



UNM

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## FILR 100 Labor Redistribution

Version 6.2 Created: 03/31/10; Revised 8/30/10

# Participant's Guide

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# INTRODUCTION

## Labor Redistribution Comparison

|                              | <b>Labor Distribution Electronic Personnel Action Form (EPAF)</b>  | <b>LoboWeb Employee Self-Service Labor Redistribution</b>  | <b>Labor Redistribution Banner Form PHAREDS</b>  |
|------------------------------|--|--|--|
| <b>Purpose – When to Use</b> | Change <u>future</u> labor expense distributions<br><br>Move to top of matrix  | Change posted labor expense that was originally processed in Banner.<br>All transactions occurring <u>after</u> January 1, 2008. Prior to this date contact the Financial Services Office. | Change posted labor expense that was originally processed in Banner.<br>All transactions occurring <u>after</u> January 1, 2008. Prior to this date contact the Financial Services Office. |
| <b>Forms</b>                 | LoboWeb interface, employee tab  | LoboWeb Employee Self Service, Finance, Labor Redistribution   | Banner Form PHAREDS  |
| <b>Originator</b>            | Hiring/Timesheet Organization associated with Employee   | Hiring/Timesheet Organization associated with Employee   | Hiring/Timesheet Organization associated with Employee   |
| <b>Approver</b>              | Department designee with signature authority to provide acknowledgement of labor distribution appropriateness<br><br>Financial Services Accounting Offices for distributions affecting contracts or grants | Financial Services Accounting Offices processes electronic approval/posting<br><br>Departmental Approvers may be added.  | Financial Services Accounting Offices processes electronic approval/posting<br><br>Departmental Approvers may be added.  |
| <b>Process</b>               | Provides for electronic routing for approval and posting of changes  | Provides for electronic routing for approval and posting of changes in LoboWeb Employee Self Service.  | Provides for electronic routing for approval and posting of changes in LoboWeb Employee Self Service.  |
| <b>EOD Training</b>          | Originator: EPAF – BAN HRP EP 101<br>Department Approval: EOD EPAF – BAN HRP EP102   | FILR 100 – Labor Redistributions   | FILR 100 – Labor Redistributions   |
| <b>BAR Role</b>              | Originator: EPAF - Labor Distribution change Originator<br>Dept Approval: EPAF Labor Distribution Chg-First Level Approver   | Department Labor Redistributions   | Department Labor Redistributions   |

## UNM Confidentiality and Sensitive Information Policies

Your responsibilities regarding the protection and security of administrative information are outlined in the University of New Mexico Policies and Procedures Manual:

- Responsibility and Accountability for University Information and Transactions Policy No. 2000
- Acceptable Computer Use Policy No. 2500
- Computer Use Guidelines Policy No. 2510
- Computer Security Controls and Guidelines. Policy No. 2520

Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action up to and including expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law.

Your access to Banner is granted based on business need and it is your responsibility to ensure the information you access is used appropriately. Here are some reminders of good data stewardship:

- Do not share, disclose or store your passwords in an unsecured manner.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Do not leave your workstation unattended while logged in to administrative information systems. You are responsible for any activity that occurs using your password.
- Do not attempt to access accounts, files, or information belonging to others without their knowledge or consent.
- Do not use your computer account to engage in any form of illegal software copying or other copyright infringement.
- Do not use your account to harass other computer users.
- Retrieve printed reports quickly and do not leave the reports visible to others.
- Secure reports containing confidential and sensitive information.
- Shred documents containing confidential or sensitive information in a timely manner.

## LABOR REDISTRIBUTION OVERVIEW

Labor redistribution processes provide a means to use one system for faculty, students and staff instead of multiple forms and varied end locations to make the corrections and changes.

LoboWeb Employee Self-Service/ Banner form PHAREDS provides departmental data entry access into Banner. The department is responsible for maintaining documentation supporting the redistribution. Restricted funds may require a 90-day Cost Transfer Justification memo.

**NOTE: A Labor Redistribution is used to correct a labor charge after a payroll has run and posted.**

### Forms used:

LoboWeb Employee Self-Service - Labor Redistribution  
Banner form PHAREDS

### Labor Redistribution Definitions

**Home Organization** - the organization hiring and maintaining the employee's payroll, commonly referred to as the 'home' department or timekeeping organization.

**Requestor** - the individual who identifies the need for the labor redistribution. This person must be on the signature authorization form for the index/indices which the correction is processed OR obtain authorization from an individual who is on the signature authorization form. It is NOT necessary to obtain authorization on indices that will not be affected by the labor redistribution request. To review who has signature authority go to Banner form: FRAGRNT for Restricted and FTMACCI for Unrestricted. (See Fast Info Answer #4162)

**Initiator/Originator** – the individual in the hiring org who enters the labor redistribution in LoboWeb Employee Self Service or Banner form PHAREDS.

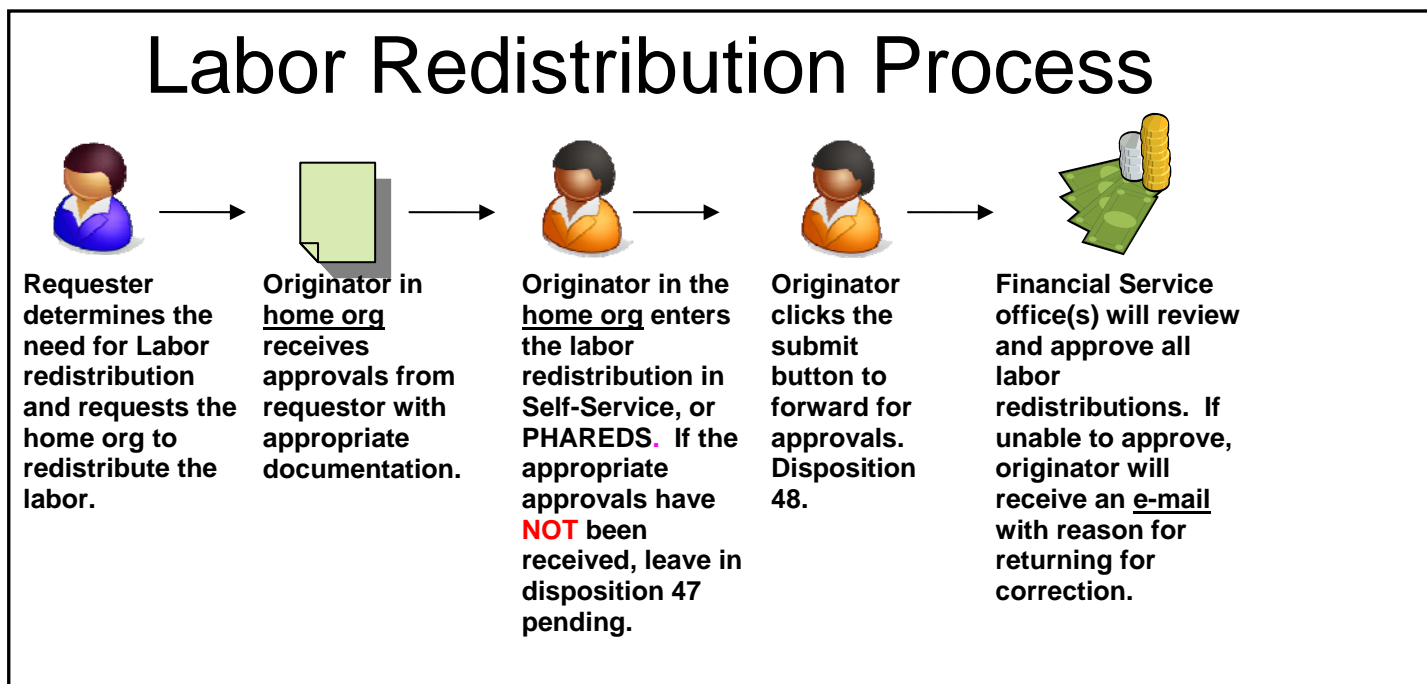
**Approver** - the individual in the appropriate Financial Services Office who authorizes the labor redistribution posting in Banner – through LoboWeb Employee Self Service Labor Redistribution Approval Form.

**Supporting Documentation** – Authorized auditable documentation to support the redistribution.

**Document Retention** - period of time supporting documentation must be retained within the department's files. For Contracts and Grants, documentation must be retained for three years past the Project End date. Unrestricted documentation must be kept for three fiscal years after the close of the fiscal year in which the change was made. (see FastInfo Answer ID #4072)

## Labor Redistribution Process

The flow chart illustrates the Labor Redistribution Process including originating and approving a labor redistribution.



## PROCESS FOR RESTRICTED AND UNRESTRICTED INDICES

**\*\*\*The Labor Redistribution process assumes a Payroll has run and Posted.\*\*\***

1. The **requestor** submits the request for a labor redistribution to the Hiring Organization.
  - A. The request can be made by one of the following ways:
    - Via E-mail or
    - Via an internal Labor Redistribution Request Form (see appendix VI)
    - A detailed memo from the *requestor*
2. All labor redistributions are subject to be audited by the Financial Services Office.
3. In the Comments section, the Labor Redistribution must include the following information for the Business Purpose:
  - A. *Requestor's name & phone number*. This person must be listed on the Signature Authorization Form OR obtain authorization from an individual who is on the signature authorization form.
  - B. Include amount, date, pay periods, index moving payroll from and to, originator name and phone number.
  - C. Include a detailed description explaining why the redistribution is needed.
  - D. For Restricted indices UNM Policy 2450 Cost Transfers, section 2.4 requires additional information in the Business Purpose:
    - \*Description of the cost,
    - \*Reason for transfer,
    - \*Explanation as to how the receiving sponsored award benefits from the cost,
    - \*Justification of allow ability of the cost to receiving sponsored award,
    - \*Corrective action taken to ensure transfers are not required in the future (if applicable), &
    - \*Signature of dean or director and an explanation for delay if correction exceeds ninety (90)

days after original charge. This may be obtained via hard copy or adding an approver on the fly.

E. Examples:

- Dr. Joe Smith worked on this project during January. Salary was not directly charged to this grant index originally because the funding was delayed from NSF. Requested by Dr. Joe Smith. Originator Name 7-XXXX
- 6/15/09-Contract was processed incorrectly to charge operating index XXXXXX rather than the salaries index XXXXXX for pay periods 5R3-6 due to a keying error in the EPAF form. Hiring documents will be reviewed more closely for accuracy in the future. Requestor, Mickey Mouse, 123-4567. Originator, Minnie Mouse 789-1234.
- 6/15/09 Requested by Elvis Presley, PI, 123-4567. Ann Hathaway's salary for pay period 5R6 was incorrectly posted to the Federal NIH award, Index XXX123, she was working on the NM State contract Index XXX101 during December. Department Indices will be reviewed on a more regular schedule to catch these errors on a timely manner. Originator Minnie Mouse, 789-1234.

4. The **initiator/originator** must ensure the above information is entered in the 'Comments Section' of the Labor Redistribution form.

- Once all internal documentation has been obtained, the Labor Redistribution form should be "submitted" by the originator.
- The hiring organization is responsible for maintaining all supporting documentation for labor redistributions.
- Contact the Fiscal Monitor or Financial Services Offices for guidance on record retention requirements.
- If this field is not completed, the redistribution will be returned by the Financial Services/Post Award office.
- Incomplete Labor Redistributions can be viewed by reviewing the distribution status in LoboWeb Employee Self Service or Banner form PHAREDS. Disposition 47 is incomplete and Disposition 48 is completed but not approved.

5. The **Financial Services Offices** are responsible for **reviewing and approving** all labor redistributions (restricted and unrestricted).

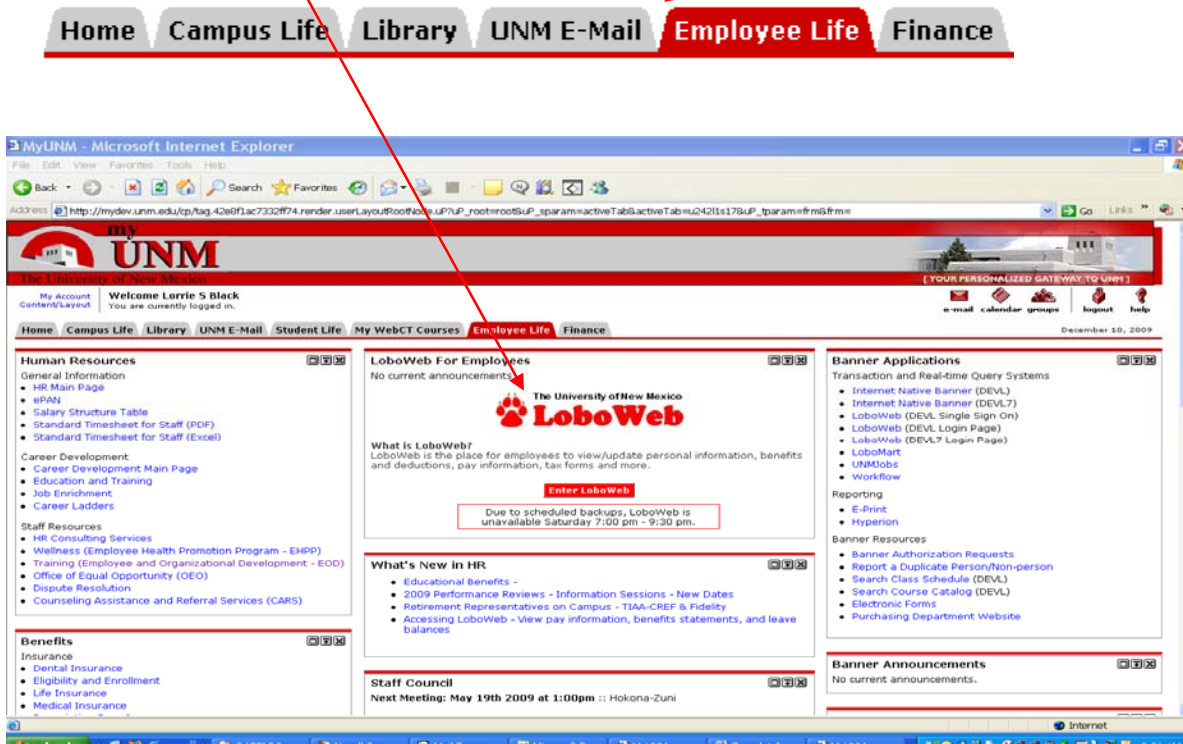
- A. Labor Redistributions will be approved by the Financial Services Office after submission by the *initiator/originator* as long as the labor redistribution documentation meets all requirements, including the 90 day Cost Transfer Justification memo for restricted indexes if applicable. The memo can be found at [www.unm.edu/~cgacctng/forms.html](http://www.unm.edu/~cgacctng/forms.html). For an example see, Appendix VIII.
- B. The Financial Services Offices will notify the *originator* via e-mail if the labor redistribution can not be processed, by returning the submission for correction.
- C. The *approver* will include in the e-mail the reasons why the redistribution could not be approved.
- D. The department should be able to see the approved changes posted to Banner Finance one business day after Financial Services approves the Labor Redistributions in LoboWeb Employee Self Service or Hyperion Report FSH0001, Salary Labor Benefits & Encumbrance Report.

