

LABOR REDISTRIBUTION USER GUIDE

Updated February 2020
Texas Tech University Health Sciences Center El Paso
Budget Office

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Labor Redistribution User Guide

Purpose

In the Banner Payroll system, Labor is defined as the FOAP that will be or has been charged for an employee's payroll cost. The purpose of a Labor Redistribution is to change the FOAP for pay periods that have already been paid. It cannot be used to change an employee's fte, salary, or title. It also cannot be used to change an employee's labor for future payrolls. The new on-line system replaces the Labor Redistribution Form.

There are many reasons why a labor redistribution may need to be processed. Here are a few examples:

- When reviewing the payroll history for your department, you notice that an employee has been paid from an incorrect funding source.
- Your department has received a new grant fund number but the payroll has already processed for employees that should be paid from the new grant.
- During the effort certification process, you realize that an employee has not been paid according to the effort worked on a grant.
- During the fiscal year the department experiences funding issues requiring that an employee's pay be moved to an alternate funding source.

Preparation

Required Information

- **Employee's R-ID number**
There are several reports that will assist you in finding the employee's R-ID number. Since you will need other information to assist you in the preparation of the Labor Redistribution, the Budget Office suggests that you run the following report:
 - *Human Resources>Department Users>Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report*
- **Pay Year, Pay ID, Pay Number, Sequence**
These items are critical to ensure that the correct payroll will be redistributed. The Labor Redistribution system will present you with a list of all payrolls that have occurred for an employee. In order to choose the correct payroll, you will need to know which pay year, pay ID, pay number and sequence to be redistributed.

The Pay Year in the Labor Redistribution system is the calendar year in which the payroll occurred. This does not always correspond to a fiscal year. Example:

- To redistribute a MN payroll that occurred in fiscal year 14 for November 1-30, you would choose pay year 2013 and pay number MN12.
- To redistribute a SM payroll that occurred in fiscal year 14 for March 1-15, you would choose pay year 2014 and pay number SM06.
- See Appendix B for examples of full payroll calendars.

- **Position Number, Position Suffix, Earn Code**

Typically an employee is paid from multiple earn codes and sometimes an employee is paid from multiple position numbers or position suffixes. The Labor Redistribution will present you with all position numbers, position suffixes and earn codes that an employee has been paid on. You will need to choose which one needs to be redistributed. Again the following report can be used to provide this information:

- *Human Resources>Departmental Users> Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report*
- See Appendix A for a definition of earn codes that you may see in the Labor Redistribution system.

- **Labor Redistribution FOAP**

There are a variety of Finance and Budget Cognos reports containing FOAP information and available balances in each FOAP. Below is a list of three reports that provide this information:

- *HSC Finance>Finances Relative to Budget >Budget Account Code Summary report*
- *Budget>Budget Financial Reports>RPT_BAVL_005 – Available Balance by Organization (BAVL)*
- *Budget>Budget Financial Reports>RPT_OPAL_005 – Operating Ledger*

- **Percentage or Amount to be paid from each FOAP**

The Labor Redistribution system has the ability to redistribute based on percentage to be paid from each FOAP or the dollar amount to be paid from each FOAP. If percentage is used please be aware that up to 2 decimal places are allowed.

- **Justification as to the reason for the Labor Redistribution**

The comment section of the Labor Redistribution system will be used to enter the justification as to the reason for the redistribution. ***All Labor Redistributions will be required to have an adequate justification.*** Please see the Comments/Justification section of this document for questions that must be answered. Appendix C contains examples of what constitutes adequate justification.

Tips for Using the System

- Do not use the BACK browser button. Data may not be saved.
- Follow the steps listed in this manual. The Budget Office has tested the system and developed these steps to make using the system as easy as possible.
- Please SIGN OUT of the system when you finish your work rather than use the 'X' on the browser. This will ensure that you do not lock an employee's record.

Getting Started

Security

Employees who are granted access as an EPAF Originator are automatically granted access to the Labor Redistribution system. If you are unable to perform a search within the Labor Redistribution system you will need to contact the Organization Manager for your department.

The Organization Manager will need to use the TEAM application and grant security to the HR Security Role titled "Electronic Personnel Action Form (EPAF) Originator". A video tutorial titled "Granting Security Access to an EPAF originator" gives detailed instructions on how to grant this security. This video can be found at: <http://www.depts.ttu.edu/afism/videoLibrary/teamApp/index.asp> .

How to Access the on-line Labor Redistribution

Webraider Portal

From the Webraider portal click on the HSC Finance El Paso tab. Within the Budget section click on the link titled Labor Redistribution.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
WebRaider

My Personal Information Email Banner Ad

Home HSC Employee El Paso Available Budget News F&A Work Tools Payroll & Tax HSC HR El Paso **HSC Finance El Paso**

HSC EIPaso > HSC Finance El Paso

El Paso Business Affairs Announcements

- Business Affairs
 - Dec 9 - Business Affairs Q1 Presentation
- Accounting
 - Feb 10 - Close of accounting period
- EOPs and ePAFs
 - Feb 2 - Employee One-Time Payment System

Accounting

- Accounting Home
- Contacts
- Forms
- Helpful Links
- Account Code Dictionary
- Financial Transaction System (FITS)
 - FITS Training
- Financial Manager Change Request
- Finance Fund Maintenance
 - Finance Fund

Budget

- Budget Home
- Contacts
- Forms
- Helpful Links
- Budget Revision System
- Budget Prep System
- Fringe Projector
- Finance User Group
- Labor Redistribution**
- Organization Code Request
- Reference Materials
- Reports

Procu

- Purchasing
- Contacts
- Forms
- Helpful Lin
- Accou
- TechE
- T
- Ir
- PO/Er
- Reque
- P
- C

My Employment Information Menu

This link will take you to My Employment Information menu. Choose the menu item HSC Labor Redistribution.

TEXAS TECH

My Personal Information **My Employment Information** Finance

Search Go

My Employment Information

- Time Sheet
- Leave Report
- Electronic Personnel Action Forms
- Pay Information
 - Direct deposit allocation, earnings and deductions history, or earnings statements.
- Tax Forms
 - W4 information, W2 Form
- Jobs Summary
- Leave Balances
- Salary Planner
- HSC Labor Redistribution**
- Texas Employee Confidentiality Indicators
 - Allow Employee to update Texas Confidentiality Flags for release of information to the public.
- Disability Status
- Employee Dashboard
 - Banner 9 Employee Dashboard

RELEASE: 8.8.4.1

STEPS TO COMPLETE A LABOR REDISTRIBUTION

Step 1: Choose Employee

Select an employee by inputting the R number in the field marked ID (highlighted below) and hitting enter.

The screenshot shows the 'Person Search' window in the Labor Redistribution system. The 'ID' field is highlighted in yellow. A callout box with an arrow pointing to the ID field contains the text: "Input the employee's R number in the ID field and hit enter". Below the search fields is a table with the following columns: Batch ID, Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, Disposition, and Comments. The table currently displays 0 rows. Below the table are 'Search Tips' and an 'Advanced Search' link.

The system will display all payrolls related to an employee.

The screenshot shows the 'Person Search' window with search results. The search criteria is 'ID = R00386068'. The table displays 65 rows of payroll data for employee Furgerson, Crystal. The table has the following columns: Batch ID, Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, Disposition, and Comments.

| Batch ID | Last Name | First Name | ID | Pay Year | Pay ID | Pay Number | Sequence | Disposition | Comments |
|----------|-----------|------------|-----------|----------|--------|------------|----------|--------------|----------|
| | Furgerson | Crystal | R00386068 | 2014 | MN | 3 | 0 | 70, Complete | |
| | Furgerson | Crystal | R00386068 | 2014 | MN | 4 | 0 | 70, Complete | |
| | Furgerson | Crystal | R00386068 | 2014 | MN | 1 | 0 | 70, Complete | |
| | Furgerson | Crystal | R00386068 | 2014 | MN | 2 | 0 | 70, Complete | |

This data can be sorted by any column.

Person Search

Search by ID

Search Descriptions: ID = R01973524

Advanced Search

Displaying 3 rows.

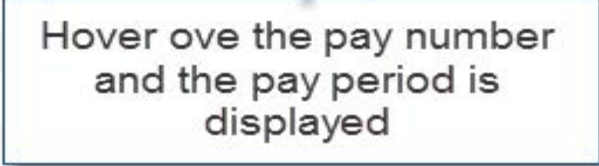
| Last Name | First Name | ID | Pay Year | Pay ID | Pay Number | Sequence | Disposition |
|-----------|------------|-----------|----------|--------|------------|----------|--------------|
| Bono | Sonny | R01973524 | 2011 | MN | 3 | 0 | 70, Complete |
| Bono | Sonny | R01973524 | 2011 | MN | 2 | 0 | 70, Complete |
| Bono | Sonny | R01973524 | 2011 | MN | 1 | 0 | 70, Complete |

Sort data by any column header

Column Heading Definitions

- Last Name – Employee last name
- First Name – Employee first name
- ID – Employee R #
- Pay Year – Calendar year that the pay occurred in
- Pay ID
 - MN – Monthly payroll for exempt employees
 - SM – Semi-monthly payroll for non-exempt employees
- Pay Number
 - Sequential payroll number for the pay year and pay ID.
 - Corresponds to a payroll pay period
 - By using the mouse to hover over the pay number, the system will display the pay period in which the payroll occurred.

| ▼ | Pay ID | Pay Number | Sequence |
|---|--------|---------------------------------------|----------|
| | MN | 3 | 0 |
| | MN | 4 | 0 |
| | MN | December 01, 2013 - December 31, 2013 | |
| | MN | 2 | 0 |
| | MN | 9 | 0 |
| | MN | 12 | 0 |
| | MN | 11 | 0 |
| | MN | | |
| | MN | | |
| | MN | | |
| | MN | 6 | 0 |
| | MN | 5 | 0 |



- Sequence – sequential number used to track changes to a payroll
 - Sequence 0 is always the original payroll
 - A sequence other than 0 indicates that the payroll has been adjusted through Payroll or has been redistributed
- Disposition – steps that occur during a payroll process
 - 47, Pre-Balance Update –Indicates that a Labor Redistribution has been entered and saved but not submitted or that the Labor Redistribution has been returned. A Labor Redistribution must be submitted to begin the approval process.
 - 48, Pre-Approve Update – The Labor Redistribution has been submitted and is waiting on approval from the Budget Office.
 - 60, Finance Extract – The Labor Redistribution has been approved by the Budget Office and will post during the night.
 - 70, Complete – The payroll is complete and a new Labor Redistribution can be processed on this payroll.

