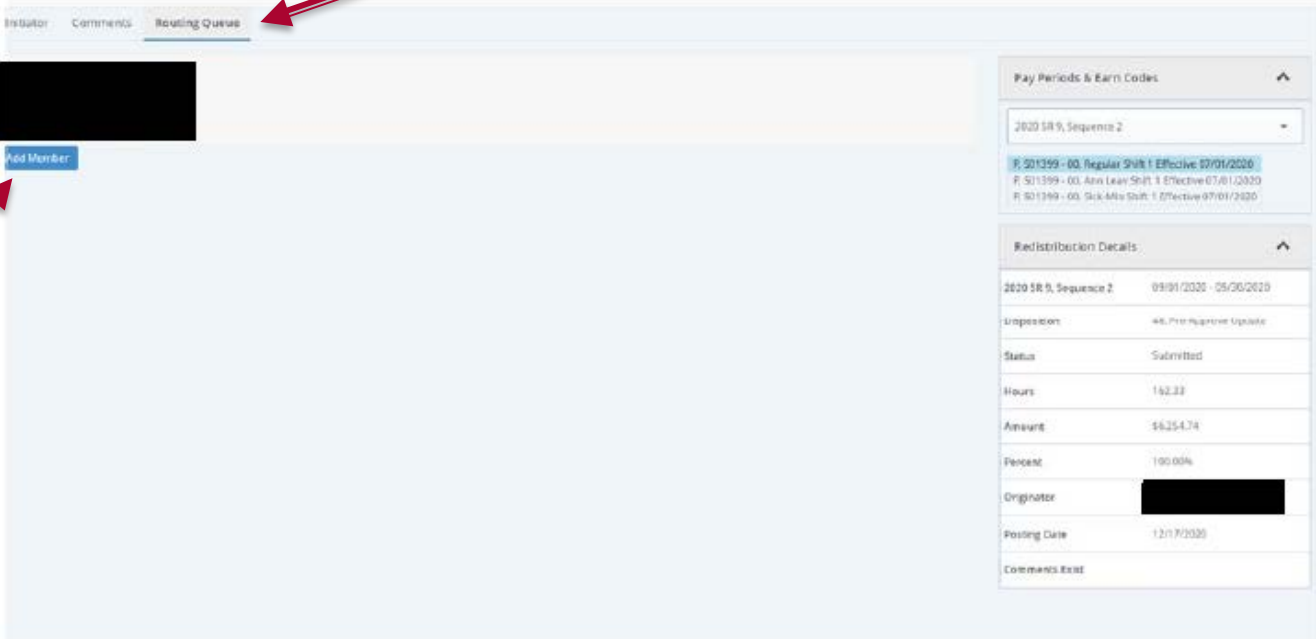
The screenshot shows the 'Employee Dashboard' with a breadcrumb trail: 'Employee Dashboard > Labor Redistribution > Person Search > Current Distributions'. A green notification at the top right states 'Changes updated successfully'. The main content area is titled with a redacted name and has three tabs: 'Initiator', 'Comments', and 'Routing Queue'. The 'Comments' tab is active, displaying a text input field with the placeholder text 'Adding effort based on benefit to project work, per email from PI11112020'. Below the input field, it shows 'Remaining Characters: 3,521' and a blue 'Add Comment' button. To the right, there are two summary panels: 'Pay Periods & Earn Codes' and 'Redistribution Details'. The 'Pay Periods & Earn Codes' panel shows '2020 SR II, Sequence 4' and 'ILP0250 - 90, Regular Shift 1 Flexible OTR 0900'. The 'Redistribution Details' panel contains the following information:

2020 SR II, Sequence 4	08/11/2020 - 08/21/2020
Disposition	To Complete
Status	Approved
Hours	118.00
Amount	- \$18,751.10
Percent	100.00%
Originator	Gutierrez, Geovanna R.
Posting Date	09/10/2020
Comments List	



# To add member to the routing queue

To add an employee to the routing queue. Select 'Routing Queue' and 'Add Member'



The screenshot shows a web interface with three tabs: 'Initiator', 'Comments', and 'Routing Queue'. A red arrow points to the 'Routing Queue' tab. Below the tabs is a large black redaction box. A blue button labeled 'Add Member' is located below the redaction box, with a red arrow pointing to it. The right side of the interface contains a sidebar with sections: 'Pay Periods & Earn Codes' (showing '2020 SR 9, Sequence 2' and a list of codes), and 'Redistribution Details' (showing dates, progression, status, hours, amount, percent, originator, and posting date).