**6. Departmental Approvers 'Added on the Fly'.**

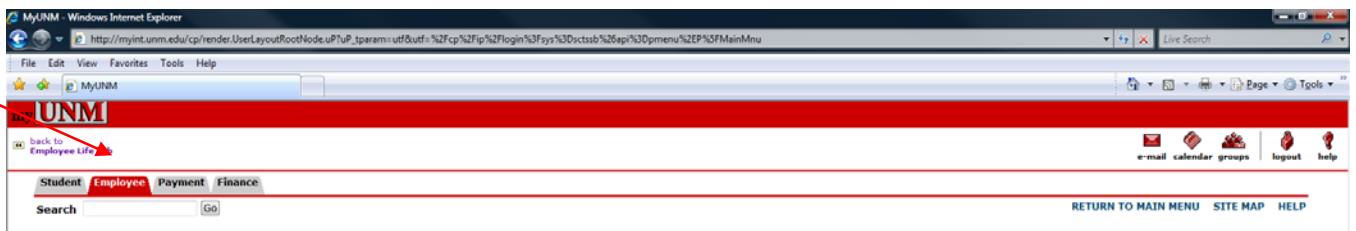
- A. An email will be received by individuals who have been added on the fly for 90 Day Cost Transfer Justification Memo.
- B. These approvals must be done prior to the Financial Services Accounting approvals.

# How to Enter Labor Redistributions in LoboWeb Employee Self-Service

1. Log into myunm.edu
2. Select Employee Life Tab.
3. Click on LoboWeb.



4. In LoboWeb select Employee Tab.



## 5. Select Labor Redistribution.

myUNM - Microsoft Internet Explorer

Address: http://mydev.unm.edu/cp/render.UserLayoutRootNode.u?UP\_tparam=ut&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

back to Employee Life Tab

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.

**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)**  
Department 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.

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Internet

## 6. Select Labor Redistribution Tab.

MyUNM - Windows Internet Explorer

Address: http://mydev.unm.edu/cp/render.UserLayoutRootNode.u?UP\_tparam=ut&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscstsb%26api%3Dpmenu%2EP%5FMainMnu

back to Employee Life Tab

Sign Out

Effort Certification **Labor Redistribution**

Person Search

Search by ID

Advanced Search

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

Search Tips

You can search using the default search attributes 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

- A. The Labor Redistribution view shows many of the features of the web-based interface.
- B. The window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.
- C. The numbers on the window correspond to the descriptions in the table.

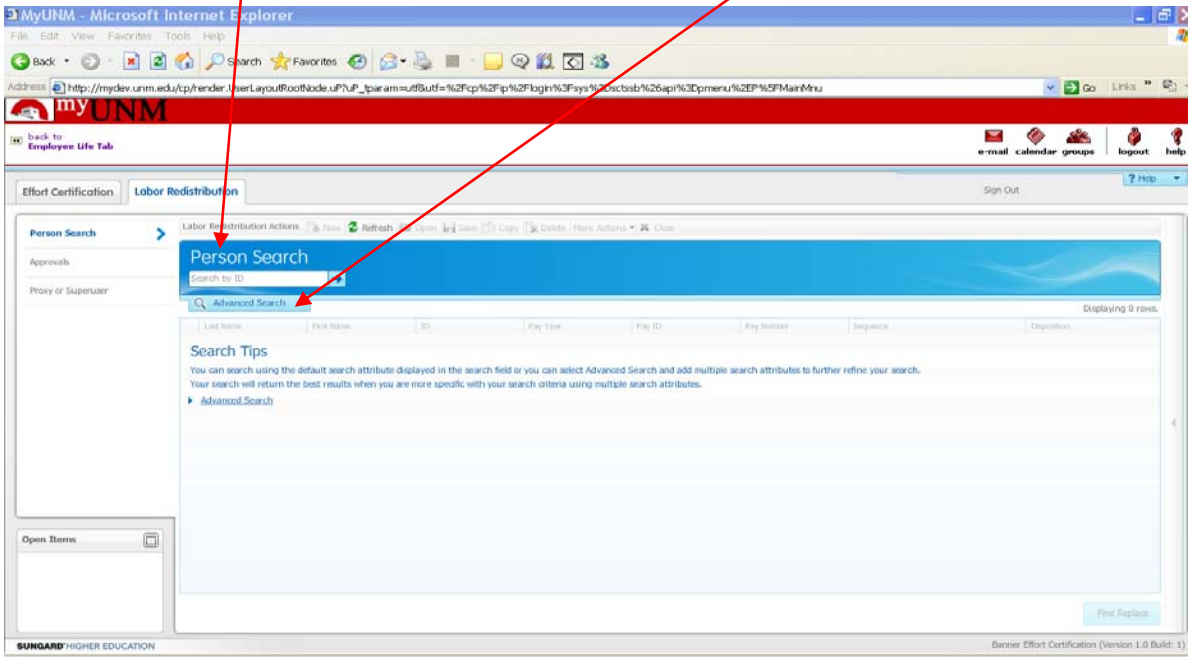
The screenshot displays the Labor Redistribution web interface. The interface is divided into three main sections: a navigation pane on the left, a main workspace in the center, and a sidebar on the right. The top navigation bar includes 'Effort Certification', 'Labor Redistribution', and 'Sign Out'. The main workspace shows a 'Person Search' section with 'West, Austin' selected, a 'Current Distributions' table, and an 'Open Items' section. The sidebar contains 'Pay Periods & Earn Codes' and 'Redistribution Details' sections. The table below shows the current distribution data:

| COA | Index | Fund | Orgn | Account | Program | Additional Components | Hours  | Percent | Amount  |
|-----|-------|------|------|---------|---------|-----------------------|--------|---------|---------|
| B   |       | 1110 | 141  | 6112    | 30      |                       | 173.33 | 100     | 7081.25 |

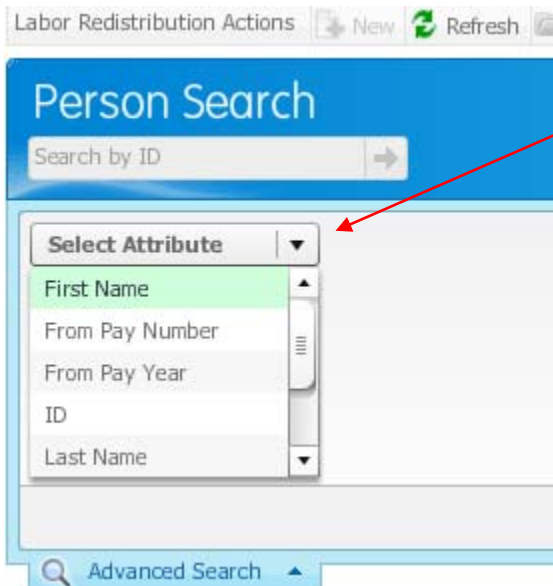
## D. Self Service Labor Redistributions Description Table

| # | Item                        | Description  |
|---|-----------------------------|--|
| 1 | Tabs(also known as Modules) | The main tab at the top of the Labor Redistribution workspace allows you to access different types of information. The <b>Labor Redistribution</b> tab allows you to access Labor Redistribution module. The Effort Certification tab allows you to access information on Effort Certification Reports and their status.   |
| 2 | Links                       | The left navigation pane contains a series of nested links. If you select a link that has sub-links, like the example shown here, you can click the top link with the back arrow to return to the high-level link (such as <b>Person Search</b> ) or click a sub-link such as <b>Comments</b> or <b>Routing Queue</b> . The active link is blue with an arrow pointing to the main workspace window. |
| 3 | Main window                 | This is the main workspace window. You can view lists and detailed information here. Notice the toolbar at the top of the workspace. You can open an item or refresh the view. You can open, save, or close the current view. Actions not available on a specific screen will be grayed-out.   |
| 4 | Sidebar                     | Contains customizable, context-specific panels. Click the sub-tabs for more information or click the arrows on the title bar to close the panel.   |
| 5 | Help                        | Contains context-specific online help for the current open view.   |
| 6 | Open Items                  | Located below the main navigation pane, Open Items is a list of what is open during the current session. You can click on any item to view it. It can act as a toggle if you are viewing multiple employees and want to return to a previous one.  |
| 7 | Buttons                     | Context-specific buttons can appear below the main workspace window if applicable.   |
| 8 | Scroll bars                 | If more information is available than can be displayed in the workspace window, horizontal and/or vertical scroll bars are available.  |
| 9 | Expansion bar               | The arrow on the expansion bar feature allows you to open or close the sidebar when you would like to view the main workspace window in a larger view.   |

7. Search for the employee.
  - A. Under the Person Search click on the Advanced Search.



- B. On Select Attribute click on the drop down arrow.



- C. Select and enter the attributes by which to search. The more attributes selected the search is refined and processed faster. At the minimum include highlighted attributes.

- **ID - Banner ID number**
- **Pay ID (5R or 2R)**
- **From Pay Year** If pay periods are in two calendar years, select attribute 'To Pay Year'.  
(Calendar Year) (Last Name or ID is required)
- **To Pay Year** (Allows several pay years to be entered)
- **From Pay Number** To select several pay periods select attribute 'To Pay Number'.  
(pay period #) (1-12 for 5R Pay ID or 1-26 for 2R Pay ID)

- To Pay Number ( Allows several pay periods to be entered)
- Last Name
- First Name
- To remove an attribute, on the right hand side of the attribute click on the X.

8. Click the **GO** button to execute search.

- Click the **CLEAR** button to remove all selected search criteria attributes.
- Click the **CLOSE** button to cancel an Advanced Search and return to Search by ID.

9. In the search results, the system displays a list of the employee's pay periods selected. The pay periods can be sorted by the column.

- Click in the header row of any column to sort the column in ascending order (numerical or alphabetical).
- Click the column header again, the sort order reverses.
- The up or down sort arrow appears on the column header to determine which way the data is being sorted.

10. The system displays payrolls listed in the 'Disposition' column.

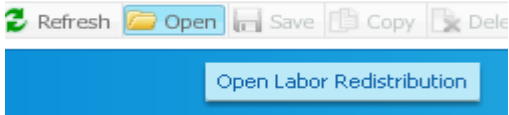
- 47 is in progress but not submitted for approval
- 48 is Pre-Approve. It is submitted for approval, but not approved
- 60 is approved but not posted. At this point no one can change it. It will post.
- 70 is posted.

11. Move the cursor over the pay number to display the pay event start and end dates.

| Last Name | First Name | ID        | Pay Year | Pay ID | Pay Number | Sequence | Disposition  |
|-----------|------------|-----------|----------|--------|------------|----------|--------------|
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 1          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 2          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 3          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 4          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 5          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 6          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 7          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 8          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 9          | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 10         | 0        | 70, Complete |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 11         | 0        | 70, Complete |

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

A. For processing one pay period at a time go to Step 14.



B. Several Pay Periods

- In order to select more than one pay period, all pay periods need to be exactly the same.
- Only indices may be changed for several pay periods at once.
- Process:
  - a. Hold down the Control key and highlight the necessary pay periods for redistribution
  - b. Click on the 'Find Replace'.

|         |       |           |      |    |    |   |              |
|---------|-------|-----------|------|----|----|---|--------------|
| Salazar | Helen | 100464175 | 2009 | 2R | 8  | 0 | 70, Complete |
| Salazar | Helen | 100464175 | 2009 | 2R | 9  | 0 | 70, Complete |
| Salazar | Helen | 100464175 | 2009 | 2R | 10 | 0 | 70, Complete |
| Salazar | Helen | 100464175 | 2009 | 2R | 11 | 0 | 70, Complete |

[Find Replace](#)

- c. For COA click on the drop down and select U.
- d. Posting Date must be today's date.
- e. Enter the current index number to be changed and tab.
- f. Enter the account code.
- g. Go to 'Replace With', enter the new index and tab.
- h. Enter the account code.
- i. Click on the 'Save' button.
- j. Warning will pop up (Transaction completed-6 sets of labor distributions marked as changed. Click OK.
- k. Go to step #17 to make comments and enter business purpose.



- C. To change an index, enter the new index or click on the '...' for a drop down and select the index from list displayed. Tab to populate the FOPA elements. If the fund is closed, it will not allow you to proceed.
- D. Enter a new value in one of the following fields:
  - Percent - The system calculates the **Hours** and **Amount** field.
  - Hours - The system calculates the **Percent** and **Amount** fields.
  - Amount - The system calculates the **Hours** and **Percent**.
- E. To enter a new line for additional FOPA values, click the 'Add Line' button.
  - Enter the hours, amount, or percent and the system will calculate the other two.
  - To remove a line, click the delete button (X icon).
- F. Enter the same account code that is in the original transaction.
- G. Hours and amount must equal in the current and updated redistributions. Percentage must 100%. If it doesn't, click on round for the system to equal the redistribution.
- H. To change all the earning codes for that pay period check the 'Change All' box.
  - A. To verify if there are additional earning codes, on the right hand side, go to 'Pay Periods and Earn Codes'.
- I. Click on the Save button.

COA: U      Posting Date: Jan 15, 2010       Change All

| Index  | Fund   | Organization | Account | Program | Hours | Percent | Amount |
|--------|--------|--------------|---------|---------|-------|---------|--------|
| 594001 | 2U0224 | 594D         | 2060    | P131    | 40    | 50      | 686.25 |
| 594002 | 2U0224 | 594B         | 2060    | P131    | 40    | 50      | 686.26 |

**Current Summary:** Hours: 80      Amount: \$1,372.51      Percent: 100%

**Updated:** Hours: 80      Percent: 100%      Amount: \$1,372.51

Buttons: Cancel, Round, Add Line, Save

COA: U      Posting Date: Jan 21, 2010       Change All

| Index  | Fund   | Organization | Account | Program | Hours | Percent |
|--------|--------|--------------|---------|---------|-------|---------|
| 594003 | 2U0224 | 594C         | 2060    | P131    | 77    | 100     |

**Pay Periods & Earn Codes**

2009 2R 7, Sequence 0

S06467-00,Regular Shift 1  
Effective 27-Aug-2008

S06467-00,Ann Leav Shift 1  
Effective 27-Aug-2008

---

**Redistribution Details**

2009 2R 7, Sequence 0 :  
14-Mar-2009 - 27-Mar-2009  
Disposition :  
70, Complete  
Status :  
Hours : 72.00  
Amount : \$1,235.26  
Percent : 100.00%

16. Verify updates are accurate and click on 'Apply' (#3). On the right, the disposition is now 47.
- A. The system alerts you to any errors. (i.e. invalid index or account code)
  - B. If the sum of the redistributed values for one or more of the three Earnings Labor Distributions fields (**Hours**, **Percent**, and **Amount**) is not equal to the corresponding sum of the values in the original distribution:
    - Click on the pencil to return to the distribution (#1) or delete updates (#2) and start over.
    - Manually change one of the records so that the sum of each of the three fields is correct
    - Have the system correct the condition by modifying the record in which the cursor is located. Highlight the line to be rounded and click 'Round'.