Step 2: Select the Payroll to Redistribute

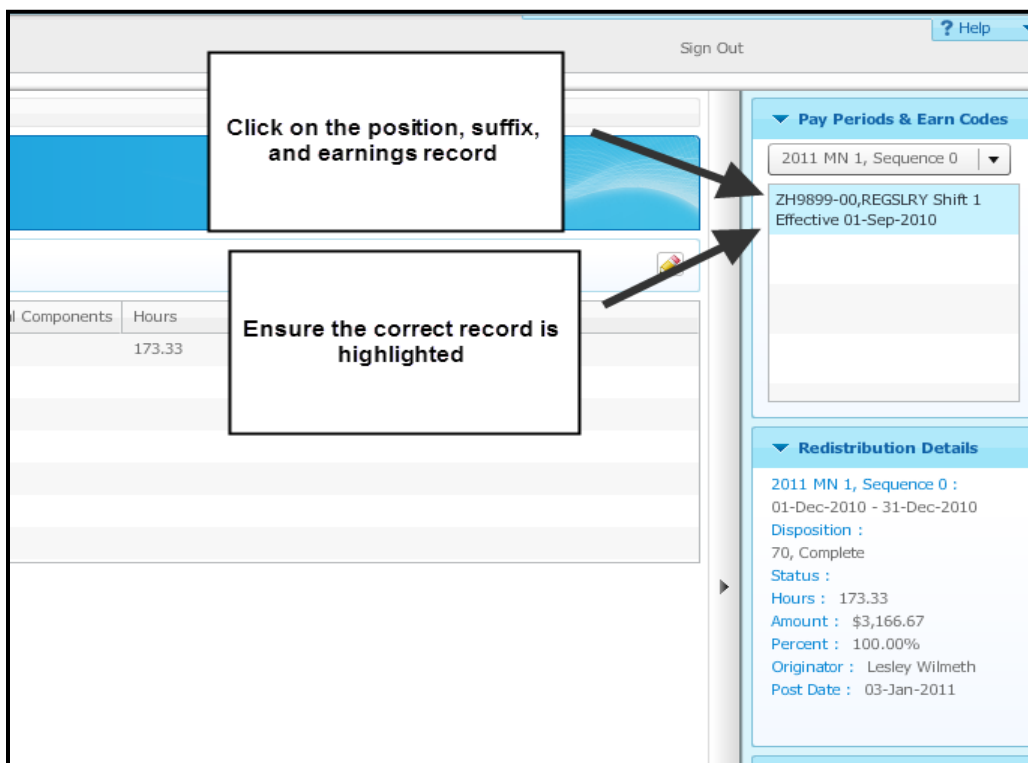
You can select a payroll to redistribute in 2 ways:

- 1) Double click on the line that contains the pay year, pay ID and pay number you would like to redistribute.
- 2) Click on the line that you would like to redistribute – the line will be highlighted. Then click the 'Open' button at the top of the window.

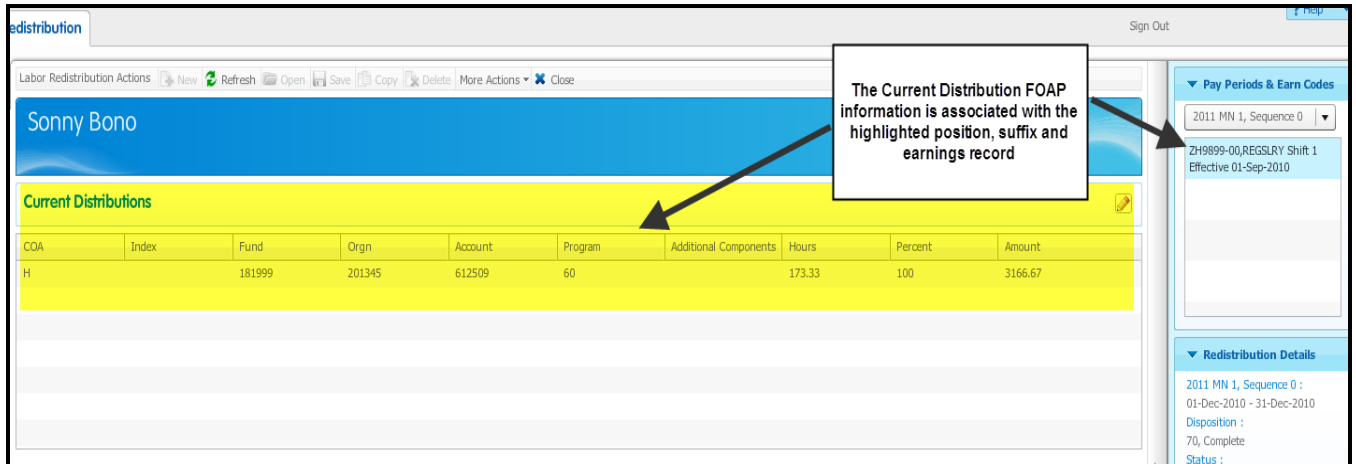


Step 3: Choose the Position, Suffix and Earnings record to redistribute

The panel on the right side of the on-line Labor Redistribution will display all positions, suffixes and earnings records associated with the employee for the payroll chosen. Click on the position, suffix and earnings record that you would like to redistribute. This will highlight the record.

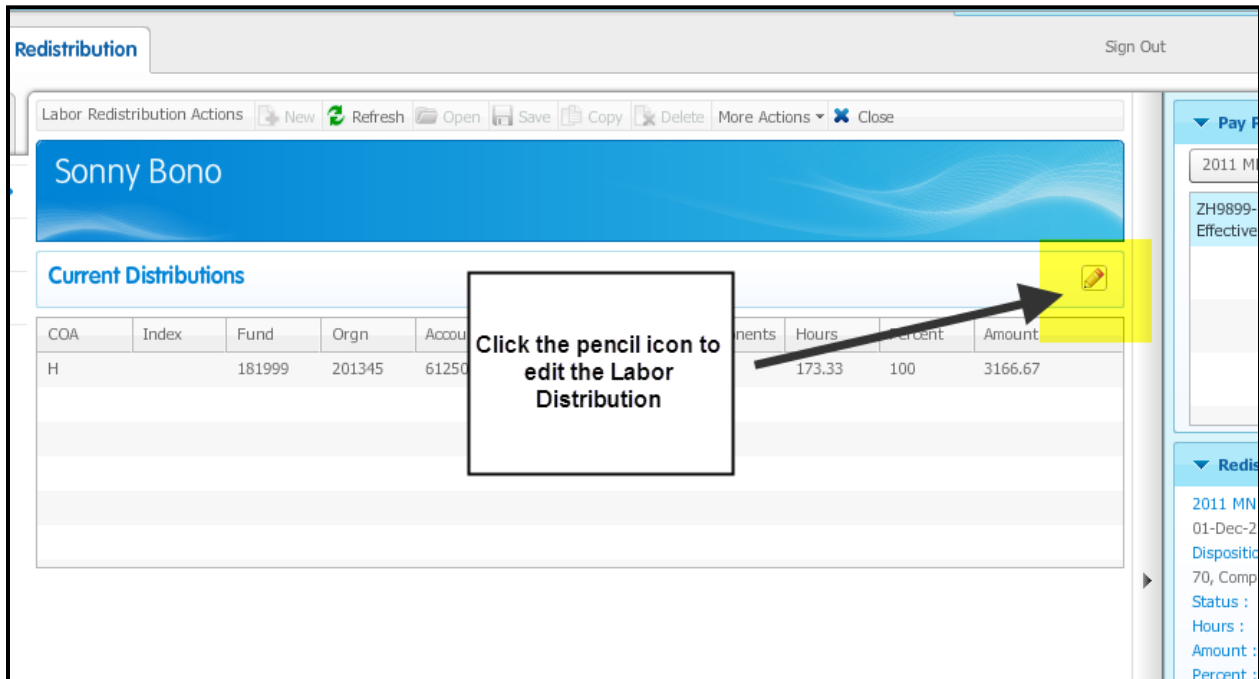


The Current Distributions section of the screen displayed is based on the highlighted position, position suffix and earn code record.