# To submit redistribution for approval

Enter employee and sequence information and select 'Save'

The screenshot displays a web application interface for managing redistribution requests. The main window has tabs for 'Initiator', 'Comments', and 'Routing Queue'. A modal dialog titled 'Add Member' is open, featuring three input fields: 'Name\*' (with a dropdown arrow), 'Sequence\*', and 'Action\*' (with a dropdown arrow set to 'Approve'). At the bottom of the modal are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. The background interface includes a 'Pay Periods & Earn Codes' section with a list of codes and a 'Redistribution Details' table.

Redistribution Details	
2020 5R 9, Sequence 2	09/01/2020 - 09/30/2020
Disposition	48, Pre-Approve Update
Status	Submitted
Hours	162.33
Amount	\$6,254.26
Percent	100.00%
Originator	[Redacted]
Posting Date	11/17/2020
Comments Exist	

# To submit redistribution for approval

To leave in progress click on "X Close' for later submission.

The record will remain at disposition 47

To erase updated distributions click on 'Erase'

To send redistribution for approval click on 'Submit'

This will create Disposition 48

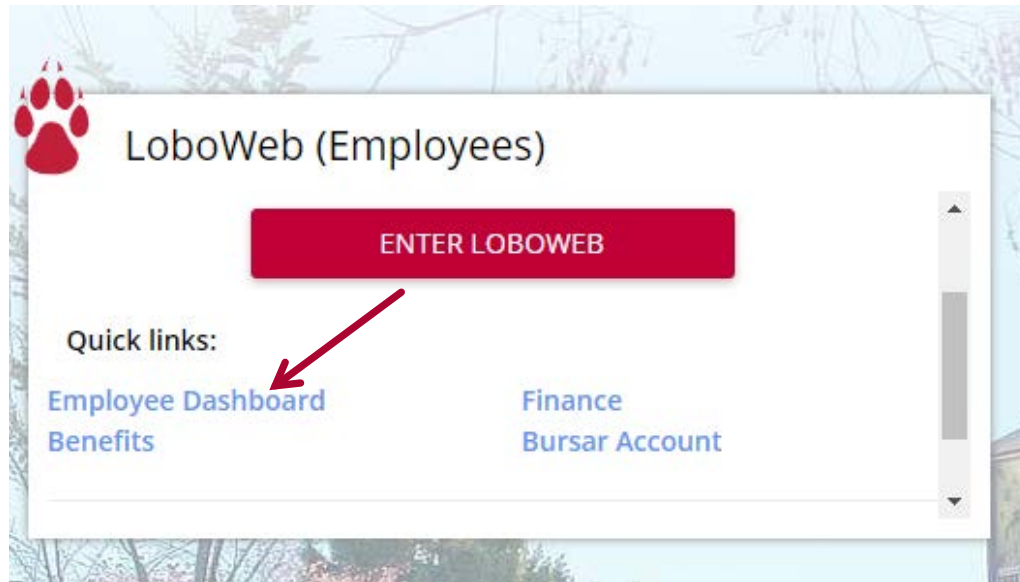
The screenshot shows the R2E (Redistribution) software interface. The main window displays a table of redistribution records with columns for ID#, Date, Total, Dept, No. of, Program, Additional Comments, Hours, Amount, and Amount. Below the table, there are buttons for 'Submit', 'Erase', and 'Close'. A sidebar on the right contains a 'Pay Period & Entry Code' section, a 'Redistribution Details' section, and a 'Print' button. A red arrow points to the 'Close' button in the sidebar, with the text 'Click the 'X' close button to exit record'.