**Current Distributions** 1

| COA | Index  | Fund   | Orgn | Account | Program | Additional Components | Hours | Percent | Amount  |
|-----|--------|--------|------|---------|---------|-----------------------|-------|---------|---------|
| U   | 594001 | 2U0224 | 594D | 2060    | P131    | (A)GNACTV             | 80    | 100     | 1372.51 |
|     |        |        |      |         |         |                       |       |         |         |
|     |        |        |      |         |         |                       |       |         |         |
|     |        |        |      |         |         |                       |       |         |         |

**Updated Distributions**

| COA | Index  | Fund   | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|-----|--------|--------|------|---------|---------|-----------------------|-------|---------|--------|
| U   | 594001 | 2U0224 | 594D | 2060    | P131    | (A)GNACTV             | 40    | 50      | 686.25 |
| U   | 594002 | 2U0224 | 594B | 2060    | P131    | (A)GNACTV             | 40    | 50      | 686.26 |
|     |        |        |      |         |         |                       |       |         |        |
|     |        |        |      |         |         |                       |       |         |        |

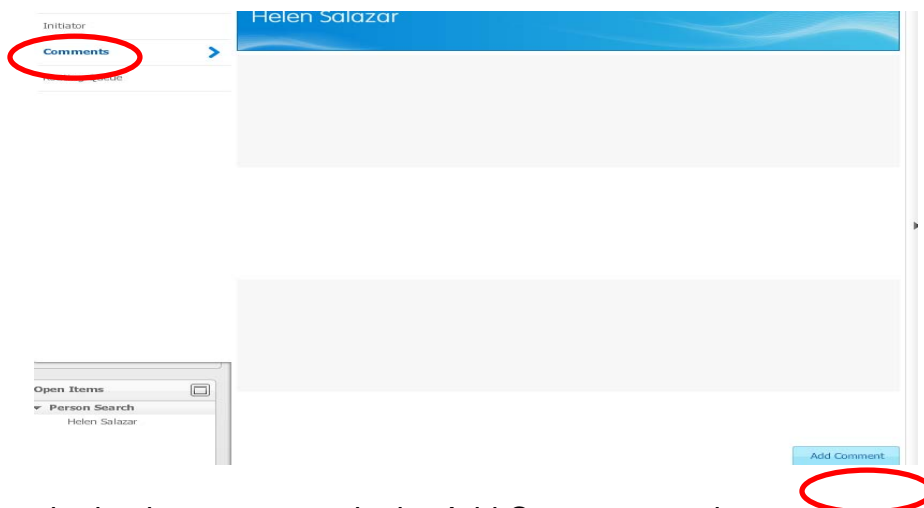
2 Delete Updates
Erase
Apply 3
Submit

17. Add a comment to define the Business Purpose for the redistribution.

A. On the left hand side, click on the 'Comments' link button.

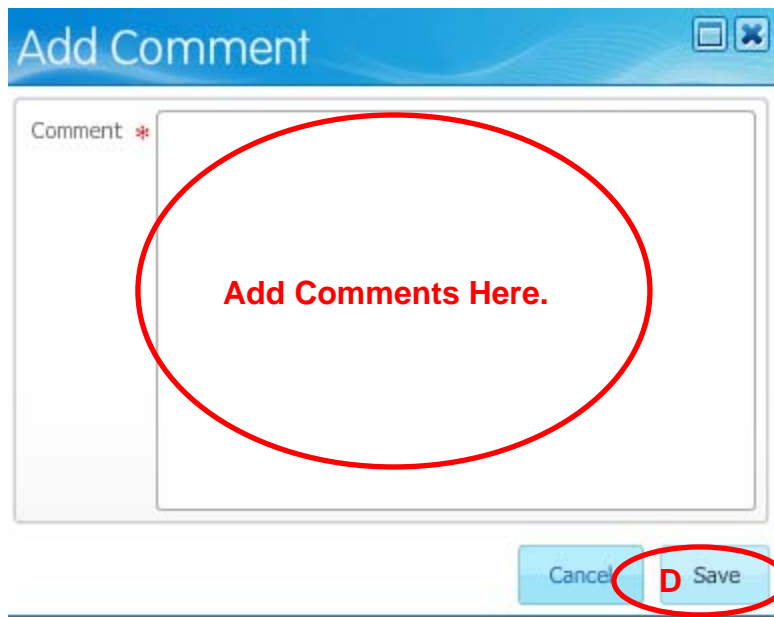
B. Click on 'Add Comment' button.

- A Business Purpose is required. Enter a detailed business purpose and name of individual making the request (i.e. requestor).
- Make sure a memo or email from the requestor with their request is kept on file in the department.
- Please see DEPARTMENT BUSINESS RULES in the LABOR REDISTRIBUTION Participant Guide for information required in this section and examples. Look under PROCESS FOR RESTRICTED AND UNRESTRICTED INDICES in section 3E.
- If this field is not completed, the redistribution will be returned by the Financial Services/Post Award office.
- Entering the 90 Day Memo information in this section and adding a 'On the Fly' approver can be utilized instead of sending a hard copy to Contract & Grant.



C. Enter the business purpose in the Add Comment section.

D. Click on the 'Save' button.



18. On the upper right hand corner, click on Close in the screen that appears.

- A. This will close the window and return you to the initiator page.
- B. The records will remain marked Disposition 47.



19. To leave in progress click on 'X Close' for later submission. The record will remain at disposition 47.

20. Click on the pay period that is being processed.

- To erase updated distributions click on 'Erase'.
- To send redistribution for approval click on 'Submit'. On the right hand side under 'Redistribution Details', the redistribution is now in Disposition 48.

21. Click on the close button.

A screenshot of the 'Labor Redistribution Actions' screen for Helen Salazar. The top navigation bar includes buttons for New, Refresh, Open, Save, Copy, Delete, and More Actions. The 'More Actions' dropdown is circled in red, showing a 'Close' button. Below the user name, there are two tables: 'Current Distributions' and 'Updated Distributions'. The 'Updated Distributions' table has two rows of data. At the bottom of the screen, there are four buttons: 'Delete Updates', 'Erase', 'Apply', and 'Submit'. The 'Erase' and 'Submit' buttons are circled in red.

| COA | Index  | Fund   | Orgn | Account | Program | Additional Components | Hours | Percent | Amount  |
|-----|--------|--------|------|---------|---------|-----------------------|-------|---------|---------|
| U   | 594001 | 2U0224 | 594D | 2060    | P131    | (A)GNACTV             | 80    | 100     | 1372.51 |

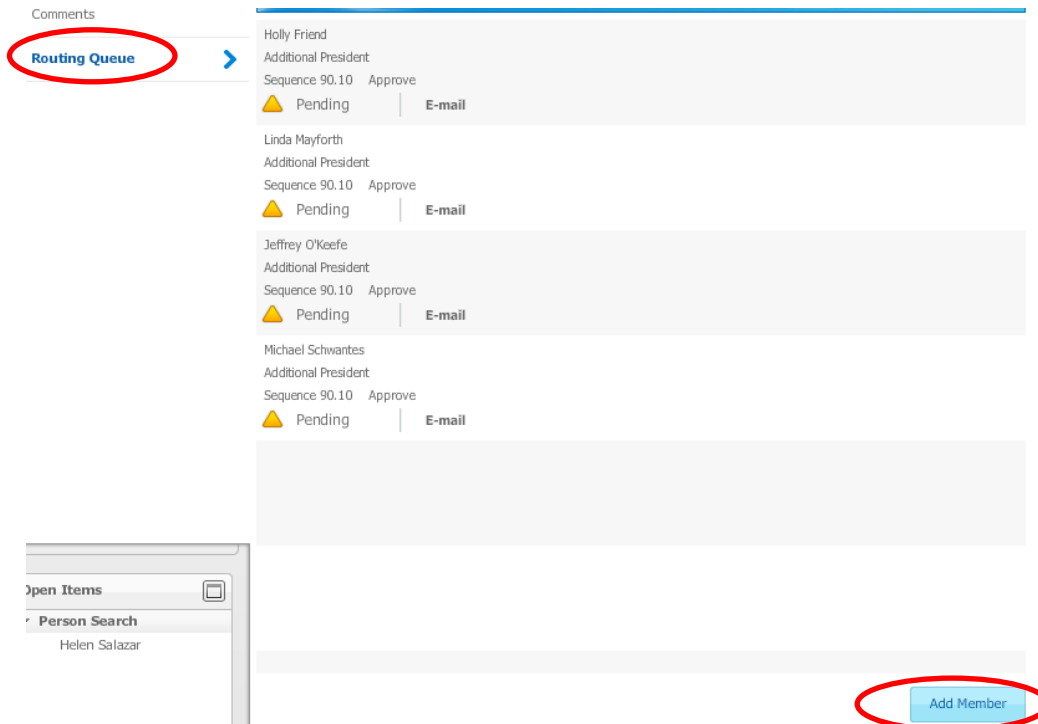
  

| COA | Index  | Fund   | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|-----|--------|--------|------|---------|---------|-----------------------|-------|---------|--------|
| U   | 594001 | 2U0224 | 594D | 2060    | P131    | (A)GNACTV             | 40    | 50      | 686.25 |
| U   | 594002 | 2U0224 | 594B | 2060    | P131    | (A)GNACTV             | 40    | 50      | 686.26 |

## ADDING AN APPROVER or REVIEWER TO THE APPROVAL QUEUE:

22. If you are including the information in lieu of the 90 Day Memo, an approver must be added to the Routing Queue. To add an approver to the routing/approval queue or notify the supervisor or PI to review the labor redistribution:

- A. Double click on the pay period processed.
- B. On the left hand side select Routing Queue
- C. Click on Add Member.



- D. Name - Enter the approver's or FYI (Four Your Information) name or click on the drop down arrow to obtain a list of approvers.
- E. Sequence - Review the sequence numbers in the routing queue. Enter a sequence number lower than the numbers listed in the routing queue.
- F. Action – Click on the drop down arrow
  - If the person needs to approve the labor redistribution select Approve OR
  - If the person only needs to review the labor redistribution select FYI .
- G. Click on Save. The labor redistribution will be routing to this person before the other approvers. This person is listed as 'On the fly Member' in the routing/approval queue.
- H. An email will be sent to the approver and the originator.

The 'Add New Member' dialog box is shown with the following fields and buttons:

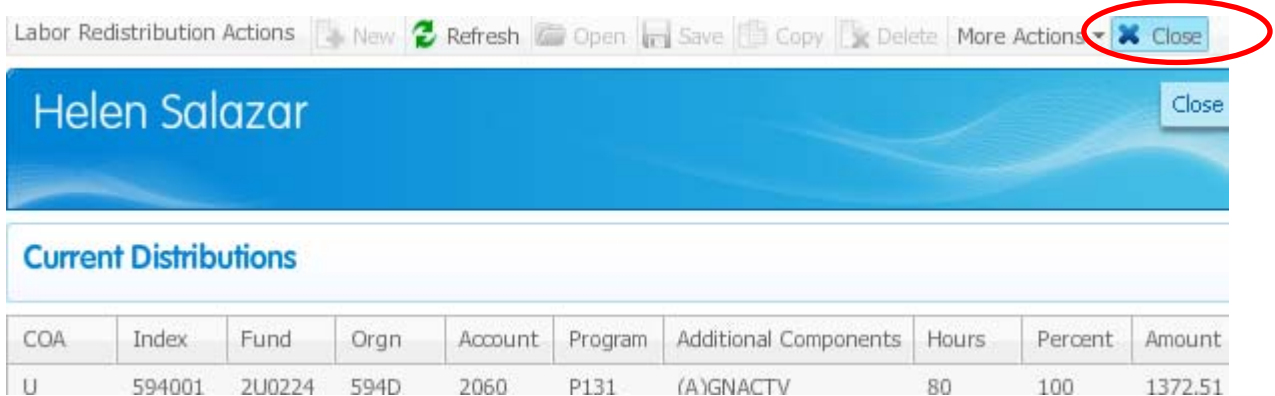
- Name: [Text Field] (with a red circle around the dropdown arrow)
- Sequence: [Text Field]
- Action: [Dropdown Menu] (with 'Approve' selected and a red circle around it)
- Buttons: 'Cancel' and 'Save' (with a red circle around the 'Save' button)

22. Close redistribution.

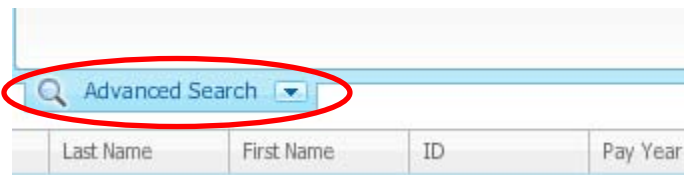
**PROCESSING ANOTHER PAY PERIOD:**

**24.** To process another pay period:

- A. For the same person select 'Close' to go to the list of pay periods. Follow steps 14 through 21.



- B. To select another employee, go to the Person Search from the main Labor Redistribution screen, select 'Advanced Search'. Follow steps 1 through 21.



**25.** Select 'Sign Out' near the top of the primary Labor Redistribution screen to log out of the Labor Redistribution form. ***The record will remain locked to this user until sign out is done.***

## REVIEW STATUS OF LABOR REDISTRIBUTION

26. To review status of a Labor Redistribution processed:
- Follow steps 1 through 7.
  - Review Disposition on right side of screen for each line of the labor redistribution.
    - 47, Pre-Balance Update (In progress)
    - 48, Pre-Approve Update (Completed not approved)
    - 60, Approved not posted
    - 70, Complete (Posted)
27. To view who has approved and needs to approve the labor redistribution,
- Double click on the pay period that needs the status review.
  - Go to the left hand side and select Routing Queue.
  - These are the people who, in the order listed, must authorize the redistribution before it will post to Banner.
  - Pending means they have not yet approved the redistribution.