Step 4: Change the Labor Distribution

To make a change to the Current Distribution, click on the pencil icon .



This will open up a new window titled "Update Distributions".

Update Distributions Screen

| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|--------|--------|--------------|---------|---------|--------|---------|---------|
| 181999 | 201345 | 612509 | | 60 | 173.33 | 100 | 3166.67 |

Current Summary: Hours: 173.33, Amount: \$3,166.67, Percent: 100%

Updated: Hours: 173.33, Percent: 100%, Amount: \$3,166.67

The Update Distributions screen is where the actual labor redistribution is entered. From this screen you will have the ability to:

- edit the existing funding line for a specific earn code
- add a new line of funding for a specific earn code
- delete a line of funding for a specific earn code
- save your changes

Here are brief definitions of each updatable field

- **Posting Date** – date the labor redistribution will post to the Finance system. MUST be today's date.
- **Change All** –Leave this box unchecked unless you are performing an advanced Labor Redistribution. See Appendix D of this guide titled "Advanced Labor Redistributions" for more information on using this feature.
- **Index** – not used at TTUHSC.
- **Fund** – Fund Code the labor should be posted to.
- **Organization** – Organization code the labor should be posted to.

- **Account - Do not change this field.** Account code is not a FOAP element that should be changed on a Labor Redistribution.
- **Program** – Program code the labor should be posted to.
- **Hours** – Hours allocated to this FOAP. It is not necessary to input anything into this field. It will automatically calculate based on changes to the Percent or Amount.
- **Percent** – Percentage the employee should be paid from this FOAP. A change to the percentage will automatically update the hours and amount field.
- **Amount** – Amount the employee should be paid from this FOAP. A change to the amount will automatically update the hours and percentage field.
- **Activity, Location, Project, Cost** – not used at TTUHSC. Please do not input anything into these fields.

Update Distributions

COA: H Posting Date: Apr 12, 2011 Change All

| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|-------|--------|--------------|---------|---------|--------|---------|---------|
| | 181999 | 201345 | 612509 | 60 | 173.33 | 100 | 3166.67 |


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

Current Summary: Hours: 173.33 Updated: 173.33 100% \$3,166.67
Amount: \$3,166.67
Percent: 100%


Buttons: Cancel Round Add Line OK Changes

TIPS for Using this Screen

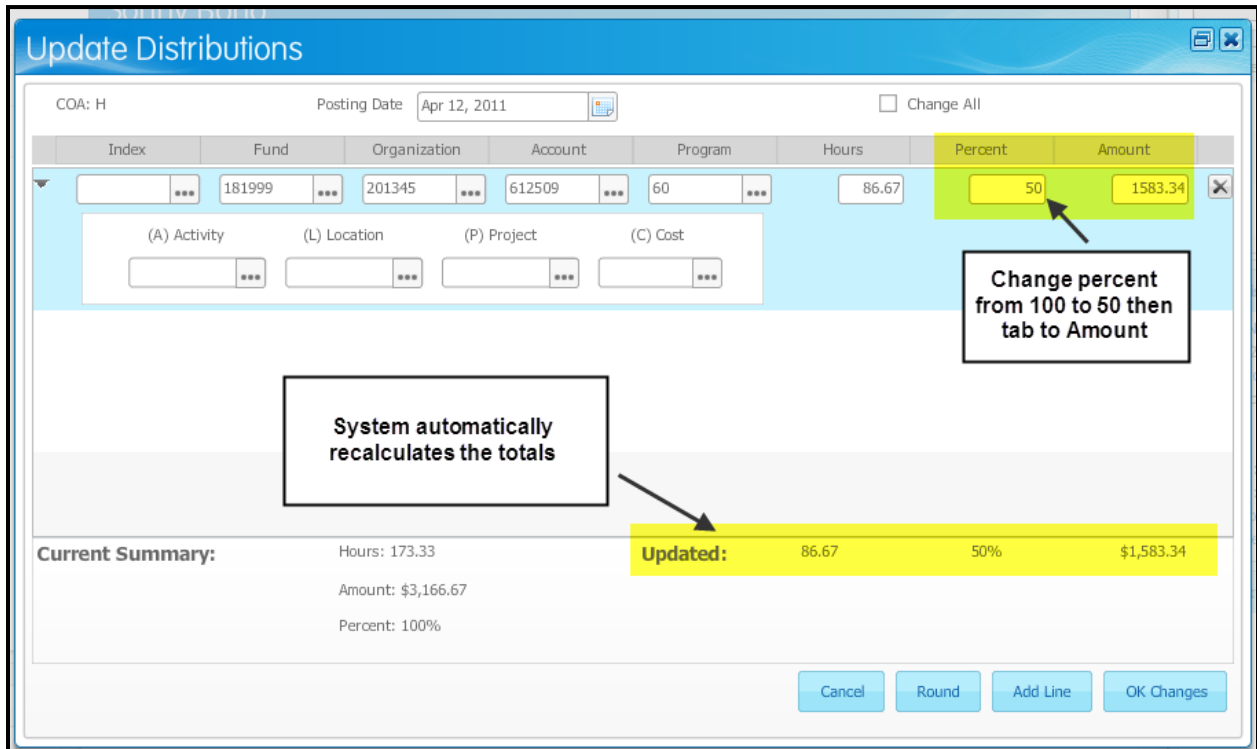
Here are a few tips for using this screen:

- Tab key currently is not functional for the FOAP fields.
- Tab key should be used between the Hours, Percent, and Amount fields to recalculate amounts based on changes.
-  - ellipses button can be used to search for a FOAP element. The Budget Offices suggests typing in the FOAP information rather than using this search feature.

Edit an existing line

To update an existing funding line, click on the arrow icon . This will open up the screen allowing changes to be made.

Make a change by simply inputting the new fund, organization, program, percent or amount that should, then tab to the next field for the system to perform the calculations. Do NOT update the account or hours fields.



Update Distributions

COA: H Posting Date: Apr 12, 2011 Change All

| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|-------|--------|--------------|---------|---------|-------|---------|---------|
| | 181999 | 201345 | 612509 | 60 | 86.67 | 50 | 1583.34 |

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

System automatically recalculates the totals

Current Summary:

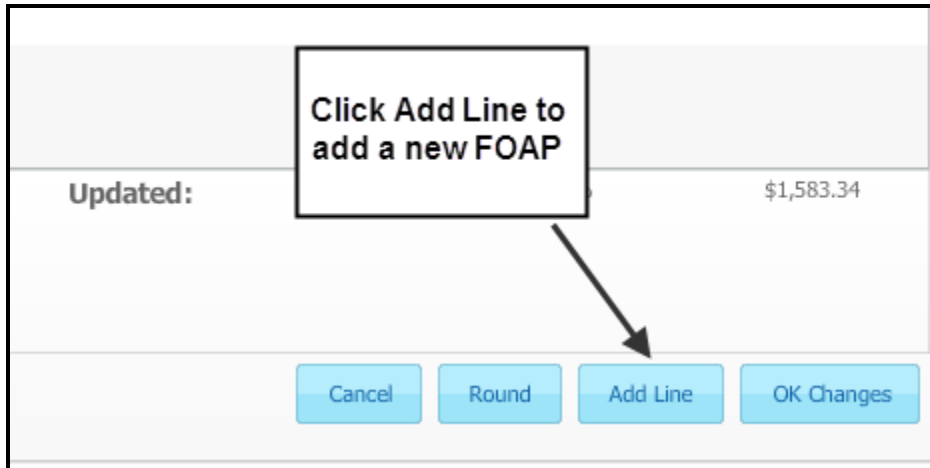
| | |
|----------|------------|
| Hours: | 173.33 |
| Amount: | \$3,166.67 |
| Percent: | 100% |

Updated: 86.67 50% \$1,583.34

Cancel Round Add Line OK Changes

Add a New Labor Distribution line

Click on the **Add Line** button to add a new funding source for the Labor Redistribution.



This will open up a new line for data entry.