# Approving Labor Redistributions

# Accessing Labor Redistributions

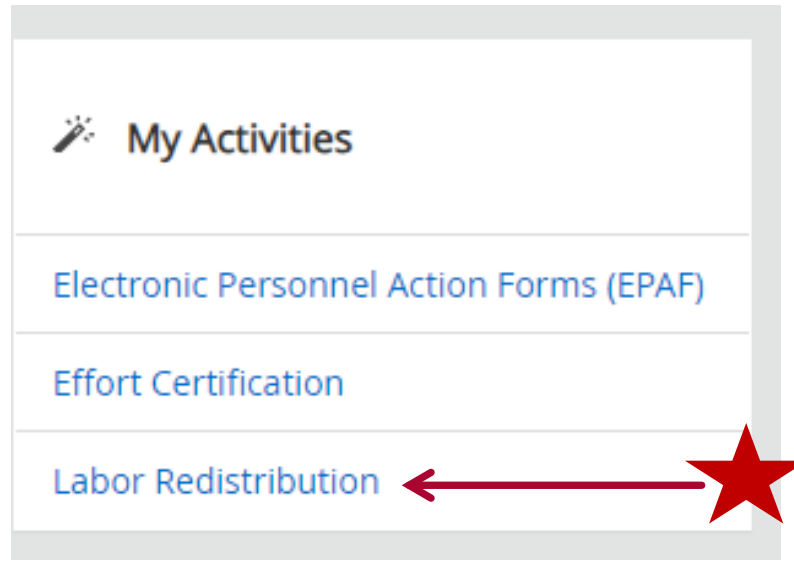
First log into MyUNM: <https://my.unm.edu/home>

- Select the Employee Life tab - Click on the 'Employee Dashboard' link



# Select Labor Redistribution

In the My Activities box on the right side of the page select the 'Labor Redistribution' link.



# Approvals

'Advanced Search' should come up automatically.

Close and access 'Approvals'

The screenshot displays a web application interface with a breadcrumb trail at the top: [Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#). Below this, there are two horizontal navigation bars. The first bar contains the text 'Person Search' on the left, a user profile icon labeled 'Proxy Super User' on the right, and a link for 'Advanced Search' on the far right. The second bar contains two links: 'Person Search' and 'Approvals'. The 'Person Search' link is underlined with a blue line. A red arrow points from the bottom right towards the 'Approvals' link.



# Approvals

Select box to review batch.

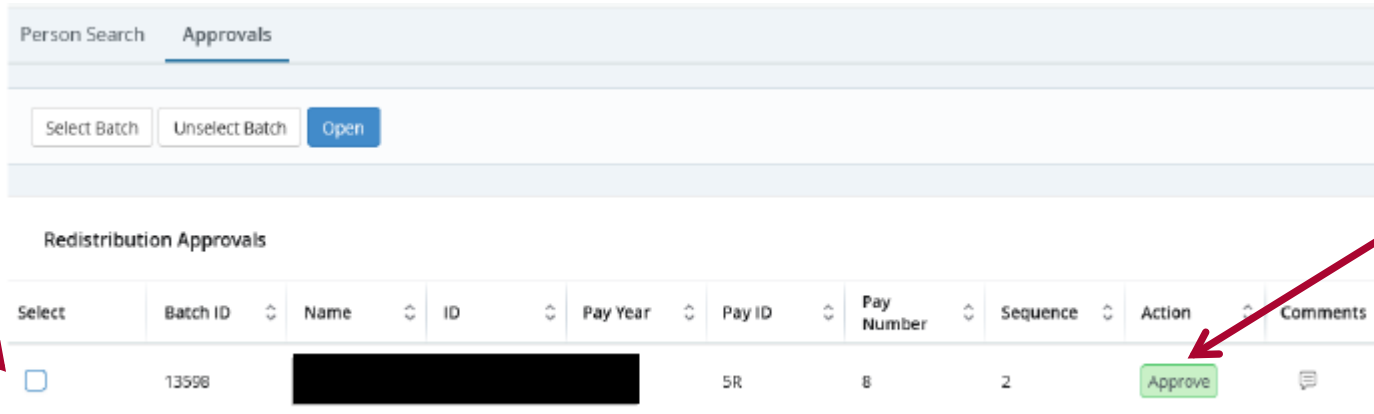
Double click line or select approve to review labor redistribution detail.