Comments

**Routing Queue** >

|   |
|---|
| Holly Friend<br>Additional President<br>Sequence 90.10 Approve<br>⚠ Pending   E-mail      |
| Linda Mayforth<br>Additional President<br>Sequence 90.10 Approve<br>⚠ Pending   E-mail    |
| Jeffrey O'Keefe<br>Additional President<br>Sequence 90.10 Approve<br>⚠ Pending   E-mail   |
| Michael Schwantes<br>Additional President<br>Sequence 90.10 Approve<br>⚠ Pending   E-mail |

# How to Enter Labor Redistributions in Banner Form PHAREDS

**\*\*\*A Labor Redistribution can not be processed until a Payroll has run and Posted.\*\*\***

1. In Banner type in the Go to field: PHAREDS and press enter
2. In the ID field:
  - A. Option 1 - Enter employee Banner (if known)
  - B. Option 2 - Click the drop-down arrow and select List of Employees "POIIDEN". Tab to last name or first name, type in name, execute query (F8). Highlight correct employee, click "select" icon, or double-click on ID.

3. Payroll ID. All payroll IDs are either 5R for monthly or 2R for bi-weekly employees
4. Payroll Number. There are two options:
  - A. Option 1 – Click the drop-down arrow under 'Begin Year' for choices. Cursor to the payroll you wish to redistribute and highlight it by selecting that row from Pay Event List Form PHILIST; click "select" icon, or double-click in "Year" field of appropriate Payroll Number. Click next block. The begin year and end year will automatically populate as will the selected Payroll Number.
    - If there has been a previous distribution select the last sequence for the pay period that is being redistributed.

B. Option 2 - This option will need to be used when there is more than one payroll to process. Also select the drop-down arrow under "End Year". Cursor to the last payroll period in the series you wish to redistribute and highlight it by selecting that row from Pay Even List Form PHILIST; click "select" icon, or double-click in "Year" field of that row. The end year will automatically populate, as will the selected Payroll Number. You may also type the year and payroll period in the fields.

5. If the Selection Criteria does not pop up perform a next block.

6. In the selection criteria block select one of the following:

A. If the employee has only one job assignment/position click on OK, then next block.

B. To determine if the employee has multiple job positions:

- Click the drop-down arrow on the Position field

- Select List Employee's Jobs (NBIJLST) from the pop up box.

- If more than one position is listed, in the position field highlight the position to redistribute, double click on the position or click the select icon. Select OK.

| Position  | Suffix | Begin Date  |
|-----------|--------|-------------|
| >> S06467 | 00     | 01-FEB-2008 |
|           |        |             |
|           |        |             |
|           |        |             |

- If a redistribution is needed for a pay period that was split, select List Time Sheet Keys. A redistribution will need to be processed for each split or only for the portion needed. i.e. End of fiscal year-The split consists of part of the salary in one fiscal year and the other part in the new fiscal year. Two labor redistributions will need to be processed.

Option List

List Employee's Jobs (NBIJLST)

List Time Sheet Keys (PHITSKY)

Cancel

7. In the 'Earnings History' block:
  - A. Highlight the line with the earnings code to be redistributed.

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             |
|--------------------------|-----------------------------|------|----------------|-----------------|-----------|----------------|-------|--------------|-------------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/>    | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 010          | 70          | C Original Event |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 180          | 70          | C Original Event |
| <input type="checkbox"/> | <input type="checkbox"/>    | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 522          | 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 |
|-------|---------|----------|---------------|--------|--------|------|---------|---------|----------|----------|
| 72.00 | 100.00  | 1,235.26 | U             | 594001 | 2U0224 | 594D | 2060    | P131    | GNACTV   |          |
|       |         |          |               |        |        |      |         |         |          |          |
|       |         |          |               |        |        |      |         |         |          |          |
|       |         |          |               |        |        |      |         |         |          |          |
|       |         |          |               |        |        |      |         |         |          |          |
| 72.00 | 100.00  | 1,235.26 | <b>Totals</b> |        |        |      |         |         |          |          |

- B. The 'Earnings Labor Redistributions' block will represent the earnings code highlighted in the 'Earnings History' block.
- C. Perform a Next Block until you reach the Posting Date.

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             |
|-------------------------------------|-------------------------------------|------|----------------|-----------------|-----------|----------------|-------|--------------|-------------|------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 010          | 70          | C Original Event |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 180          | 70          | C Original Event |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 2009 | 21             | 0               | S06467-00 | 01-JUL-2009    | 1     | 522          | 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 | Loc: |
|-------|---------|--------|---------------|--------|--------|------|---------|---------|----------|------|
| 8.00  | 100.00  | 137.25 | U             | 594001 | 2U0224 | 594D | 2060    | P131    | GNACTV   |      |
|       |         |        |               |        |        |      |         |         |          |      |
|       |         |        |               |        |        |      |         |         |          |      |
|       |         |        |               |        |        |      |         |         |          |      |
|       |         |        |               |        |        |      |         |         |          |      |
| 8.00  | 100.00  | 137.25 | <b>Totals</b> |        |        |      |         |         |          |      |

- 8. Posting Date - The posting date will default to today's date, if the pay period has not been previously redistributed. If today's date is not displayed, enter current date or type "T" and tab out of the field to populate with today's date.

9. Process Labor Redistribution

- A. Option 1 -Select the 'Edit Labor Distribution' Tab. Go to step 10.

ID: 100464175   Helen Mae Salazar

Payroll ID: 2R   Begin Year: 2009   End Year: 2009

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

**Posting Date**   Status   Year   Payroll Number   Sequence Number

19-JAN-2010      2009   21   0

- B. Option 2 – Select 'Search and Replace' tab. Use when only an index will be changed.

End Year: 2009

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

Posting Date: 21-JAN-2010

- The posting date will default to today's date, if the pay period has not been previously redistributed. If today's date is not displayed, enter current date or type "T" and tab out of the field to populate with today's date.
- Enter the Index and account code to be changed and tab. Index and account code are the only criteria that can be changed.
- Perform Next Block.
- In 'Replace With' enter the new index and account code then tab. The account code must be the same account as the original account code.
- Click on 'OK' and Go to step 15.

Labor Redistribution Form PHAREDS 8.2 (INTG)

ID: 100464175 Helen Mae Salazar

Payroll ID: 2R Begin Year: 2009 End Year: 2009 Payroll Number:

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

Posting Date: 19-JAN-2010

SEARCH

| COA | Index | Fund | Organization | Account | Program | Activity |
|-----|-------|------|--------------|---------|---------|----------|
| U   |       |      |              |         |         |          |

REPLACE WITH

| COA | Index | Fund | Organization | Account | Program | Activity |
|-----|-------|------|--------------|---------|---------|----------|
| U   |       |      |              |         |         |          |

OK Cancel

10. Edit Labor Redistribution- Option 1 from step 9.
  - A. Perform next block to navigate to the "OLD Earnings Labor Distributions" block.
  - B. Perform next block to navigate to 'NEW Earnings Labor Distributions' block.

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

Posting Date: 19-JAN-2010 | Status: | Year: 2009 | Payroll Number: 21 | Sequence Number: 0 | Jobs ID: S06467-00 | Effective Date: 01-JUL-2009 | Shift: 1

**11A** OLD Earnings Labor Distributions

| Hours | Percent | Amount | COA           | Index  | Fund   | Orgn | Account | Program | Activity | Locat |
|-------|---------|--------|---------------|--------|--------|------|---------|---------|----------|-------|
| 8.00  | 100.00  | 137.25 | U             | 594001 | 2U0224 | 594D | 2060    | P131    | GNACTV   |       |
| 8.00  | 100.00  | 137.25 | <b>Totals</b> |        |        |      |         |         |          |       |

**11B** NEW Earnings Labor Distributions

Change All

| Hours | Percent | Amount | COA           | Index  | Fund   | Orgn | Account | Program | Activity | Locat |
|-------|---------|--------|---------------|--------|--------|------|---------|---------|----------|-------|
| 8.00  | 100.00  | 137.25 | U             | 594001 | 2U0224 | 594D | 2060    | P131    | GNACTV   |       |
| 8.00  | 100.00  | 137.25 | <b>Totals</b> |        |        |      |         |         |          |       |

11. Add new, remove or change Labor existing distributions.
  - A. Verify posting date is today.
  - B. If the changes are for the Hours, Percent, and/or Amount fields, make the changes in the appropriate field.
  - C.. Enter new index, if appropriate. Tab for the FOPA elements to automatically update.
  - D. Enter account code. The account must be the same as the original account code.
  - E. When a distribution line needs to be eliminated perform a record remove.
  - F. To add additional reallocations move cursor to next line or select next record.

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (DEVL)

ID: 100049642 | Paul P Brault | Payroll ID: 2R | Begin Year: 2009 | End Year: 2009 | Payroll Number: 2

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

Posting Date: 23-DEC-2009 | Status: | Year: 2009 | Payroll Number: 2 | Sequence Number: 0 | Jobs ID: S06491-00 | Effective Date: 01-JUL-2008

OLD Earnings Labor Distributions

| Hours | Percent | Amount | COA           | Index  | Fund   | Orgn   | Account | Program | Activity | Locat |
|-------|---------|--------|---------------|--------|--------|--------|---------|---------|----------|-------|
| 40.00 | 100.00  | 528.00 | U             | 048040 | 2U0224 | 048F00 | 2060    | 1108    | GNACTV   |       |
| 40.00 | 100.00  | 528.00 | <b>Totals</b> |        |        |        |         |         |          |       |

**12C**

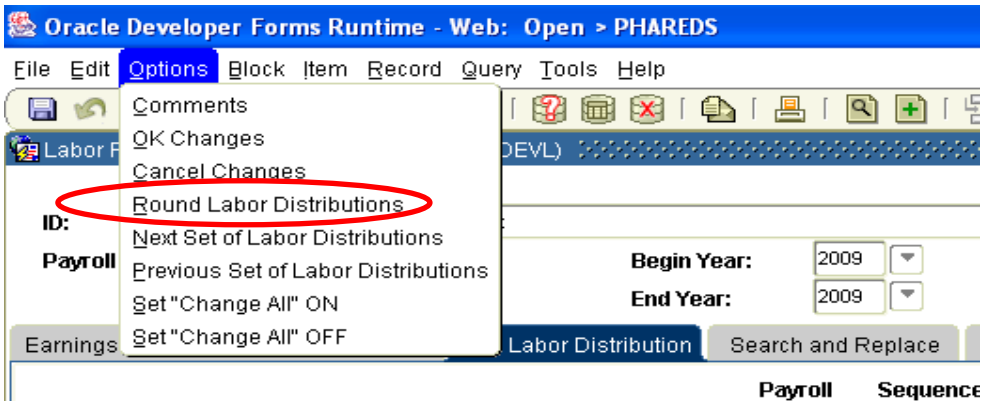
NEW Earnings Labor Distributions

Change All

| Hours | Percent | Amount | COA           | Index  | Fund   | Orgn | Account | Program | Activity | Locat |
|-------|---------|--------|---------------|--------|--------|------|---------|---------|----------|-------|
| 40.00 | 100.00  | 528.00 | U             | 594002 | 2U0224 | 594B | 2060    | P131    | GNACTV   |       |
| 40.00 | 100.00  | 528.00 | <b>Totals</b> |        |        |      |         |         |          |       |

12. Verify the transaction calculated correctly:

- The amount and hours should be the same as the old earnings labor distribution.
- Percentage should equal 100%.
- Select “Options, Round Labor Distributions” to bring distributions into balance with the totals of the Old distribution, if necessary.



13. In the “New Earnings Labor Distributions” block check the change all box, if all earning codes listed in the earnings history block are to be changed. This will only change the labor redistribution with the earnings codes that have the same index, percentage, amount and hours.

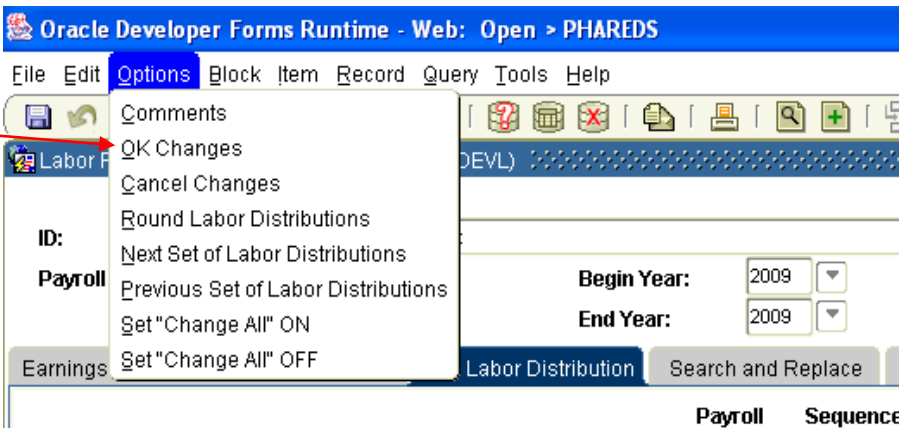
NEW Earnings Labor Distributions

Change All

| Hours | Percent | Amount | COA           | Index  | Fund   | Orgn | Account | Program | Activity | L |
|-------|---------|--------|---------------|--------|--------|------|---------|---------|----------|---|
| 40.00 | 100.00  | 528.00 | U             | 594002 | 2U0224 | 594B | 2060    | P131    | GNACTV   |   |
|       |         |        |               |        |        |      |         |         |          |   |
|       |         |        |               |        |        |      |         |         |          |   |
| 40.00 | 100.00  | 528.00 | <b>Totals</b> |        |        |      |         |         |          |   |

14. If there are additional earnings codes for the same Payroll ID to be redistributed, select “Options, Next Set of Labor Distributions”. The earnings codes that are being changed are on the upper part of the form. Repeat step 10 to 15 for the next earnings code.

15. When New Distributions are completed, go to “Options, OK Changes”.



16. Perform a Next Block or click on the 'Earnings History and Labor Distribution' tab.
17. The status in the Earnings History and Labor Distribution will change to an X.
  - A. If the first earnings code was highlighted, this is the payroll that was redistributed.