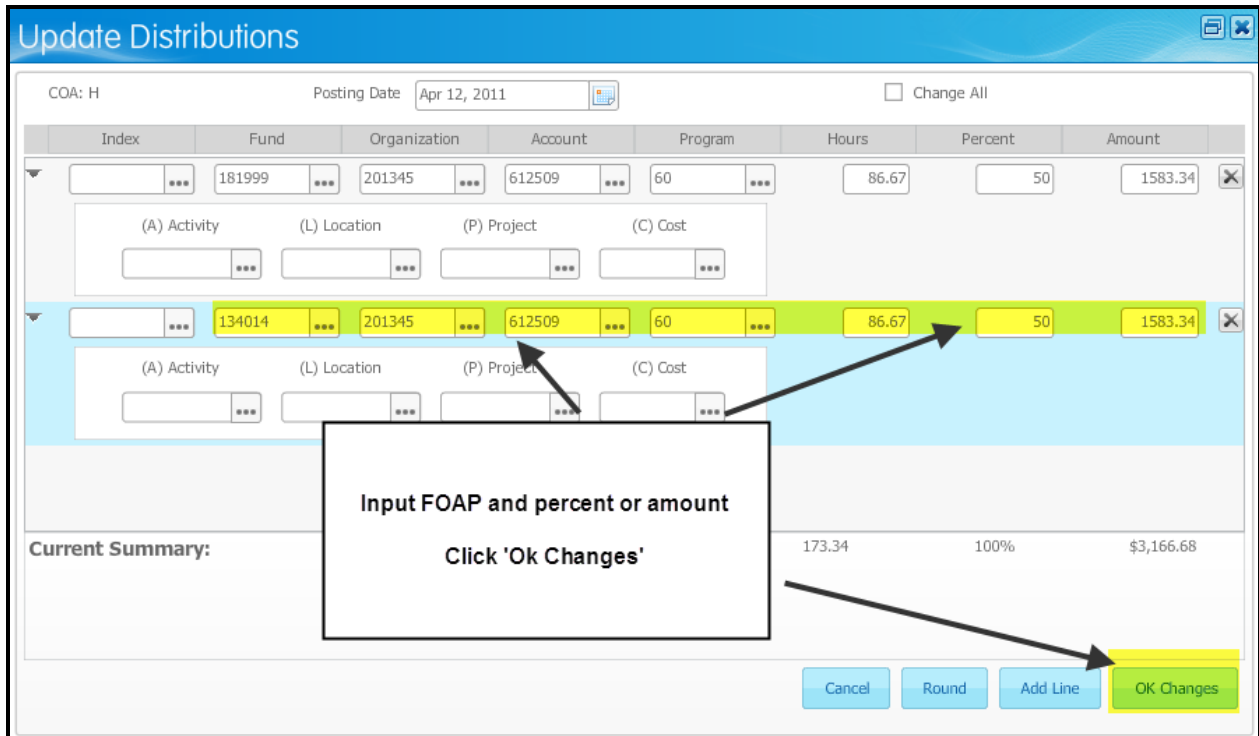
Update Distributions

COA: H Posting Date: Apr 12, 2011 Change All


| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|-------|--------|--------------|---------|--------------|--------------|-------------|----------|
| | 181999 | 201345 | 612509 | 60 | 86.67 | 50 | 1583.34 |
| | | | | (A) Activity | (L) Location | (P) Project | (C) Cost |
| | | | | | | | |
| | | | | | 0 | 0 | 0 |
| | | | | (A) Activity | (L) Location | (P) Project | (C) Cost |
| | | | | | | | |

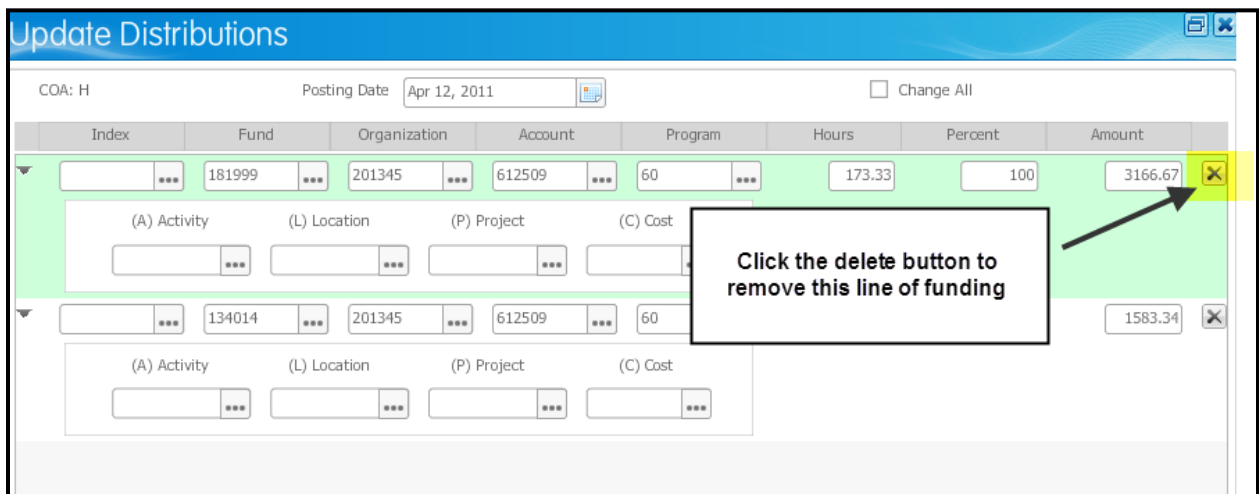
Current Summary: Hours: 173.33 **Updated:** 86.67 50% \$1,583.34
Amount: \$3,166.67
Percent: 100%

- Input the new Fund, Organization, and Program Code
- Copy the Account code from the previous line
- Input Percent or Amount to be paid from this FOAP
- Click 'Ok Changes'



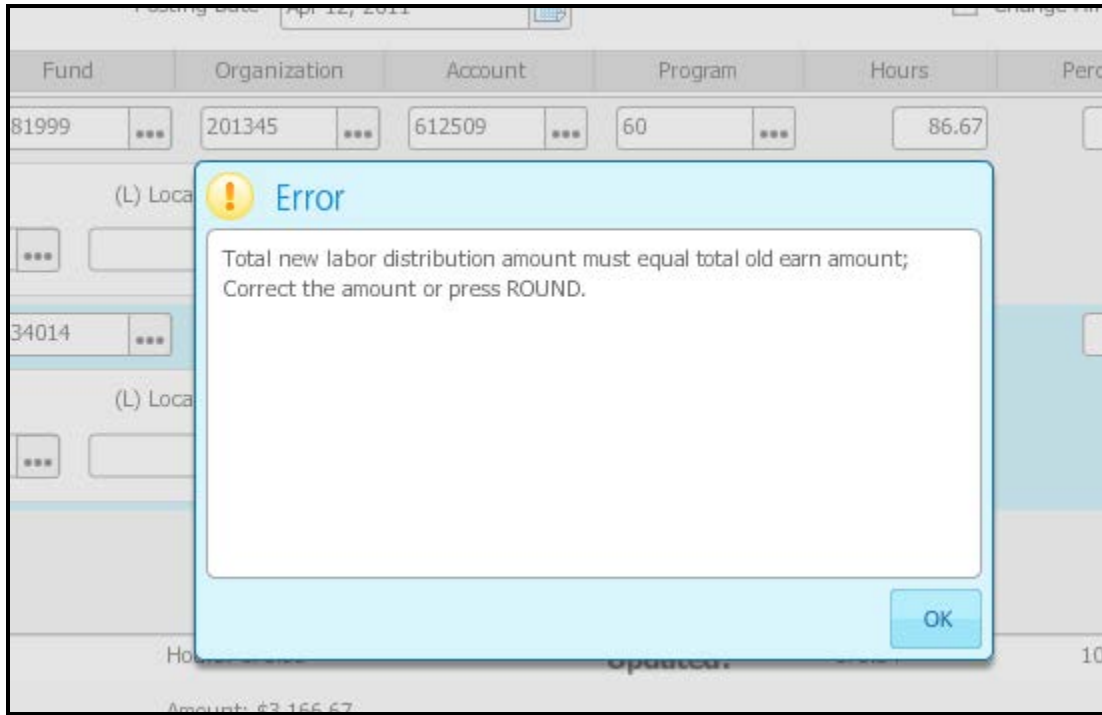
Delete a Labor Distribution

To delete a labor distribution from an employee's pay, the delete button  can be used. This button is located to the right of each labor distribution line. Clicking this button will completely erase the line of funding.



Error Screen

The Labor Redistribution must equal 100% and the Current Amount must equal the Updated amount. An error screen will alert you to a problem with these calculations.



Many times the error is just due to rounding in the calculation. Percent was input in the example below. This caused a rounding issue between the current total amount and the updated amount.

Click the Round button to take care of these rounding issues.

If the issue is not related to rounding, you may need to adjust the amount or the percent on the Labor Redistribution.

COA: H Posting Date: Apr 12, 2011 Change All

| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|---|--------|--------------------|-----------------|---------|--------|---------|------------|
| ... | 181999 | 201345 | 612509 | 60 | 86.67 | 50 | 1583.34 |
| (A) Activity (L) Location <input type="text"/> <input type="text"/> | | | | | | | |
| ... | 134014 | 2013 | ... | ... | 86.67 | 50 | 1583.34 |
| (A) Activity (L) Location <input type="text"/> <input type="text"/> | | | | | | | |
| Current Summary: | | Hours: 173.33 | Updated: | | 173.34 | 100% | \$3,166.68 |
| | | Amount: \$3,166.67 | | | | | |
| | | Percent: 100% | | | | | |

Current Total Amount and Updated Total Amount are off by 1 cent

Click the Round button to clear up this error

OK Changes

After all data entry changes are made and the Update percent and amount equals the current percent and amount, you are ready to save the changes for this earn code. This is done by clicking the



button in the bottom right corner of the Update Distributions screen.

This will take you back to the main distributions page. From here you can view both the Current Distributions and the Updated Distributions by highlighted Earn Code.

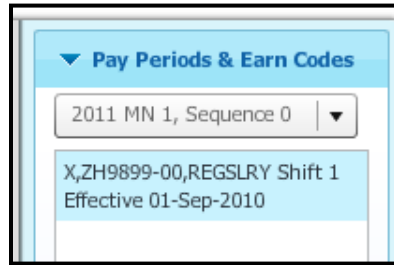
Repeat the process for each earn code that should be redistributed.

Step 5: Verification

The next step is to verify that the Labor Redistribution changes are accurate for each earn code. Here is a list of things that should be checked.

- Verify the Fund, Organization and Program codes. Common mistakes are inverting numbers on the fund and organization codes.