Person Search Approvals

Select Batch Unselect Batch Open

Redistribution Approvals

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action	Comments
<input type="checkbox"/>	13598	[REDACTED]		5R	8	2		Approve	



# Approvals

To review previous or add comments select 'Comments'

To add a comment add text and select 'Add Comment'

The screenshot shows a web application interface with three tabs: 'Redistribution', 'Comments', and 'Routing Queue'. The 'Comments' tab is selected, indicated by a red arrow. Below the tabs is a text input field with the placeholder text 'Enter your comments...'. Below the input field, it says 'Remaining Characters : 4,000'. To the right of the input field is a blue button labeled 'Add Comment', with a red arrow pointing to it. Below the input field is a section labeled 'Previous Comments'. On the right side of the interface, there are two panels. The top panel is titled 'Pay Periods & Earn Codes' and contains a dropdown menu showing '2020 5R 8, Sequence 2' and a highlighted row with the text '5R 8 - 00, Regular Shift 1 Effective 07/01/2020'. The bottom panel is titled 'Redistribution Details' and contains a table with the following data:

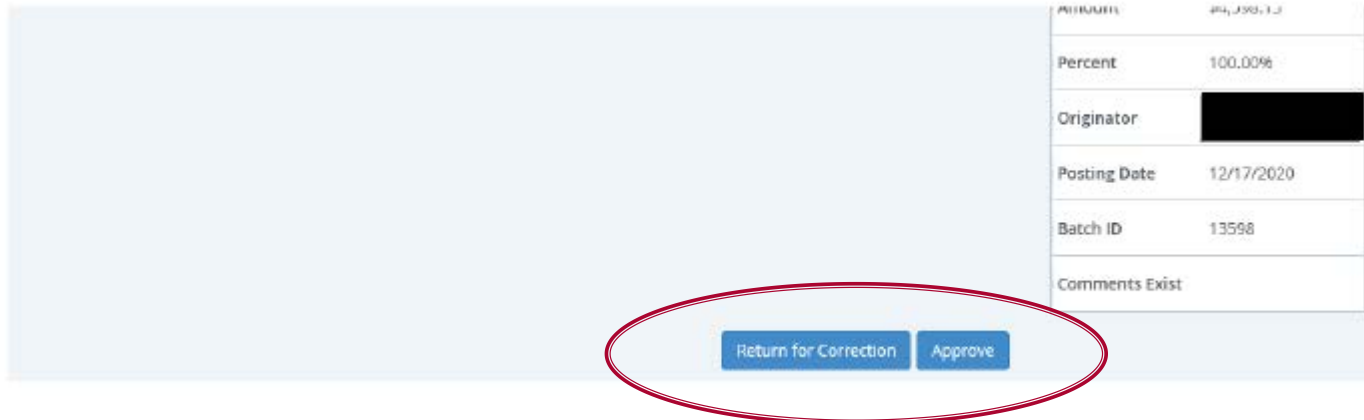
Redistribution	Effective Date
2020 5R 8, Sequence 2	08/01/2020 - 08/31/2020

# Approvals

Scroll to the bottom of the redistribution tab

To approve select 'Approve'

To return for correction select 'Return for Correction'



# Contact Information

- For questions contact applicable Contract & Grant Accounting office
  - Contract & Grant Accounting - Main Campus/Branches
    - 277-4721
  - Contract & Grant Accounting - Health Sciences Center
    - 272-9383
  - Or send Email to:
    - Main Campus – [indexcga@unm.edu](mailto:indexcga@unm.edu)
    - HSC Campus – [HSC-postaward@salud.unm.edu](mailto:HSC-postaward@salud.unm.edu)