Earnings History and Labor Distribution   Edit Labor Distribution   Search and Replace

---

**Earnings History**

| Status | Effort Certification Locked | Year | Payroll Number | Sequence Number | Jobs ID   | Effective Date |
|--------|-----------------------------|------|----------------|-----------------|-----------|----------------|
| X      | <input type="checkbox"/>    | 2009 | 2              | 0               | S06491-00 | 01-JUL-2008    |
|        | <input type="checkbox"/>    | 2009 | 2              | 0               | S06836-00 | 06-OCT-2008    |
|        | <input type="checkbox"/>    |      |                |                 |           |                |

18. Click the **Save** icon to save the redistribution.
  - A. Click OK or review the status bar on the bottom left hand corner to verify transaction.
  - B. The status in the earnings history will change to a "P" and the disposition will be "47".

**Earnings History**

| Status | Effort Certification Locked | Year | Payroll Number | Sequence Number | Jobs ID   | Effective Date | Shift | Earning Code | Disposition |
|--------|-----------------------------|------|----------------|-----------------|-----------|----------------|-------|--------------|-------------|
| P      | <input type="checkbox"/>    | 2009 | 21             | 2               | S06467-00 | 01-JUL-2009    | 1     | 010          | 47          |
| P      | <input type="checkbox"/>    | 2009 | 21             | 2               | S06467-00 | 01-JUL-2009    | 1     | 180          | 47          |
| P      | <input type="checkbox"/>    | 2009 | 21             | 2               | S06467-00 | 01-JUL-2009    | 1     | 522          | 47          |

19. **Business Purpose.**
  - A. Verify the 'Earnings Labor Distribution' tab is highlighted.
  - B. Perform a next block. Cursor should be on the bottom block of the screen.
  - C. Select the Comments tab (this field is required).
    - a. Enter a detailed business purpose and name of individual making the request (i.e. requestor). **DO NOT SAVE.**
    - b. If several pay periods are being processed, copy the business purpose into each pay period comments tab. Make sure a memo or email from the requestor with their request is kept on file in the department.
    - c. See DEPARTMENT BUSINESS RULES – LABOR REDISTRIBUTION in this document for information required in the comments section and examples in PROCESS FOR RESTRICTED AND UNRESTRICTED INDICES, 3E.
    - d. **DO NOT SAVE.**

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

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| Status  | Year | Payroll Number | Sequence Number | Jobs ID   | Effective Date |
|---------|------|----------------|-----------------|-----------|----------------|
| Changed | 2009 | 2              | 0               | S06491-00 | 01-JUL-2008    |

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**Comments:**

Change labor redistribution from index 048040 to 594002 per Dr. Smith on 12/20/09. Helen Salazar 925-9252.

20. Go to the Earnings History and Labor Distribution tab to submit the labor redistribution for approval.
  - A. Go to 'Options' and select 'Submit Redistributions'.
  - B. The disposition is now **47** and the status is **S**.

Earnings History

| Effort |                          | Certification |        | Payroll |           | Sequence       |       | Earning |             |      | Disposition    |             | Posting |  |
|--------|--------------------------|---------------|--------|---------|-----------|----------------|-------|---------|-------------|------|----------------|-------------|---------|--|
| Status | Locked                   | Year          | Number | Number  | Jobs ID   | Effective Date | Shift | Code    | Disposition | Type | Posting        |             |         |  |
| S      | <input type="checkbox"/> | 2009          | 20     | 2       | S06467-00 | 01-JUL-2009    | 1     | 010     | 47          | R    | Redistribution | 14-FEB-2010 |         |  |
| S      | <input type="checkbox"/> | 2009          | 20     | 2       | S06467-00 | 01-JUL-2009    | 1     | 170     | 47          | R    | Redistribution | 14-FEB-2010 |         |  |
|        | <input type="checkbox"/> |               |        |         |           |                |       |         |             |      |                |             |         |  |

21. Select the Comments tab and verify the business purpose is still there.
  - A. If it is not, enter the business purpose.
  - B. Select the Earnings History and Labor Distribution tab.
  - C. Go to 'Options' and select 'Submit Redistributions'.

22. Click the "Save" icon. The status in the earning history will change to "S" for pending approval, and the distribution from 47 to **48**.

Earnings History

| Effort |                          | Certification |        | Payroll |           | Sequence       |       | Earning |             |      | Disposition    |             | Posting |  |
|--------|--------------------------|---------------|--------|---------|-----------|----------------|-------|---------|-------------|------|----------------|-------------|---------|--|
| Status | Locked                   | Year          | Number | Number  | Jobs ID   | Effective Date | Shift | Code    | Disposition | Type | Posting        |             |         |  |
| P      | <input type="checkbox"/> | 2009          | 20     | 2       | S06467-00 | 01-JUL-2009    | 1     | 010     | 48          | R    | Redistribution | 14-FEB-2010 |         |  |
| P      | <input type="checkbox"/> | 2009          | 20     | 2       | S06467-00 | 01-JUL-2009    | 1     | 170     | 48          | R    | Redistribution | 14-FEB-2010 |         |  |
|        | <input type="checkbox"/> |               |        |         |           |                |       |         |             |      |                |             |         |  |

Earnings Labor Distributions

| Hours | Percent | Amount | Program | Activity | Location | Project | Cost |
|-------|---------|--------|---------|----------|----------|---------|------|
| 79.00 | 100.00  | 1,355  |         | GNACTV   |          |         |      |

Forms

Transaction completed - 1 pay event(s) saved.

23. Click Rollback to start a new redistribution for a different employee and/or payroll ID.
24. Click "X" in the upper right hand corner (Exit) to exit PHAREDS.
25. The redistribution is now "Submitted" and status will be marked with an "S" for submitted.
26. When the labor redistribution is approved the disposition will change to 60.

Earnings History

| Effort |                          | Certification |        | Payroll |           | Sequence       |       | Earning |             |      | Disposition    |             | Posting |  |
|--------|--------------------------|---------------|--------|---------|-----------|----------------|-------|---------|-------------|------|----------------|-------------|---------|--|
| Status | Locked                   | Year          | Number | Number  | Jobs ID   | Effective Date | Shift | Code    | Disposition | Type | Posting        |             |         |  |
| S      | <input type="checkbox"/> | 2009          | 21     | 2       | S06467-00 | 01-JUL-2009    | 1     | 010     | 60          | R    | Redistribution | 19-JAN-2010 |         |  |
|        | <input type="checkbox"/> | 2009          | 21     | 2       | S06467-00 | 01-JUL-2009    | 1     | 180     | 60          | R    | Redistribution | 19-JAN-2010 |         |  |
|        | <input type="checkbox"/> | 2009          | 21     | 2       | S06467-00 | 01-JUL-2009    | 1     | 522     | 60          | R    | Redistribution | 19-JAN-2010 |         |  |

27. When the labor redistribution has posted in Banner the disposition will change to 70.

## REVIEW STATUS OF LABOR REDISTRIBUTION

28. To review status of a labor redistribution in PHAREDS:

- A. Go to PHAREDS and type the employee's Banner #.
- B. Next to the Payroll ID click on the drop down arrow.
- C. Go to the payroll number for the labor redistribution.
- D. Highlight the last disposition for that payroll.
- E. Check the disposition for the labor redistributions processed
  - Disposition 47 - In progress
  - Disposition 48 – Completed, submitted for approval but not approved
  - Disposition 60 – Approved but not posted
  - Disposition 70 – Approved and posted
- F. To review the comments for this labor redistribution
  - Tab to the comments column. If the box is checked, there are comments.
  - Go to Options and select Comments.

## HOW LABOR REDISTRIBUTIONS ARE DISAPPROVED

### 1. Redistribution returned for correction:

- An email will be sent from the Financial Services office.
- The disposition will be set back to Disposition **47** and Status **P**.

#### A. Change Comments

- Select the 'Earnings History and Labor Distribution' tab
- Perform next block, so the bottom is highlighted
- Click on the comments tab.
- Enter the new or change business purpose (**DO NOT SAVE**)
- Click on the Earnings History & Labor Distribution Tab.
- Go to Options and select Submit Redistributions.
- Click on the SAVE icon.

#### B. Change Redistribution

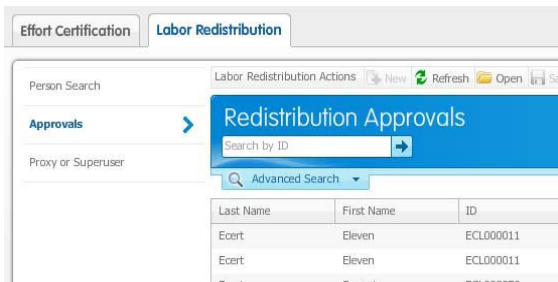
Reprocess the labor redistribution by following the instructions on job aid:

FSJA-085 Labor Redistribution Return for Correction located on FSSC website

[www.unm.edu~fssc](http://www.unm.edu~fssc). On the left hand side click on job aids by number and select FSJA-085.

## HOW LABOR REDISTRIBUTIONS ARE APPROVED

- There is an electronic process to approve redistributions entered through Labor Redistribution in LoboWeb Employee Self-Service.
- Labor redistributions will be approved by Financial Services in the LoboWeb Employee Self-Service.
- All labor redistributions must have the proper written justification and approval from the requestor before processing.
- Restricted funds require a written justification and approval from the department's PI before submitting a Labor Redistribution.
- Restricted and Unrestricted indices affected will both need to approve labor redistribution.
- The approver is the individual in the appropriate Financial Services Office who authorizes the labor redistribution processed in LoboWeb Self-Service - Labor Redistribution.
- Labor Redistributions will be approved by the Financial Services Offices within three business days from submission by the *originator* as long as the labor redistribution documentation meets all requirements, including the **90** day Cost Transfer Justification memo for restricted indexes. The 90 day Cost Transfer Justification memo must be received by Financial Services office before a labor redistribution is approved.
- Each pay period is approved independently of each other.
- REVIEWING or APPROVING A LABOR REDISTRIBUTION
  1. Log into myunm.edu.
  2. Select Employee Life Tab.
  3. Click on LoboWeb
  4. In LoboWeb select Employee Tab.
  5. Select Labor Redistribution.
  6. Select Labor Redistribution Tab.
    - A. The Labor Redistribution view shows many of the features of the web-based interface.
    - B. The window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.
    - C. The numbers on the window correspond to the descriptions in the table.
  7. In the search results, the system displays the employee's pay periods selected. The pay periods can be sorted by column.
    - A. Click in the header row of any column to sort the column in ascending order (numerical or alphabetical).
    - B. Click the column header again, the sort order reverses.
    - C. The up or down sort arrow appears on the column header to determine which way the data is being sorted.



8. Select the pay event and click on the OPEN icon or double click on the pay event.
9. Routing Queue
  - A. On the left hand side select Routing Queue.
  - B. Are you the next approver?
 

The lowest sequence numbers are approved first.

    - 5 - On the Fly Approver
    - 10 – FYI 90 day from original posting
    - 20 - 28 - Unrestricted Acctg, HSC
    - 70 - Contract & Grant Acctg
    - 98 –Unrestricted Acctg, Main
10. Review updated distributions.
  - A. Verify, if index is appropriate.
  - B. 90 day memo must be received by the Financial Services office before the labor redistribution is approved.
  - C. To review each earning code go to the right hand side under Redistributions and select each earnings code.
11. Comments
  - A. On the left hand side select 'Comments'.
  - B. Verify purpose is justifiable.
  - C. Click on Approve button.
12. Close and view list of approvals.
13. If redistribution has restricted and unrestricted indices, both need to be approved.

Also see Job Aid FSJA-086 Labor Redistribution Approving in LoboWeb Self Service

# REPORTS – LABOR REDISTRIBUTIONS

The following is a list of reports associated with Labor Redistribution transactions. All of these reports are updated nightly.

## 1. Hyperion Report **FSH0001-Salary Labor Benefits & Encumbrance Report**

- A. Includes labor redistribution approved and posted.
- B. Only completed labor distributions can be approved or disapproved.
- C. This report can be run by index, org or employee.
- D. Running the report by Index No Grouping includes labor and fringe on one line for pay period.
- E. This report combines all payroll information from Banner Payroll, HRS legacy Payroll and any HRS labor redistributions processed after 12/31/2007.
- F. This is the report that departments should reference to determine whether or not any labor redistributions (Banner Payroll or HRS legacy Payroll) need to be initiated.

University of New Mexico Finance Reports

**FSH0001: Salary Labor Benefits and Encumbrance Report**

Fiscal Year: 2009      Report by: Employee

Month: July, August, September, October, November, December, January, February, March, April, May, June

Employee:

startswith     contains    Find

Enter part of the code and click find to view the complete list of codes starting with or containing that portion of the code. Click on a listed record to enter the full code.

Process Report

Select single or multiple months (Ctrl or Shift Key) within the Fiscal Year for this report. If no months are selected the report will run for the entire Fiscal Year. It is not possible to span Fiscal Years with this report.

FSH0001      **Salary Labor Benefits and Encumbrance by Index**      Report Run Date/Time: ...

Fiscal Year To Date, FY2009

Index: 594002 - 113207-Finance Systems Management

Fund: 2U0224      Grant ID:

Orgn: 594B      Short Title:

Prog: P131      Project Start Date:

Act: GNACTV      Project End Date:

Included Months: All Months      Agency Name:

| Pay Trans ID         | Code | Date | Labor | Fringe FICA (2110, 2120) | Fringe Retirement (2140) | Fringe Insurance (2160) | Fringe UE-Comp (2180) | Fringe WC-Comp (21A0) | Prof Liability (21C0) | Fringe Other (21J0) | Total Fringe |
|----------------------|------|------|-------|--------------------------|--------------------------|-------------------------|-----------------------|-----------------------|-----------------------|---------------------|--------------|
| Index: 594002 - 2020 |      |      |       |                          |                          |                         |                       |                       |                       |                     |              |

2. Hyperion Report **FSH0001L** is a Payroll and Payroll Benefits Distribution legacy report that contains static HRS legacy payroll information as of 12/31/2007 and prior ONLY. This report will only be available on a temporary basis to facilitate departmental needs with FY09 budgetary and cost analysis planning.

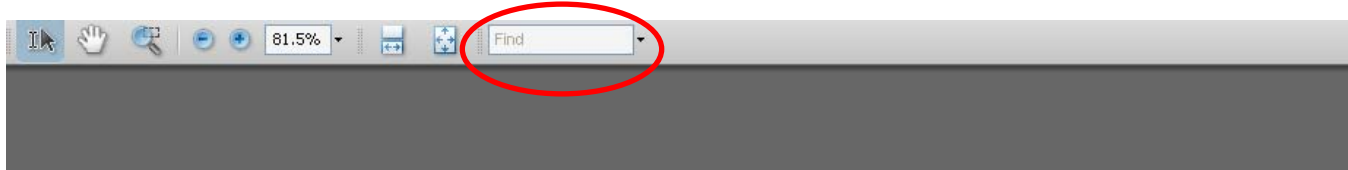
3. Hyperion Report **FSH0002** is labor distribution by organization or employee.  
 A. The report can be run by org, employee, index, fund or grant.  
 B. If the report is run by employee, do not click on Find. Process report.