- Ensure that the correct pay year, pay ID, pay number and earn code is being redistributed. Use the 'Pay Periods & Earn Codes' panel on the right side of the screen.



- Compare the Current to Updated distributions by highlighted earn code.
 - To view another earn code, highlight the one you wish to view in the "Pay Periods & Earn Codes" panel on the right side of the screen.

Current Distributions

| COA | Index | Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|-----|-------|--------|--------|---------|---------|-----------------------|--------|---------|---------|
| H | | 181999 | 201345 | 612509 | 60 | | 173.33 | 100 | 3166.67 |

Updated Distributions

| COA | Index | Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|-----|-------|--------|--------|---------|---------|-----------------------|-------|---------|---------|
| H | | 134014 | 201345 | 612509 | 60 | | 86.67 | 50 | 1583.34 |
| H | | 181999 | 201345 | 612509 | 60 | | 86.66 | 50 | 1583.33 |

Pay Periods & Earn Codes

2011 MN 1, Sequence 0

X,ZH9899-00,REGSLRY Shift 1 Effective 01-Sep-2010

Redistribution Details

2011 MN 1, Sequence 0 :
01-Dec-2010 - 31-Dec-2010
Disposition :
70, Complete
Status :
Hours : 173.33
Amount : \$3,166.67
Percent : 100.00%
Originator : Lesley Wilmeth
Post Date : 03-Jan-2011

Proxy or Superuser

Delete Updates Erase Save Submit

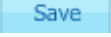
Delete Updates

At this point if you decide that these changes should not be made, or if you see an mistake and want to start this Labor Redistribution over, click the **Delete Updates** button. This will remove the Labor Redistribution record shown.

Step 6: Save

SAVE

After the verification process, the Labor Redistribution is ready to be saved.

To save the Labor Redistribution click the  button at the bottom of the screen. Clicking the save button will change the Payroll Disposition to 47. This is a way to visually see the Labor Redistribution flow through the payroll process. Disposition 47 means that the Labor Redistribution has been saved to the database. See the Redistribution Details panel on the right side of the page.



Step 7: Adding Justification

This step must be completed. Labor Redistributions with no Justification will be rejected.

Every Labor Redistribution must include adequate justification explaining why the Labor Redistribution is being submitted. The justification must answer these 3 questions:

- 1) Why was this payment not charged to the correct labor distribution?
- 2) What justifies redistributing this payment to the new labor distribution?
- 3) What is being done to prevent this from occurring in the future?

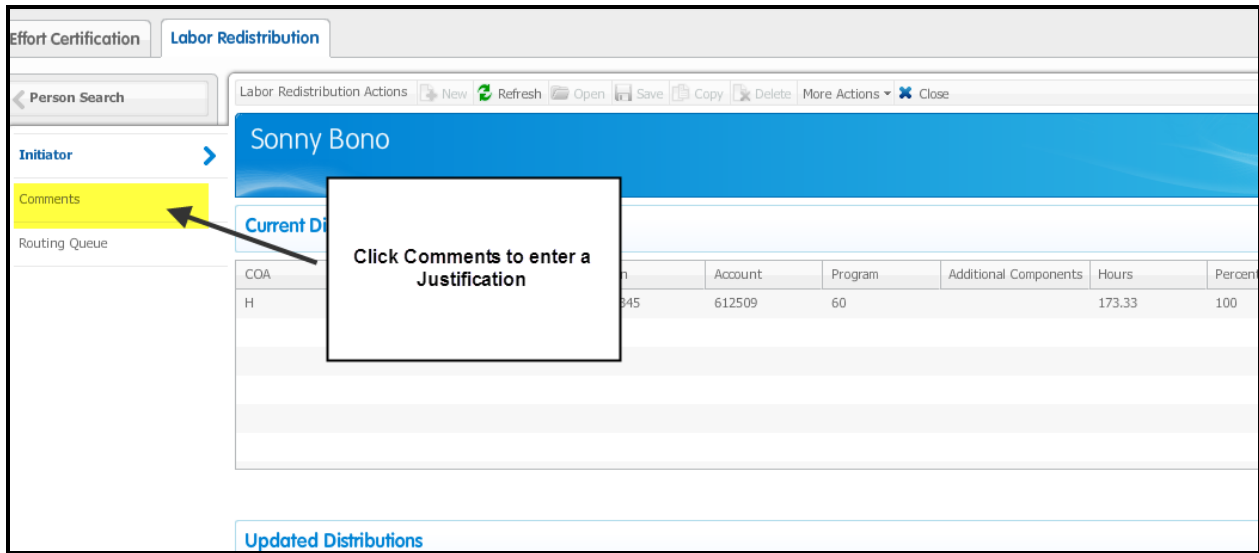
If a Labor Redistribution is submitted past the deadline, please answer the following additional question:


- 4) Why is this labor redistribution submitted past the deadline?

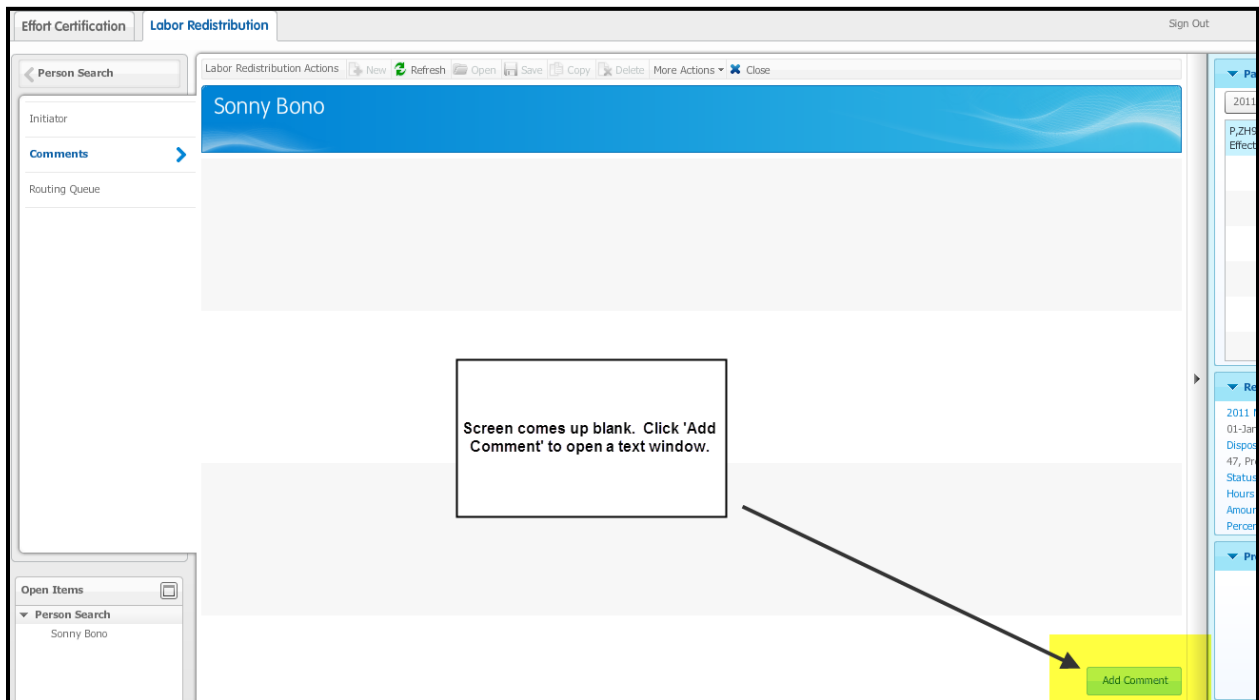
See Appendix C for examples of an adequate justification.