Active Labor Distribution by Organization

FSH0002  
594B Finance Sys Mngt Support

| Banner Id | Employee Name | Index Code | Account Code | Position | Suffix | Position Title | Hiring Org | Dist % | FTE % | Job Start Date | Job End Date | Labor Dist Start Date | Labor Dist End Date |
|-----------|---------------|------------|--------------|----------|--------|----------------|------------|--------|-------|----------------|--------------|-----------------------|---------------------|
|-----------|---------------|------------|--------------|----------|--------|----------------|------------|--------|-------|----------------|--------------|-----------------------|---------------------|

4. The ePrint report **PZROLRO** includes completed labor redistributions.
- This report is listed in the repository hrp\_banp-HR/Payroll Reports-Production (banp).
  - Once a labor redistribution has been posted it will no longer be on this report, go to Hyperion Report FSH0001.
  - To do a search for an index or employee Banner ID number, enter the number in the 'FIND' box and enter.
  - The labor redistributions listed are for dispositions:
    - Disposition 47 - In progress
    - Disposition 48 - Completed, submitted for approval but not approved
    - Disposition 60 - Approved but not posted



PZROLRO UNIVERSITY OF NEW MEXICO Pending Labor Redistributions by Organization MAR-22-2010 08:01 PM

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            | JWEBRANDT       |                |              |

- The ePrint report **PZROLRH** Labor Redistribution History by Originator.
- The ePrint report **PZROLRR** Labor Redistribution by Originator.
- The ePrint report **PZROLRV** Labor Redistribution by Approver.



## DEPARTMENT BUSINESS RULES – LABOR REDISTRIBUTION

Practices remain the same regarding legitimate business purposes to initiate labor redistributions. Refer to University Business Policy 2450, Cost Transfers for additional guidance. Below are points to consider when processing labor redistributions:

1. Once a signed Effort Certification is on file with the appropriate Post Award office for a specific restricted fund/index, labor redistributions will not be approved for that fund/index.
2. Labor Redistributions can only be originated by the Home Organization which the employee is assigned.
3. A “Labor Redistribution Agreement” form (see Appendix V) for each index notating the appropriate *requestors* must be on file with the appropriate Financial Services Office before the Labor Redistribution will be approved. If the requestor is not on the signature authorization form for the index/fund for the labor redistribution, then the requestor must obtain and retain documentation from someone with signature authority on the index/fund affected.
4. Labor redistributions will be marked pending (distribution 47) or submitted (distribution 48) by the originator. Financial Service Offices can only approve submitted and approved redistributions with the appropriate accompanying documents.
5. A redistribution through Banner PHAREDS or LoboWeb Employee Self-Service can be initiated *only* after the salary expense has posted in both Banner Payroll and Banner Finance. (Payroll Disposition 60 or greater)
6. The *originator* is required to include the appropriate business purpose in compliance with UNM Policy 2450 and OMB Circular A-21. If this field is not completed, the redistribution will be disapproved by the Financial Services/Post Award office.
7. To minimize documentation necessary for a labor redistribution it is not necessary to obtain acknowledgment of labor redistribution changes from individuals with signature authority for indices where labor distribution is not being changed.  
(If an index does not have labor redistributed, it is not necessary to obtain acknowledgement from individuals with signature authority.)
8. When labor redistributions occur as a result of a Labor Redistribution Agreement (see Appendix III), the department originating the labor redistribution (to be agreed upon by parties involved) provides the employees department with a copy (**one time only with first labor redistribution**) of completed agreement including signature page. The ‘home org’ department office will maintain the copy of agreement as ‘back up’ for future labor redistributions.

## ADDITIONAL RESOURCES

Find Job Aids, Standard Operating Procedures and much more:

- Go to Financial Services Support Center's website at: [www.unm.edu/~FSSC/](http://www.unm.edu/~FSSC/)
- On the left hand side Click:
  - Banner Bytes (Under Instructions, see Finance Self-Service Overview, Contract & Grant Accounting Overview for Departments)
  - Job Aids (i.e. Keys to Accessing LoboWeb Finance Self Service)
  - Participants Guides (i.e. FILR 100 Labor Redistribution Participant Guide)
  - Forms (i.e. Labor Redistribution Agreement, Labor Redistribution Form. Click on Unrestricted Accounting, Main's link.)

Need Help?

### FINANCIAL SERVICES SUPPORT CENTER

Call 277-3457 or

Ask a Question or Chat through Fast Info: Login, type your subject and question, and in category select Administrative Finance and Finance sub-categories.

### FAST INFO

Fast Info is a great source of information for a wide range of topics that concern the UNM community—from problems browsing the online course catalog to modifying a meeting in GroupWise. The system is designed to grow and respond to the kinds of questions and concerns that you, the users, bring to it.



You will see links to it in various settings around the University of New Mexico's website.

Enter a few key words into the Search Knowledge Base field and select Search. (This takes you directly to the Ask A Question screens, populated with potential answers.)

<http://fastinfo.unm.edu>

You can also go directly to the Fast Info home page and request a wide range of technical support services.

Search for information already present in the Knowledge Base. If you do not find what you need, initiate a chat session, request a call, or type in your question.

**Find Answers**  
Search the UNM knowledge base for immediate answers to the most frequently asked questions.

**Ask a Question**  
If you cannot find the answer you need, send a question to one of our specialists. You will normally receive a response in one business day.

**Chat Now!**  
Chat with a technical support representative. Normal hours: 8am - 7pm (M-Th), 8am - 5pm (F) Mountain. (Closed at 5pm every day during breaks). Chat staff can only assist with COMPUTING, ADMINISTRATIVE FINANCE, and WEBCT issues. For all other issues, please use the Ask A Question feature.

**Callback Request**  
Request a callback - enter your contact information and a consultant will call you back. (Callback time varies by department).

# SECURITY

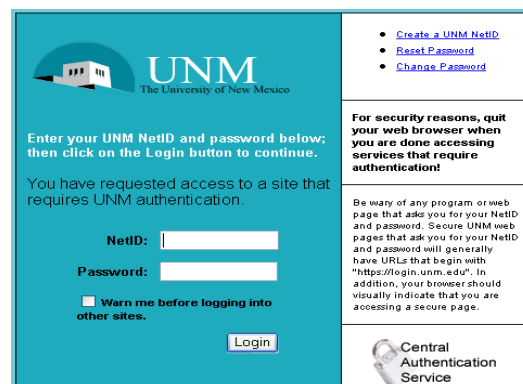
## How to Request Salary Redistribution Security Roles Using the BAR

1. Go to BAR (Banner Authorizations Request) located in my.unm.edu.

2. A Security Alert popup appears. Click 'Yes'



3. Enter your UNM Net ID and Password (for BAR login help, please see Fast Info Answer #1584).

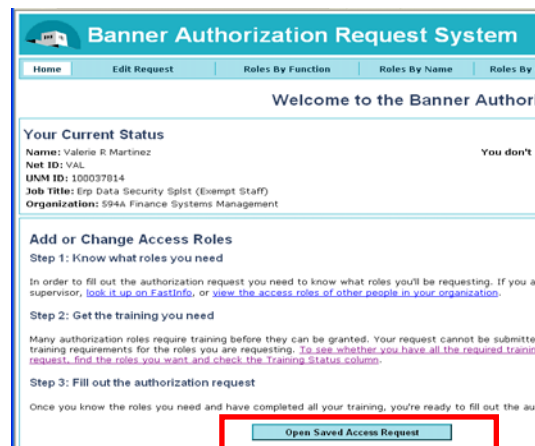


4. Start an authorizations request

A. Verify all information regarding your position at the University is correct.

B. If you currently have an incomplete request, you will see an "Open Saved Access Request" button on the bottom of the screen. Click on the button. You can also select Edit Request.

C. If you do not have an existing request scroll down to "Add/Remove Access Roles" button. Click on the button.



**NOTE:** If you have existing Banner access, your current authorization is automatically copied into your new request.

## 5. To request the security role Department Labor Redistribution

- A. Enter your supervisor's NetID. If you do not know your supervisor's NetID, please use the UNM Directory to look it up.
- B. Include a detailed explanation of the business reason for this role.
- C. Click on the "ADD Roles", "Select Roles", or "Copy Coworker's Roles" button.
- D. Select the **Finance roles** function.

*\*If needed click on **SHOW ALL ROLES** first.*

Request ID: 8660 Created: May-21-2007 Status: Open

Supervisor and reason for request

Supervisor's netID: EANDRES 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 will be entering time for the ITS-Computing organization.

Access roles requested

**Add New Roles**  
You haven't added any roles to this request.

You don't have any access roles right now.

- E. Scroll down to the '**Department Labor Redistribution**' role. If the box to the right states 'Training complete', continue with step 7.
- F. If the box states 'Needs training', double click on the box, and the courses needed for this role will be listed.
- G. Check the Add box on the far left side for the '**Department Labor Redistribution**' role.
- H. Scroll down to the bottom and click 'Add Selected Role to My Request'.
- I. Scroll down to Select Redistribution Orgs. Enter the hiring org you will be responsible for and click 'Add Redistribution Org'. Repeat, if you have additional orgs to add.
- J. Scroll down to the bottom of the screen and click on Next.

## 6. Review and submit

- A. Confirm all the information is correct.
- B. On the “Review request before submitting” page, confirm all the information on the BAR is correct.
- C. Click "Submit Request" button, if all information on the page is correct.
- D. Click the ‘Back’ button if the information is incorrect. Correct as necessary.
- E. The request is sent to the appropriate supervisor for approval AND to the approvers for each role requested.

The screenshot shows the 'Edit Authorization Request' page in a web browser. The page title is 'Edit Authorization Request'. The request ID is 0675, created on Aug 10-2007, and the status is Open. The supervisor's name is SANDRES. The reason for the request is 'My job has changed and I will be entering time for my org'. The 'Access roles requested' section shows a table with columns for 'Remove', 'Add New Roles', 'Training Status', and 'Remove Current Roles'. The 'Training Status' for the role '1009\_Technician' is 'Training complete'. Below the table are buttons for '< Back', 'Withdraw Request', 'Save Request', and 'Submit Request'. The 'Submit Request' button is highlighted with a red box.

- Your supervisor is notified and you will receive an email confirming the request was submitted.
- Once approved and changes applied, another email is sent to let you know access has been granted.
- To check the status of your request, click on “My Requests” at the top of the page.



# Appendix I cont. – PHAREDS AT A GLANCE

## PHAREDS - Old Labor Distribution and New Earning Labor Distribution section

Oracle Developer Forms Runtime - Web: Open > PHAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PHAREDS 8.2 (INTG)

ID: 100464175 Helen Mae Salazar

Payroll ID: 2R

Begin Year: 2009 End Year: 2009

Payroll Number: 21 Date: 26-SEP-2009

Payroll Number: 21 Date: 09-OCT-2009

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

Posting Date: 19-JAN-2010 Status: Year: 2009 Payroll Number: 21 Sequence Number: 2 Jobs ID: S06467-00 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 |
|-------|---------|----------|---------------|--------|--------|------|---------|---------|----------|----------|---------|------|
| 72.00 | 100.00  | 1,235.26 | U             | 594003 | 2U0006 | 594B | 2060    | P161    | GNACTV   |          |         |      |
|       |         |          |               |        |        |      |         |         |          |          |         |      |
|       |         |          |               |        |        |      |         |         |          |          |         |      |
| 72.00 | 100.00  | 1,235.26 | <b>Totals</b> |        |        |      |         |         |          |          |         |      |

**NEW Earnings Labor Distributions**

Change All

| Hours | Percent | Amount   | COA           | Index  | Fund   | Orgn | Account | Program | Activity | Location | Project | Cost |
|-------|---------|----------|---------------|--------|--------|------|---------|---------|----------|----------|---------|------|
| 72.00 | 100.00  | 1,235.26 | U             | 594003 | 2U0006 | 594B | 2060    | P161    | GNACTV   |          |         |      |
|       |         |          |               |        |        |      |         |         |          |          |         |      |
|       |         |          |               |        |        |      |         |         |          |          |         |      |
| 72.00 | 100.00  | 1,235.26 | <b>Totals</b> |        |        |      |         |         |          |          |         |      |

Finance Posting Date, format 'DD-MON-YYYY':

Record: 1/1 <OSC>

1. Employee's Old Current Earning Labor Distributions information.

2. Employee's New Earning Labor Distributions information – area to enter labor redistribution information

**Enter:**

**Hours:** number of hours

**OR**

**Percent:** New Distribution percent of total

**OR**

**Amount:** dollars

**OR**

**Index:** Redistribution index

**COA:** Defaults to U. No entry required.

**Fund:** No entry required; auto populates.

**Orgn:** No entry required; auto populates.

**Account:** Redistribution account number must be a payroll account number. Usually the SAME payroll account number as the original payroll account number.

**Program:** No entry required; auto populates.

**Activity:** No entry required; auto populates.

**Location:** No entry required; auto populates or may be blank.

**Project:** No entry required; auto populates or may be blank.

**Cost:** No entry required; auto populates or may be blank.

# Appendix II – LOBOWEB EMPLOYEE SELF-SERVICE LABOR REDISTRIBUTION AT A GLANCE

## 1. Person Search-Advanced

- **ID:** Employee's UNM identification number
- **Pay ID:** (5R or 2R)
- **From Pay Year:** (Calendar Year) (Last Name or ID is required)
- To Pay Year (Allows several pay years to be entered)
- **From Pay Number:** (Pay period Number 1-12 for 5R, 1-26 for 2R)
- To Pay Number (Allows several pay periods to be entered)
- Last Name
- First Name

**Labor Redistribution**

Labor Redistribution Actions       More Actions ▾

### Person Search

Search by ID

ID

Pay ID

From Pay Year

From Pay Number

To Pay Number

▾

## 2. Update Distributions

- Change index, hours, percent or amount
- Add redistribution Line

### Update Distributions

COA: U Posting Date: Jan 22, 2010  Change All

| Index      | Fund       | Organization | Account  | Program  | Hours | Percent | Amount |
|------------|------------|--------------|----------|----------|-------|---------|--------|
| 594001 *** | 2U0224 *** | 594D ***     | 2060 *** | P131 *** | 71    | 100     | 1218.1 |

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

**Current Summary:** Hours: 71 Amount: \$1,218.1 Percent: 100% **Updated:** Hours: 71 Amount: \$1,218.1 Percent: 100%

# Appendix II cont. – LOBOWEB EMPLOYEE SELF-SERVICE LABOR REDISTRIBUTION AT A GLANCE

**3. Current Distribution:** Displays current earnings information

**4. Updated Distribution:** Displays updated (the redistribution in process) earnings information

**5. Comment - Business Purpose:** Purpose for the redistribution, name of individual making the request (i.e. requestor) See DEPARTMENT BUSINESS RULES – LABOR REDISTRIBUTION section in this document.

**6. Complete Status:** Disposition for Pending or Completed Labor Redistributions.

| Last Name | First Name | ID        | Pay Year | Pay ID | Pay Number | Sequence | Disposition            |
|-----------|------------|-----------|----------|--------|------------|----------|------------------------|
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 1          | 2        | 47, Pre-Balance Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 2          | 2        | 47, Pre-Balance Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 3          | 2        | 47, Pre-Balance Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 4          | 2        | 48, Pre-Approve Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 5          | 2        | 47, Pre-Balance Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 6          | 2        | 48, Pre-Approve Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 7          | 2        | 48, Pre-Approve Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 8          | 0        | 70, Complete           |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 9          | 2        | 48, Pre-Approve Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 10         | 2        | 48, Pre-Approve Update |
| Salazar   | Helen      | 100464175 | 2009     | 2R     | 11         | 2        | 48, Pre-Approve Update |

# Appendix III- BANNER FORM PHAREDS STEP BY STEP TABLE

**\*\*\*Labor Redistribution can only occur when a Payroll has run and Posted\*\*\***

| Step # | Action / Field Name   | Comments / Tips for New Users / Options  |
|--------|---|--|
| 1      | <p>Go to Banner form PHAREDS.</p> <p>Option 1) Enter employee Banner ID (if known) in "ID" field.</p> <p>Option 2) Click drop-down arrow and select "POIIDEN". Tab to last name or first name, type name, and execute query (F8). Highlight correct employee, click "select" icon, or double-click on ID.</p>   | <p>You may only redistribute employees within your Departments hiring org.</p> <p>When using search function, use wildcard (%) as necessary.</p> <p>The Radio button on the bottom is for Case sensitive queries.</p>  |
| 2      | <p>Payroll Number:</p> <p>Option 1) Click drop-down arrow by "Begin Year" for choices. Highlight "Begin Year" on row to be redistributed from Pay Event List Form PHILIST; double-click in "Year" field of appropriate Payroll ID.</p> <p>Option 2) Type in begin and end year, and payroll numbers and tab to populate dates.</p> <p>Perform next block.</p>   | <p>Disposition field must have value of 60 or greater after a Payroll has run to be eligible for redistribution.</p> <p>See Payroll Process Dispositions (Appendix VIII)</p> <p>The payroll period is calendar year not fiscal year. (Example: 05 = May, 12 = December )</p> |
| 3      | <p>Selection criteria block,</p> <p>Option 1) If the employee has only one job assignment/position click cancel, then next block.</p> <p>Option 2) If the employee has multiple job positions:<br/>Click the drop-down arrow on the Position field select 'List Employee's Jobs' (NBIJLST) from the pop up box.</p> <p>If more than one position is listed, in the Employee Job Inquiry form, highlight the position you want to redistribute, double click on the position.</p> <p>Perform next block.</p> |  |
| 4      | <p>In the "Earnings History" block, highlight the line with the correct earnings code to be redistributed.</p> <p>The Earnings Labor Distribution will change depending on which earnings code is highlighted.</p>  | <p>Each line represents a different Earnings Code (Regular Pay, Annual Leave, etc.)</p> <p>If all earnings codes need to be changed highlight first earning code and select 'Change All'.</p>  |
| 5      | <p>Perform next block until you reach the posting date.</p> <p>Posting Date should be today's date.</p>   | <p>Redistribution dates cannot be outside of budget period dates in FRMFUND.</p>   |
| 6      | <p>Change Labor Distribution</p> <p>Option 1) Select the Edit Labor Distribution tab Go to step 7.</p> <p>Option 2) Select the Search &amp; Replace Tab. Enter the current index, tab and enter the current account code. Perform a next block. Enter new index, tab and enter the current account code. Click on OK. Go to step 15</p>   | <p>'Search and Replace' is only used for several pay periods to change an index on identical payrolls.</p>   |

|    |   |  |
|----|---|--|
| 7  | <p>"Enter New Earnings Labor Distributions"</p> <p>Perform Next Block to get to the New Labor Change the new earnings labor distributions by entering new Index, Hours, Percent, and/or Amount fields. Enter account code.</p> <p>Total Hours and Amount of New distribution must equal the Old distribution. Percent must equal 100%. Go to Options, Round Labor Distributions</p> <p>To enter a new line:<br/>Option 1) Move cursor to next line<br/>Option 2) Go to Record, Insert</p> | <p>Entry of a value in either of Hours, Percent or Amount fields will cause others to auto-populate.</p> <p>Account code of New distribution MUST be the same as the Old distribution.</p> <p>Note that the record that is highlighted at the time Round is selected will be the record that is rounded.</p> |
| 8  | <p>If the pay period has more than one earnings code, check the 'Change All' box.</p>   | <p>Pay Periods must be identical in order to be changed.</p>   |
| 9  | <p>If there are additional pay periods for the same Payroll ID to be redistributed, select "Options, Next Set of Labor Distributions".</p> <p>Perform Next block or select the Earnings History and Labor Distribution tab.</p>   |  |
| 10 | <p>When New Distributions are completed, click '<b>Options, OK Changes</b>'.</p>  | <p>The status will be marked with an "X".</p>  |
| 11 | <p>The disposition number is now <b>47</b> and the status will change to "<b>P</b>" and a sequence number is assigned designating a change was made.</p>  | <p>On the bottom left hand corner a message should read: Transaction completed - # redistribution pay event(s) created or updated.</p>   |
| 12 | <p>Select the Earnings History and Labor Distribution tab. Perform a Next block so the bottom block is highlighted.</p> <p><b>Save</b> the distribution.</p>  | <p>Follow same procedures as first redistribution, save when finished.</p> <p>The status will be marked with an "X". The distribution unchanged,</p>   |
| 13 | <p>Business Purpose<br/>Select the Comments tab. Enter the business purpose and the name of individual making the request (i.e. the requestor).</p> <p>DO NOT SAVE.</p>   | <p>Required. Your business purpose/90 day memo goes here.<br/>See Department Business Rules Section page 38.</p>   |
| 14 | <p>On the Earnings History and Labor Distribution tab, select <b>Options, Submit Redistributions</b>.</p>   | <p>Status will change to "<b>S</b>" for submitted. Distribution will become <b>48</b>.</p>   |
| 15 | <p>Select the <b>save</b> icon.</p>   | <p>You will receive a message in a pop up that says your transaction is complete.</p>  |
| 16 | <p>Click "Exit" to exit PHAREDS.</p>  |  |
| 17 | <p>It will then go through the "Approval Process"</p>   | <p>Disposition 60 is approved<br/>Disposition 70 is posted</p>   |
| 18 | <p>If your redistribution is <b>disapproved</b>, you will receive an email from the Financial Services office. The core accounting office will change the status of the redistribution from complete to pending. Follow same procedures.</p>  | <p>In step two highlight the last sequence so that it incorporates the most recent changes. The sequence numbers begin at zero and increase (0, 1, 2...).</p>  |

# Appendix IV - LOBOWEB EMPLOYEE SELF-SERVICE STEP BY STEP TABLE

**\*\*\*Labor Redistribution can only occur when a Payroll has run and Posted\*\*\***

| Step# | Action / Field Name  | Comments / Tips for New Users / Options  |
|-------|--|--|
| 1     | Log into myunm.edu<br>Select Employee Life Tab<br>Click on LoboWeb<br>Select Employee Tab<br>Select Labor Redistribution<br>Select Labor Redistribution Tab  | You may only redistribute employees within your Departments hiring org.  |
| 2     | Person Search:<br>Click on Advanced Search<br>Select attributes-Click on drop down arrow.<br>At minimum enter, ID, Pay ID (5R or 2R), From Pay year, and From Pay Number<br>Click 'Go'.  | Disposition field must have value of 60 or greater after a Payroll has run to be eligible for redistribution.<br>See Payroll Process Dispositions (Appendix VIII)<br><br>The payroll period is calendar year not fiscal year.<br>(Example: 05 = May, 12 = December ) |
| 3     | Select pay event: Double click or click Open Redistribute Labor: Select pencil, select side facing arrow or Add Line.<br><br>Verify Posting Date is today.<br>Change index, percent, hours or amount.<br>Enter original account code.<br>To enter a new line click on 'Add Line'.<br><br>To change all earning codes check 'Change All'.<br>Click on 'Save'. | Each line represents a different Earnings Code (Regular Pay, Annual Leave, etc.)<br><br>Redistributed hours and amounts must equal current hours and amounts.<br><br>Percentage must be 100%.  |
| 4     | To change the index only for several pay periods: Hold the Control Key and highlight pay numbers, Click on 'Find Replace'.<br><br>Enter new index number and original account code.<br>Click on 'Save' and 'OK'.   | Pay Periods must be identical in order to be changed.<br><br>Each line represents a different Earnings Code (Regular Pay, Annual Leave, etc.)<br><br>Redistributed hours and amounts must equal current hours and amounts.<br><br>Percentage must be 100%.           |
| 5     | Add Comments for Business Purpose:<br>Click on 'Comments'.<br>Click on 'Add Comment'.<br>Enter the business purpose and the name of individual making the request (i.e. the requestor).<br>Save.<br><br>Close.   | Redistribution dates cannot be outside of budget period dates in FRMFUND.<br><br>See Business Rules.   |
| 6     | Click on pay period being processed.<br><br>Click on 'Submit'.   | This will create Disposition 48.   |

|    |   |   |
|----|---|---|
| 7  | <p>Approval Queue:<br/> Review or Add Approver/Reviewer.<br/> Click on 'Routing Queue'.<br/> To Add click on 'Add Member'.<br/> Enter name.<br/> Enter sequence number lower than numbers listed.<br/> For Approvers select 'E' or for Reviewers select 'FYI'.<br/> Save.</p> | <p>Approvers and reviewers are listed.<br/> 'Pending' means it has not been approved.</p>   |
| 8  | <p>Processing Another Pay Period for same person:<br/> Option 1 - Close and go to list of pay periods.<br/> Follow steps 3-6.<br/> Option 2 – On the right hand side click on the drop down arrow next to pay periods &amp; earn codes.</p>                                   | .   |
| 9  | Log Out – Select 'Sign Out.'  | Record will remain locked to this user until 'Sign Out' is selected.  |
| 10 | To View Status- Follow Steps 1&2.   | Disposition 47 – In progress.<br>Disposition 48 – Completed not approved.<br>Disposition 60 – Approved not posted.<br>Disposition 70 – Posted |
| 11 | <p>If the redistribution <b>is disapproved</b>, the originator will receive an email from the Financial Services office. The core accounting office will change the status of the redistribution from complete to pending. Follow same procedures.</p>                        |   |

## Appendix V – COMMON MISTAKES AND ERROR MESSAGES

|   | <b>Mistake / Error Message</b>   | <b>What it means and what to do</b>  |
|---|--|--|
| 1 | <b>ERROR</b> Total NEW Labor Distribution PERCENT must equal 100%. Correct the percent or select Options, ROUND. | If the redistribution percent does not equal exactly 100%, the redistribution will not complete. You must manually adjust the percent on one or more records, until the total equals 100%. Or, you may highlight the record that needs to be adjusted, and select "Options, Round Labor Distributions".  |
| 2 | <b>ERROR</b> Ending Event cannot start before Begin Event.   | In Banner form PHAREDS the beginning (top) Payroll Number cannot be greater than ending (bottom) Payroll Number.   |
| 3 | <b>ERROR</b> You do not have access to this org.   | <p>The employee may be working for your org but their home org is responsible for processing labor redistribution. Ask the home org to process the labor redistribution and send them the employee's name, banner ID, payroll ID &amp; number, old &amp; new index, business purpose, and who approved it.</p> <ol style="list-style-type: none"> <li>1) If you do not know what the home org is, call HR/PR at 277-4777.</li> <li>2) If employee is a student on a federal workstudy, you should not be processing a labor redistribution. If the student is on workstudy, the home org should be yours. If there are questions, please contact Marissa Castenada at Student employment at 277-6936.</li> <li>3) If employee is on a Faculty contract, contact Kathy Meadows at 277-4528.</li> <li>4) If employee is in Graduate Studies, contact Edwina Chavez-Salazar at 277-7344.</li> </ol> |
| 4 | The encumbrances on <b>Hyperion Report</b> FSH0001 and FRH0001 don't match.                                      | In the operating Ledger Report FRH0001 the total may or not include salaries of other employees. Run the Operating Ledger Report in self-service and drill down to verify who is listed in the total of this encumbrance.  |
| 5 | How long does it take for a labor redistribution to be approved?   | It can take up to three days for a labor redistribution to be approved. Once it is approved it will be processed overnight and will be posted the next day. Postings are listed on Hyperion Report FSH0001.  |
| 6 | I processed labor redistribution for payroll #1-5 but they didn't all post.                                      | When processing several payroll numbers at once, check the change all box.   |
| 7 | How do I change a labor redistribution that has been processed?  | If the labor redistribution has not been approved (Disposition 48 or less), return to the LoboWeb Labor Redistribution form or Banner form PHAREDS and make the changes. If it has been approved (disposition 60 or above), a new labor redistribution will need to be processed.  |

|    |  |  |
|----|--|--|
| 8  | Why is the salary for the employee incorrect?  | <p>The employee may have another job. In the selection criteria, select the drop down arrow and select the list of employee's jobs. Highlight the correct job and double click. ... or</p> <p>In the Earnings History one of the other earnings code may be highlighted. Highlight each earning codes to view the salary on the bottom of the screen. The total salary is the sum of all earning codes.</p>  |
| 9  | <b>ERROR</b> Another User in Form  | LoboWeb Employee Self Service Labor Redistribution and Banner form PHAREDS only allows one person to have the form open. Contact the other user and ask them to close the form.  |
| 10 | How do I find out who processed a labor redistribution?                                      | In the first block of the Banner form PHAREDS form, at the payroll ID click on the drop down arrow, highlight the payroll number and the last sequence in question. On the bottom right hand corner, click on the scroll bar and move it to the right. The page may need to be enlarged. The person's user ID who submitted the labor redistribution and the date it was submitted will be listed.   |
| 11 | Why does the PHAREDS form not allow me process a labor redistribution?                       | <p>1) If the Fund is closed, a labor redistribution will not be allowed. Please contact your Fiscal Monitor.</p> <p>2) In the Earnings History block is the 'Effort Certification Locked' checked. If so, please contact your Fiscal Monitor.</p>  |
| 12 | Why do I get the *ERROR* 'Problems in Commit Changed Redistributions, please exit the form'? | <p>This error is due to when the business purpose was entered incorrectly.</p> <p>1) Go back to the Edit Labor Distribution tab and change the posting date to today if needed.</p> <p>2) Go to Options and select 'OK Changes". Click on Save. The disposition is now 47 and status is P.</p> <p>3) Select the 'Earnings History and Labor Distribution' tab and perform next block, so the bottom is highlighted.</p> <p>4) Click on the Comments Tab and enter the business purpose.</p> <p>5) Click on the Earnings History &amp; Labor Distribution Tab.</p> <p>6) Go to Options and select Submit Redistributions.</p> <p>7) Click on the SAVE icon.</p> |
| 13 | How do I erase a redistribution?   | <p>In order to erase a redistribution the disposition must be 47 and status P. If it isn't, have Financial Services disapprove.</p> <p>1) Open the pay period that needs to be erased. The labor distribution must be populated.</p> <p>2) Go to Options and select Erase Pending Redistribution.</p> <p>3) Click on the black X and Click on Save Changes.</p>  |
| 14 | How do I view the comments on a labor redistribution after it has been completed?            | <p>If a labor redistribution is in disposition 48 or above:</p> <p>1) Go to PHAREDS and type the employee's Banner #.</p> <p>2) Next to the Payroll ID click on the drop down arrow.</p> <p>3) Go to the payroll number for the labor redistribution.</p> <p>4) Highlight the last disposition for that payroll.</p> <p>5) Tab to the comments column. If the box is checked, there are comments.</p> <p>6) Go to Options and select Comments.</p>   |