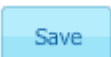
Entering a Justification

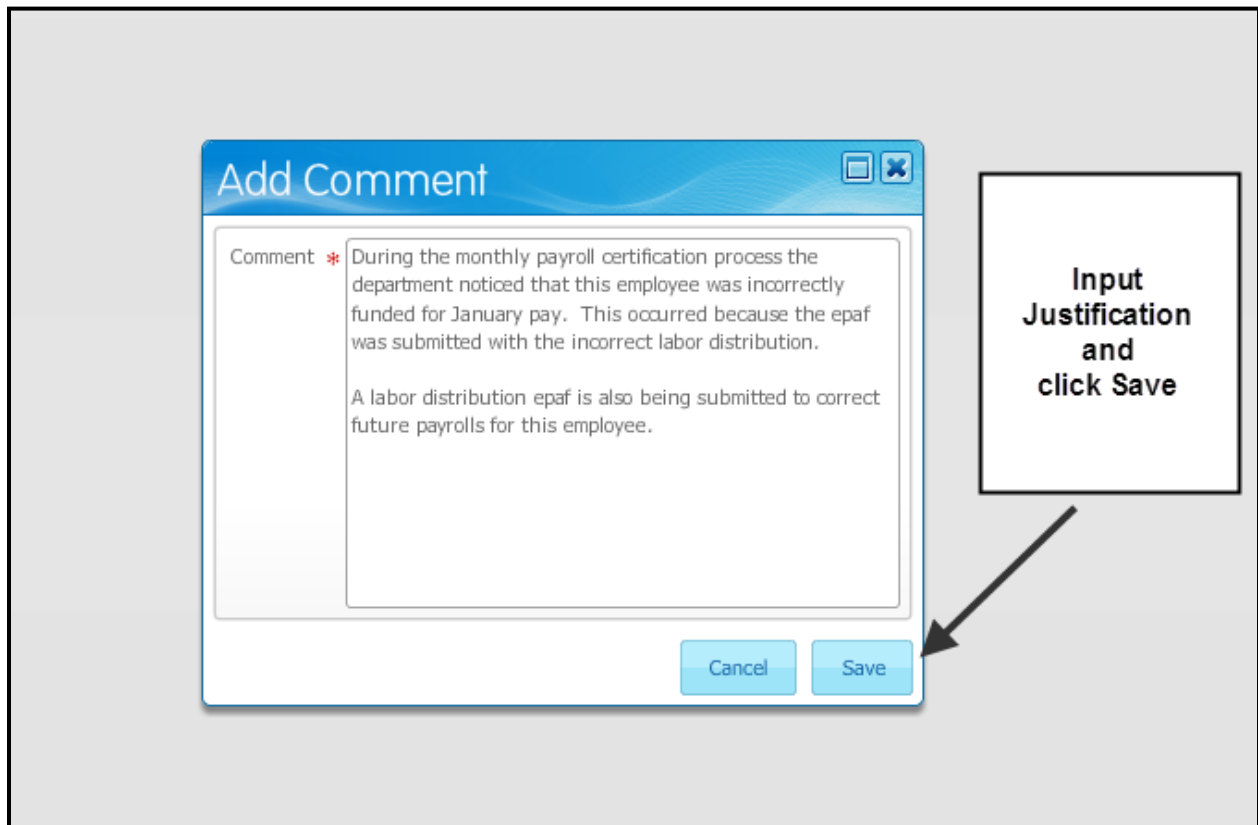
Justifications will be entered as a comment to the Labor Redistribution. Comments are accessed by clicking on the comments link on the left side of the screen.



The comment section will display any comments previously made. If no comments have been made the page is blank. To add a comment, click the  button in the right corner of your screen.



Input your comment in the text box. Click the  button to save the comment.



Please be sure to input a Justification for each pay period and position being redistributed.

Erase

After saving the Labor Redistribution record, you still have the option to start over if an error is found.

Click on the [Erase](#) button, and the Labor Change and all comments will be erased.


The screenshot shows two tables: 'Current Distributions' and 'Updated Distributions'. The 'Current Distributions' table has one row with COA 'H', Index, Fund '181195', Orgn '513201', Account '612506', Program '50', Additional Components, Hours '70.25', Percent '100', and Amount '1128.35'. The 'Updated Distributions' table has two rows: the first with COA 'H', Index, Fund '101014', Orgn '201401', Account '612506', Program '60', Additional Components, Hours '35.12', Percent '50', and Amount '564.18'; the second with COA 'H', Index, Fund '181195', Orgn '513201', Account '612506', Program '50', Additional Components, Hours '35.13', Percent '50', and Amount '564.17'. At the bottom right, there are four buttons: 'Delete Updates', 'Erase', 'Save', and 'Submit'. A callout box with the text 'After saving to clear this Labor Redistribution click the Erase button' has an arrow pointing to the 'Erase' button.

Step 8: Submit

SUBMIT

Next you are ready to submit the Labor Redistribution to approvals. To return to the main Labor Redistribution screen, click on the 'Initiator' link on the left side of the page. This link is located above the 'Comments' link.

The screenshot shows the 'Labor Redistribution' interface. On the left sidebar, there are three links: 'Initiator', 'Comments', and 'Routing Queue'. The 'Initiator' link is highlighted in yellow. A callout box with the text 'Click the 'Initiator' link to return to the main page.' has an arrow pointing to the 'Initiator' link. The main content area shows a blue header with the name 'Sonny Bono' and a toolbar with buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'.

From the main page you will submit the Labor Redistribution by clicking on the  button. This will change the Payroll Disposition to 48 – which means the Labor Redistribution document has been submitted for approval.



Redistribution Details


2011 MN 1, Sequence 2 :
01-Dec-2010 - 31-Dec-2010

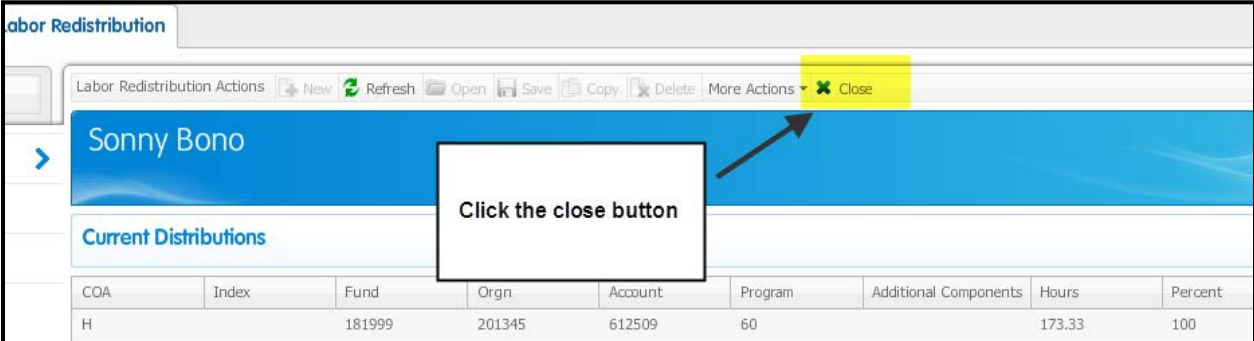
Disposition :
48, Pre-Approve Update

Status : Submitted
Hours : 173.33
Amount : \$3,166.67
Percent : 100.00%
Originator : Lesley Wilmeth
Post Date : 12-Apr-2011


Step 9: Close the Labor Redistribution for this employee

In order to not lock this employee’s record, it is important to close out the record before leaving the system or inputting a Labor Redistribution for another employee.

To close this labor redistribution record, click the  button at the top of the page.



labor Redistribution


Labor Redistribution Actions More Actions 

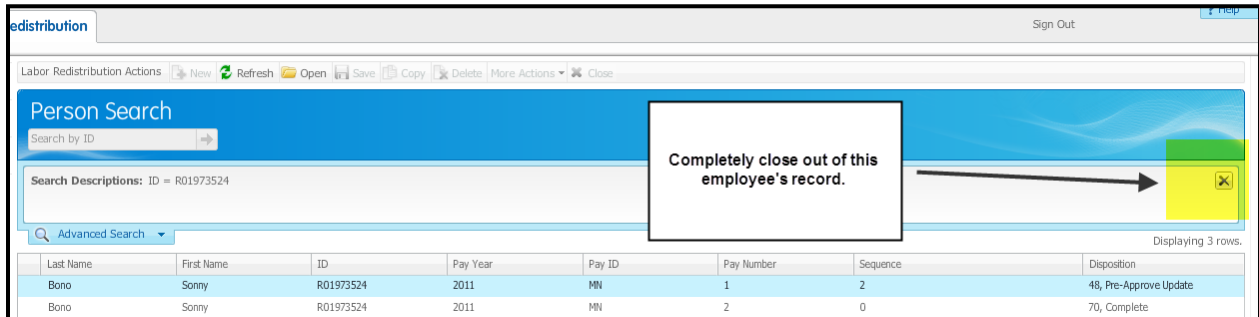
Sonny Bono

Click the close button

Current Distributions

| COA | Index | Fund | Orgn | Account | Program | Additional Components | Hours | Percent |
|-----|-------|--------|--------|---------|---------|-----------------------|--------|---------|
| H | | 181999 | 201345 | 612509 | 60 | | 173.33 | 100 |

This returns you to the list of payrolls for an employee. You may redistribute another payroll for this employee by repeating Steps 2 – 8. Otherwise close completely out of the employee record by clicking the  button in the Search section of the screen.



Step 10: Sign out of the system

Once you have finished working in the Labor Redistribution system, use the [Sign Out](#) link at the top right of the page. It is important to Sign Out of the system rather than just close the browser. Closing the browser may cause the employee record you have just accessed to be locked.

What Happens Next?

After the Labor Redistribution has been submitted, the document will come to the Budget Office for review and approval. The Budget Office will check the following information:

- 1) Is there adequate funding for this Labor Redistribution?
- 2) Is the Labor Redistribution for the current fiscal year? (If not other approvals may be necessary)
- 3) Is there adequate justification?
- 4) Is the FOAP valid and is the Labor allowable on the FOAP?
- 5) Ensure the Account Code has not been changed.

The Budget Office will either Approve the Labor Redistribution or Return it for Correction. Once the Labor Redistribution is approved it will post that evening to the Finance and Human Resources systems.

If the Budget Office approves the Labor Redistribution via our interface designed by the IS Department the originator and Fund Managers should receive an email that it has been processed. If the Budget Office approves it within the Labor Redistribution System itself, there are NO automated emails notifying you that a Labor Redistribution has been approved. The originator has the ability to view the Labor Redistribution record and see that the disposition has changed to 60 (Finance Extract), or 70 (Complete). You can also view the *RPT_PAYDIST_002 – Payroll Distribution Report* to confirm that the Redistribution was processed.

Appendix A: Earnings Code Definitions

Earn Codes that may need redistributions:

| | | |
|----------|-----|--|
| ADCOMP | ADC | Additional compensation pay |
| AWARD | AWD | Awards |
| CLOTHING | CLO | Clothing allowance |
| Cell Ph | CPA | Cell phone allowances |
| Cell Eq | CPE | Cell Phone Equipment |
| EMERG | EMG | Emergency Pay |
| FLDTRNG | FTO | Officer Training Pay (Police only) |
| FONCALL | FOC | Faculty on Call Pay |
| HAZ | HAZ | Hazardous Duty |
| HOL COMP | HCP | HSC holiday compensation pay |
| HOLIDAY | HOL | Holiday pay |
| JURYDUTY | JDY | Jury duty |
| LNGEVITY | LNG | Longevity pay |
| LUMP SUM | LSP | Lump Sum Pay |
| MPIPINS | MIN | MPIP Insurance pay (non-cash pay: A labor redistribution will move assc fringes) |
| MOVING | MOV | Moving expense |
| OTXBENFT | OTB | Other taxable benefit |
| OVERTIME | OTP | Overtime Pay |
| REGHRLY | RGH | Regular hourly-non-exempt pay |
| REGSLRY | RGS | Regular salary-exempt pay |
| SALSUPRG | SSR | Salary Supplement Regular pay or Stipend pay. |
| SICK | SCK | Sick leave pay |
| SPAUG | SPA | Special Augmentation |
| VACATION | VAC | Vacation pay |

Earn Codes you may see, but will not be redistributed:

| | | |
|----------|-----|---|
| CAR | CAR | Car allowance |
| Cell NC | CPN | Cell Phone Allowance Non Cash |
| DOCKPAY | DOC | Dock pay |
| ENDPROFS | EPR | Endowed Professor |
| HAZLNGNO | HLN | Not eligible for longevity pay |
| HAZLONG | HLD | Hazard or Longevity Eligible |
| LWOP | LWP | Leave without pay |
| LWPFB | LWB | Leave without pay, with benefit |
| NLPOTPCA | NLP | Non Pay Longevity for overtime calculations |
| NTTuitio | NTP | Non taxable tuition pay |
| PAYBKADJ | PBA | Payback adjustment |
| SICKPOOL | SLP | Sick leave pool |
| SUPRETCP | SRC | Supplemental Retirement Compensation |

Appendix B: Payroll Calendar Example

| Payroll Processing Calendar Year 2014 | | | | | | |
|---------------------------------------|--------------|------------|---------------|------------------------|----------|------------------|
| MONTH | PAY ID | PAY NUMBER | PAY PERIOD | PAY PERIOD TOTAL HOURS | PAYDAY | PROCESSING DATES |
| December, 2013 | SEMI-MONTHLY | 01 | 12/16 - 12/31 | 96 | 01/10/14 | 01/03 - 01/07 |
| | MONTHLY | 01 | 12/01 - 12/31 | | 01/02/14 | 12/19 - 12/20 |
| January, 2014 | SEMI-MONTHLY | 02 | 01/01 - 01/15 | 88 | 01/24/14 | 01/17 - 01/22 |
| | SEMI-MONTHLY | 03 | 01/16 - 01/31 | 96 | 02/10/14 | 02/04 - 02/06 |
| | MONTHLY | 02 | 01/01 - 01/31 | | 02/03/14 | 01/27 - 01/28 |
| February, 2014 | SEMI-MONTHLY | 04 | 02/01 - 02/15 | 80 | 02/25/14 | 02/18 - 02/20 |
| | SEMI-MONTHLY | 05 | 02/16 - 02/28 | 80 | 03/10/14 | 03/04 - 03/06 |
| | MONTHLY | 03 | 02/01 - 02/28 | | 03/03/14 | 02/24 - 02/25 |
| March, 2014 | SEMI-MONTHLY | 06 | 03/01 - 03/15 | 80 | 03/25/14 | 03/18 - 03/20 |
| | SEMI-MONTHLY | 07 | 03/16 - 03/31 | 88 | 04/10/14 | 04/02 - 04/04 |
| | MONTHLY | 04 | 03/01 - 03/31 | | 04/01/14 | 03/25 - 03/26 |
| April, 2014 | SEMI-MONTHLY | 08 | 04/01 - 04/15 | 88 | 04/25/14 | 04/17 - 04/21 |
| | SEMI-MONTHLY | 09 | 04/16 - 04/30 | 88 | 05/09/14 | 05/02 - 05/06 |
| | MONTHLY | 05 | 04/01 - 04/30 | | 05/01/14 | 04/24 - 04/25 |
| May, 2014 | SEMI-MONTHLY | 10 | 05/01 - 05/15 | 88 | 05/23/14 | 05/19 - 05/21 |
| | SEMI-MONTHLY | 11 | 05/16 - 05/31 | 88 | 06/10/14 | 06/3 - 06/5 |
| | MONTHLY | 06 | 05/01 - 05/31 | | 06/02/14 | 05/23 - 05/27 |
| June, 2014 | SEMI-MONTHLY | 12 | 06/01 - 06/15 | 80 | 06/25/14 | 06/17 - 06/19 |
| | SEMI- | 13 | 06/16 - 06/30 | 88 | 07/10/14 | 07/02 - 07/07 |

| | | | | | | |
|------------------------|--------------|----|---------------|----|----------|---------------|
| | MONTHLY | | | | | |
| | MONTHLY | 07 | 06/01 - 06/30 | | 07/01/14 | 06/24 - 06/25 |
| July, 2014 | SEMI-MONTHLY | 14 | 07/01 - 07/15 | 88 | 07/25/14 | 07/17 - 07/21 |
| | SEMI-MONTHLY | 15 | 07/16 - 07/31 | 96 | 08/08/14 | 08/04 - 08/06 |
| | MONTHLY | 08 | 07/01 - 07/31 | | 08/01/14 | 07/25 - 07/28 |
| August, 2014 | SEMI-MONTHLY | 16 | 08/01 - 08/15 | 88 | 08/25/14 | 08/19 - 08/21 |
| | SEMI-MONTHLY | 17 | 08/16 - 08/31 | 80 | 09/10/14 | 09/03 - 09/05 |
| | MONTHLY | 09 | 08/01 - 08/31 | | 09/02/14 | 08/25 - 08/26 |
| September, 2014 | SEMI-MONTHLY | 18 | 09/01 - 09/15 | 88 | 09/25/14 | 09/17 - 09/19 |
| | SEMI-MONTHLY | 19 | 09/16 - 09/30 | 88 | 10/10/14 | 10/02 - 10/06 |
| | MONTHLY | 10 | 09/01 - 09/30 | | 10/01/14 | 09/24 - 09/25 |
| October, 2014 | SEMI-MONTHLY | 20 | 10/01 - 10/15 | 88 | 10/24/14 | 10/17 - 10/21 |
| | SEMI-MONTHLY | 21 | 10/16 - 10/31 | 96 | 11/10/14 | 11/04 - 11/06 |
| | MONTHLY | 11 | 10/01 - 10/31 | | 11/03/14 | 10/27 - 10/28 |
| November, 2014 | SEMI-MONTHLY | 22 | 11/01 - 11/15 | 80 | 11/25/14 | 11/18 - 11/20 |
| | SEMI-MONTHLY | 23 | 11/16 - 11/30 | 80 | 12/10/14 | 12/02 - 12/04 |
| | MONTHLY | 12 | 11/01 - 11/30 | | 12/01/14 | 11/24 - 11/25 |
| December, 2014 | SEMI-MONTHLY | 24 | 12/01 - 12/15 | 88 | 12/24/14 | 12/17 - 12/19 |
| | SEMI-MONTHLY | 01 | 12/16 - 12/31 | 96 | 01/10/15 | 01/05 - 01/07 |
| | MONTHLY | 01 | 12/01 - 12/31 | | 01/02/15 | 12/22 - 12/23 |

Appendix C: Adequate Justification Examples

Adequate Justification is required for all Labor Redistributions.

The following questions must be answered to provide adequate justification.

- 1) Why was this payment not charged to the correct labor distribution?
- 2) What justifies redistributing this payment to the new labor distribution?
- 3) What is being done to prevent this from occurring in the future?
- 4) Why is this labor redistribution submitted past the deadline?***

***Question 4 only applicable if submitted past the deadline.*

Below are some examples of Labor Redistribution justifications, why these justifications are not adequate, and how the justification can be improved to meet the requirements.

Example #1:

- ***Submitted Justification:***
 - Moving labor to new grant because grant wasn't set up in time.
- ***Problem with Justification :***
 - The justification does not explain why the grant was not set up in time. It also does not justify why the employee should be paid on the grant. Nor does the justification address how this could be prevented in the future.
- ***Acceptable Justification:***
 - The start date of this grant is March 1st, however the fund was not established until March 28th due to missing paperwork required by the granting agency. Dr. Jones worked 10% of her time from this grant for the month of March, therefore we need to move labor to this grant to reflect the time worked. The department will ensure that all paperwork is submitted in a timely manner to receive information from the granting agency so that the budget can be set up by the begin date.

Example #2:

- **Submitted Justification:**
 - Employee should have been paid from this funding source all year.
- **Problem with Justification :**
 - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.
- **Acceptable Justification:**
 - The salary for Mr. Garcia was charged to the incorrect FOAP due to a clerical error in our department. This was only recently discovered when training a new employee to perform this clerical work. Mr. Garcia's salary should be charged 100% on the MPIP fund instead of our designated fund per the FY 2011 budget for our department. Better training for clerical staff responsible for originating epafs, and reviewing the SM payroll is being implemented.