# Appendix VI – LABOR REDISTRIBUTION AGREEMENT FORM

## Labor Redistribution Agreement-

1. The Labor Redistribution Agreement is used to grant security access to an individual in order to process labor redistributions for another department's org code.
  - A. This agreement provides access to all payroll information in the new org code being requested, but only to the person specified on the agreement.
  - B. The agreement is signed by the dean, chair, or director with signature authority of both departments involved. The agreement term should be specified and should be reviewed every fiscal year. Yearly renewals should be submitted in writing.
  - C. The requesting department should keep the original signed Labor Redistribution Agreement.
  - D. If the originator leaves the department a new agreement should be processed because the access is granted on an individual basis. It is the responsibility of the department to notify the other department of the change.
2. The Labor Redistribution Agreement is located at Unrestricted Accounting, Main website: <http://www.unm.edu/~gacctng/> click forms.

**Labor Redistribution Agreement**  
**Between UNM's (Non Hiring Org Department, Center, etc),**  
**(Hiring Org Department, Center, etc), and (College, Division, etc)**

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This "Agreement" is entered into as of (date) by the University of New Mexico's (Non Hiring Org Department, Center, etc.), the (Hiring Org Department, Center, etc), and the (College, Division, etc.).

### I. AGREEMENT

- A. Labor Redistributions may only be originated by the "Hiring Organization" per the Department Business Practice for Labor Redistribution Approvals.

(Non-hiring org department, center, etc), (Hiring org department, center, etc), and (College, division, etc.) wishes to amend the above mentioned practice with this "Agreement" by providing hiring org code security as a Labor Redistribution "Originator" to (Individual), (Non-hiring org department, center, etc), through the Banner Authorization Request System (BAR) for the following employees:

|          |       |
|----------|-------|
| Employee | Title |
| Employee | Title |
| Employee | Title |
| Employee | Title |
| Employee | Title |

1. It is understood that, by agreeing to provide Hiring Org Security to (Individual), he/she will be able to access all employee information that is typically available to the

department and is contained within this specific hiring org code.

2. (Individual's) supervisor will authorize hiring org code security through the Banner BAR. This document serves as the Hiring Org Department's approval.

## II. TERM AND TERMINATION

- A. The initial term of this "Agreement" is (date) through (date).
- B. This "Agreement" may be renewed on an annual basis, concurrent with the new fiscal year, upon written agreement of the parties.
- C. Either party may terminate this "Agreement" upon 30 days prior written notice to the other party.

## III. MODIFICATIONS

This "Agreement" may be amended upon written consent of the parties. Each party will consider in good faith modifications presented to the other party and will not unreasonably withhold consent to proposed modifications.

### NAME OF NON-HIRING ORG DEPARTMENT, CENTER, ETC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

### NAME OF HIRING ORG DEPARTMENT, CENTER, ETC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

### NAME OF COLLEGE, DIVISION, ETC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

# Appendix VII – LABOR REDISTRIBUTION REQUEST FORM

## Labor Redistribution Request Form

- The **requestor** can use this form to submit a request for a labor redistribution to the Hiring Organization.
- Use for Restricted Indices. Attach to Grant with signatures for backup.

Located at Unrestricted Accounting, Main website formerly General Accounting:  
<http://www.unm.edu/~gacctng/> within the forms area

|    | A  | B                         | C                                 | D                     | E           | F                | G                             | H                            | I                               | J   | K                        | L |
|----|--|---------------------------|-----------------------------------|-----------------------|-------------|------------------|-------------------------------|------------------------------|---------------------------------|---|--------------------------|---|
| 1  | <b>THE UNIVERSITY OF NEW MEXICO</b>  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 2  | <b>Labor Redistribution Form</b>   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 3  |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 4  | Contact person:  | _____                     |                                   |                       |             |                  | UNM Phone:                    | _____                        |                                 |   |                          |   |
| 5  | Date:  | _____                     |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 6  | Department:  | _____                     |                                   |                       |             |                  | UNM Org Code                  | _____                        |                                 |   |                          |   |
| 7  |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 8  | Employee Name:   | _____                     |                                   |                       |             |                  | Employee                      | _____                        |                                 |   |                          |   |
| 9  |  |                           |                                   |                       |             |                  | Banner ID#                    | _____                        |                                 |   |                          |   |
| 10 |  |                           |                                   |                       |             |                  | Account Code                  | _____                        |                                 |   |                          |   |
| 11 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 12 | Original Transaction INDEX   | Original Transaction FUND | Original \$ Amount of Transaction | \$ Amount to be moved | Pay Period* | Transaction Date | Move to INDEX for Transaction | Move to FUND for Transaction | % of Original \$ Amount to move | Signature of responsible person for index as designated on signature authorization card | Date                     |   |
| 13 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 14 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 15 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 16 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 17 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 18 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 19 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 20 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 21 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 22 |  |                           |                                   |                       |             |                  |                               |                              | #DIV/0!                         |   |                          |   |
| 23 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 24 | *Beginning January 1, 2008 pay periods are by calendar year. Example: 5R01 is January.   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 25 | For redistributions before January 1, 2008, pay periods are by fiscal period. Example: 5R01 is July.   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 26 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 27 | <b>Business purpose (required):</b>  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 28 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 29 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 30 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 31 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 32 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 33 | <b>Additional Required Information</b>   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 34 | Check box if effort of key personnel on Federal grant are not being reduced by more than 25%. For more information please see: <a href="http://research.unm.edu/policyprocedure/EffortReportingGuidance.pdf">http://research.unm.edu/policyprocedure/EffortReportingGuidance.pdf</a> |                           |                                   |                       |             |                  |                               |                              |                                 |   | <input type="checkbox"/> |   |
| 35 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 36 | Check box if this reallocation is for HRS/Legacy system. This is for labor periods occurring before January 1, 2008.   |                           |                                   |                       |             |                  |                               |                              |                                 |   | <input type="checkbox"/> |   |
| 37 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 38 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 39 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 40 | <b>FOR ALL RESTRICTED INDICES:</b> If the date of this request is more than 90 days after the date of the original transaction, fill out a 90 day memo and obtain the signature of your Dean or Director.  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 41 | This is required per UNM Policy 2450 "Cost Transfers".   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 42 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 43 | <b>Financial Services USE ONLY</b>   |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 44 | Disapproved:   | _____                     |                                   |                       |             |                  | Approved:                     | _____                        |                                 |   |                          |   |
| 45 | Reason:  | _____                     |                                   |                       |             |                  | Document #                    | FS _____                     |                                 |   |                          |   |
| 46 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |
| 47 |  |                           |                                   |                       |             |                  |                               |                              |                                 |   |                          |   |

# Appendix VIII – COMMONLY USED EARN CODES

## Bi-weekly Employees – Commonly used earn codes

| Earn Code | Description                | SN               | SO            | SP                     | ST                        | SU                    | SW                  | MO  | GB          | UB                |
|-----------|----------------------------|------------------|---------------|------------------------|---------------------------|-----------------------|---------------------|---|-------------|-------------------|
|           |                            | Staff Non Exempt | Staff On-Call | Staff Police Barg Unit | Staff Temp BiWeekly Staff | Staff USUNM Barg Unit | Staff CWA Barg Unit | Locum Tenen & Specialty Extension Services (LT & SES) | Grad Studnt | Under Grad Studnt |
| 010       | Regular Base Pay           | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 012       | Temporary Base Pay         |                  | X             |                        | X                         |                       |                     |   |             |                   |
| 015       | Overtime at 1.5 Rate       | X                | X             | X                      | X                         | X                     | X                   |   |             |                   |
| 016       | > 40 Hrs Per Wk @1.0 rate  | X                | X             | X                      | X                         | X                     | X                   |   |             |                   |
| 019       | Missed Hrs - Prior Period  | X                | X             | X                      | X                         | X                     | X                   |   |             |                   |
| 030       | Comp1 Time Earn @1.5       | X                | X             |                        | X                         | X                     |                     |   |             |                   |
| 031       | Comp1 Time Earn @ 1.0      | X                | X             |                        | X                         | X                     |                     |   |             |                   |
| 032       | Comp1 Time Taken @ 1.0     | X                | X             |                        | X                         | X                     |                     |   |             |                   |
| 033       | Comp1 Time Pay Out@1.0     | X                | X             |                        | X                         | X                     |                     |   |             |                   |
| 034       | Comp2 Time Earn @1.5       |                  |               | X                      |                           |                       | X                   |   |             |                   |
| 035       | Comp2 Time Earn @ 1.0      |                  |               | X                      |                           |                       | X                   |   |             |                   |
| 036       | Comp2 Time Taken @ 1.0     |                  |               | X                      |                           |                       | X                   |   |             |                   |
| 037       | Comp2 Time Pay Out @1.0    |                  |               | X                      |                           |                       | X                   |   |             |                   |
| 170       | Annual Leave               | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 180       | Sick - Minor               | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 190       | Sick - Major               | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 195       | Catastrophic Leave Taken   | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 300       | Paid Leave                 | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 420       | Leave Without Pay          | X                |               | X                      |                           | X                     | X                   |   |             |                   |
| 725       | Student Earnings           |                  |               |                        |                           |                       |                     |   |             | X                 |
| 726       | Student Earnings OT        |                  |               |                        |                           |                       |                     |   |             | X                 |
| 729       | Prior Student Hours        |                  |               |                        |                           |                       |                     |   |             | X                 |
| 735       | Graduate Earnings          |                  |               |                        |                           |                       |                     |   | X           |                   |
| 736       | Graduate Biweekly Overtime |                  |               |                        |                           |                       |                     |   | X           |                   |
| 739       | Prior Grad Hours           |                  |               |                        |                           |                       |                     |   | X           |                   |

## Appendix VIII Cont. – COMMONLY USED EARN CODES

### Monthly Employees – Commonly used earn codes

| Earn Code | Description              | FE                | FP                        | FY               | RP                  | SC             | SD                     | SE           |
|-----------|--------------------------|-------------------|---------------------------|------------------|---------------------|----------------|------------------------|--------------|
|           |                          | Executive Faculty | Post Doctoral and Fellows | 12 Month Faculty | Resident Physicians | Contract Staff | Exempt Temporary Staff | Exempt Staff |
| 170       | Annual Leave             | X                 | X                         | X                |                     |                |                        | X            |
| 180       | Sick - Minor             |                   | X                         |                  |                     |                |                        | X            |
| 190       | Sick - Major             |                   |                           |                  |                     |                |                        | X            |
| 195       | Catastrophic Leave Taken |                   |                           |                  |                     |                |                        | X            |
| 300       | Paid Leave               | X                 | X                         | X                | X                   |                |                        | X            |
| 420       | Leave Without Pay        | X                 | X                         | X                | X                   |                | X                      | X            |

## Appendix IX – PAYROLL PROCESS DISPOSITIONS

### Banner Payroll Pre-run Process Dispositions

| <b>Payroll Dispositions</b> | <b>What they Do</b>   |
|-----------------------------|---|
| 5-20                        | Time Processing Report/Payroll extracts process from HR database. Runs time processing, pulls in Active jobs and or default hours |
| 22                          | Step where overrides or exception hours or new hours can be entered   |
| 25                          | Proof and Validate Payroll  |
| 30                          | Accrues and processes leave hours   |
| 40                          | Calculates gross to net earnings, deductions and taxes  |
| 42                          | Calculates check or direct deposit amounts  |
| 47                          | In process redistribution   |
| <b>48</b>                   | <b>Completed and Pending Approval Redistribution</b>  |
| 50                          | Prints checks and prepares direct deposit notices   |
| <b>60</b>                   | <b>Approved - Pay Period Update Process – updates all YTD amounts and post to Finance</b>   |
| 62                          | Extracts Payroll expenses   |
| 70                          | Posted  |

\*\*Payroll must be at Disposition 60 or greater before a Labor redistribution can be done in LoboWeb Employee Self-Service or Banner form PHAREDS.

# Appendix X – 90 DAY COST TRANSFER JUSTIFICATION MEMO

## 90 Day Cost Transfer Justification Memo

To: [Name of Fiscal Monitor]

From: [Preparer's Name]

Date: [xx/xx/xxxx]

Re: [Include JV#, Grant, Fund, and Index]

- 
1. *Description of the costs associated with the above JV's.*
  2. *Explanation as to how the receiving sponsored award benefits from the cost and justification of allow ability of the cost to the receiving sponsored award. Please include detailed reason for the transfer/change.*
  3. *Explanation of the delay of over 90 days from the original date of the transaction for the correction.*
  4. *Corrective actions taken to ensure transfers are not required in the future.*
  5. *If it is a salary being retroactively transferred and the effort certification form has already been signed off as correct, you must explain why the certification was signed.*

6. \_\_\_\_\_

[Preparer's name]

\_\_\_\_\_

[Dean/Director's Signature]

The Department of Health and Human Services Office of Inspector General is zeroing in on cost transfers. It is important that costs are charged to the correct fund in a timely manner.