Example #3:

- **Submitted Justification:**
 - Need to use up these funds and I am submitting labor redistributions to do this.
- **Problem with Justification :**
 - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.
- **Acceptable Justification:**
 - The department received additional E&G funding from the Dean's Office last week. Labor Redistributions on 5 employees that have not previously been paid from E&G funds are being submitted in order to efficiently use these funds. This is a one time allocation of E&G funds that will not likely happen again in the future.

Example #4:

- **Submitted Justification:**
 - Paid too much on the contract and need to move expenses off per Accounting.
- **Problem with Justification :**
 - The justification does not explain why the too much was paid from the grant nor why the department is being asked to move the salary expense. It also does not give any justification as to why the employee should be paid from the new funding source. Future prevention is not addressed.
- **Acceptable Justification:**
 - The department received an email from Accounting today requesting that \$2,000 of salary expenditures be moved from this grant. A late amendment to the contract changed the award amount from \$55,000 to \$50,000. We had already expended \$52,000 on the contract before the amendment was processed, therefore salaries must be moved to a back up funding source. The contract amendment was unusual in nature and could not have been prevented.

Example #5:

- **Submitted Justification:**
 - To charge a portion of the Research Assistant salary to the project.
- **Problem with Justification :**
 - The justification does not explain why the salary was not charged to the project. The justification should be expanded to include a description of the employee's role on the project, the portion of their salary being moved, and how this was determined. Future prevention is not addressed.
- **Acceptable Justification:**
 - Redistribute 50% of the Research Assistant salary to Dr. Wang's grant. This individual spent 50% of her time working directly with Dr. Wang documenting the outcome of each experiment. The effort coordinator was unaware that this employee was spending 50% of her time working on Dr. Wang's project until Dr. Wang brought this to light during the effort certification process. We have met with all departmental PI's asking that they keep the effort coordinators informed of changes in staff time worked on their projects.

Appendix D: Advanced Labor Redistrubtions

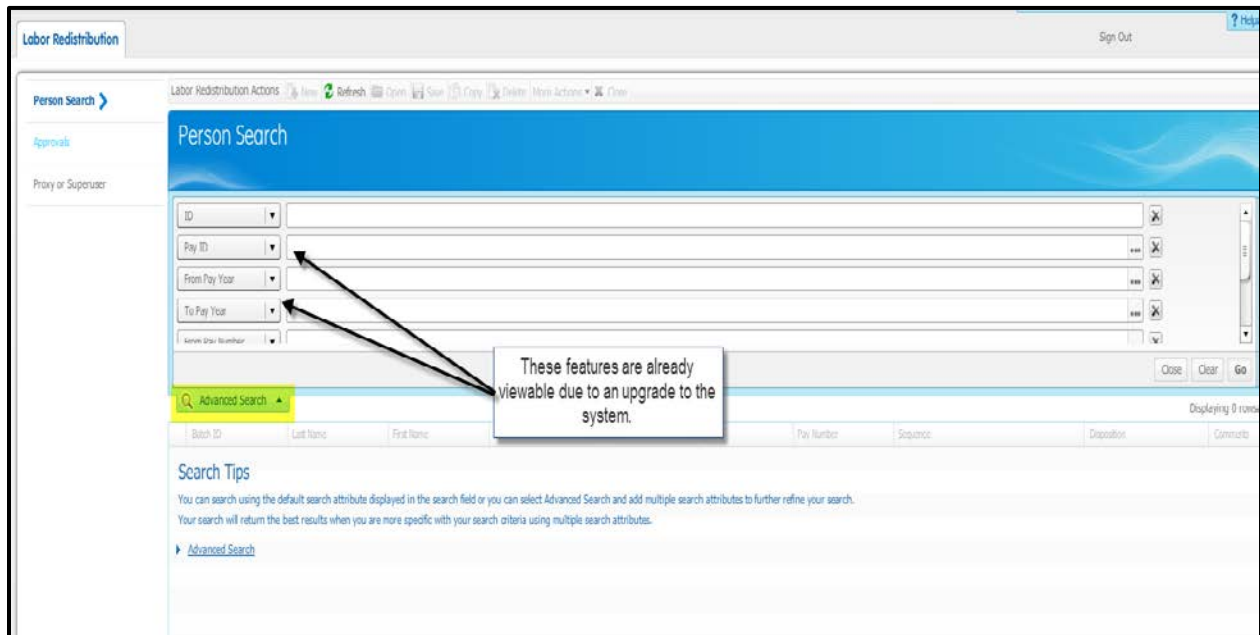
Advanced Features

There are features within the on-line Labor Redistribution that will allow you to do the following:

- Perform an advanced search to narrow down the pay events for an employee
- View only one earn code for an employee
- Change multiple earn codes with one click
- Change multiple pay periods and earn codes

Advanced Search

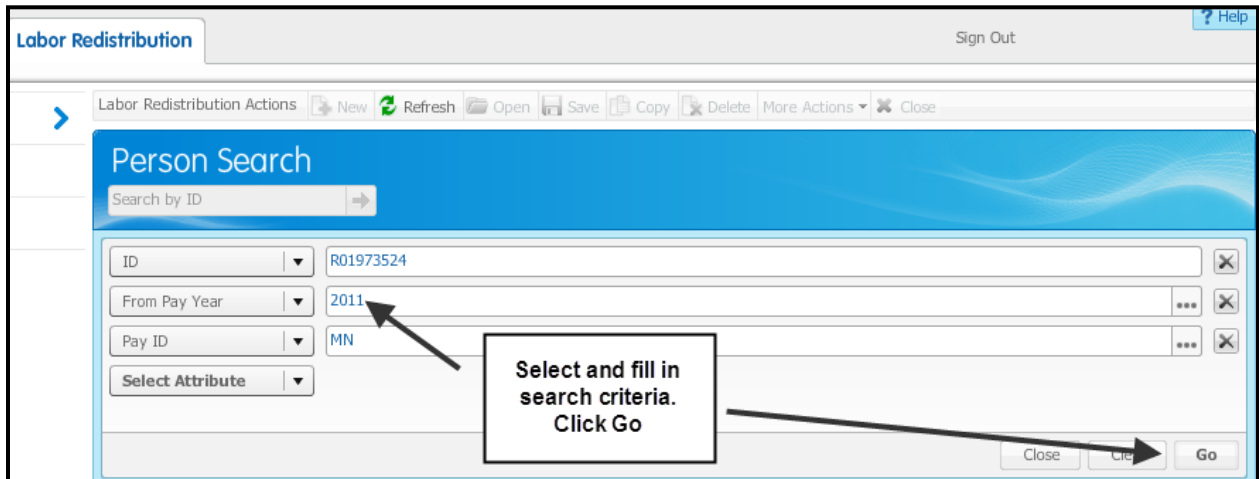
The advanced search can be used to refine the search to return back specific labor distribution records.



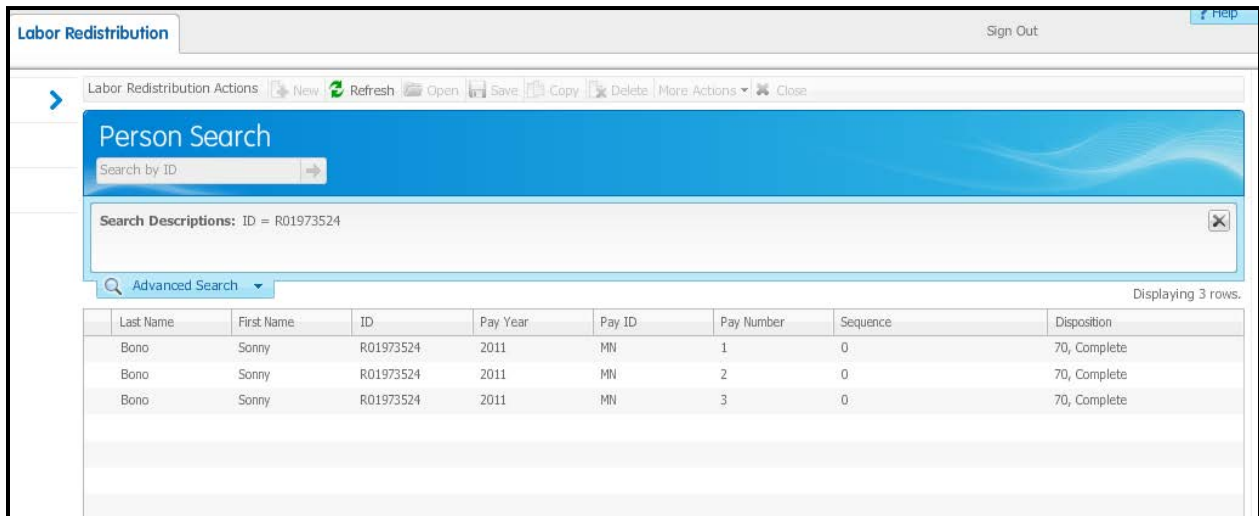
The advanced search requires you to choose the fields to search on. In order to not receive a search error the Budget Office recommends searching on the following elements:

- ID – Enter the employee’s R-ID here
- Pay year – Enter the payroll year you’d like to view
- Pay ID – Enter MN for monthly paid employees (exempt employees) and SM for semi-monthly paid employees (non-exempt).

After selecting the search attributes and filling in the search criteria, click on the **Go** button.



The system will only bring in payroll records matching the search criteria entered.



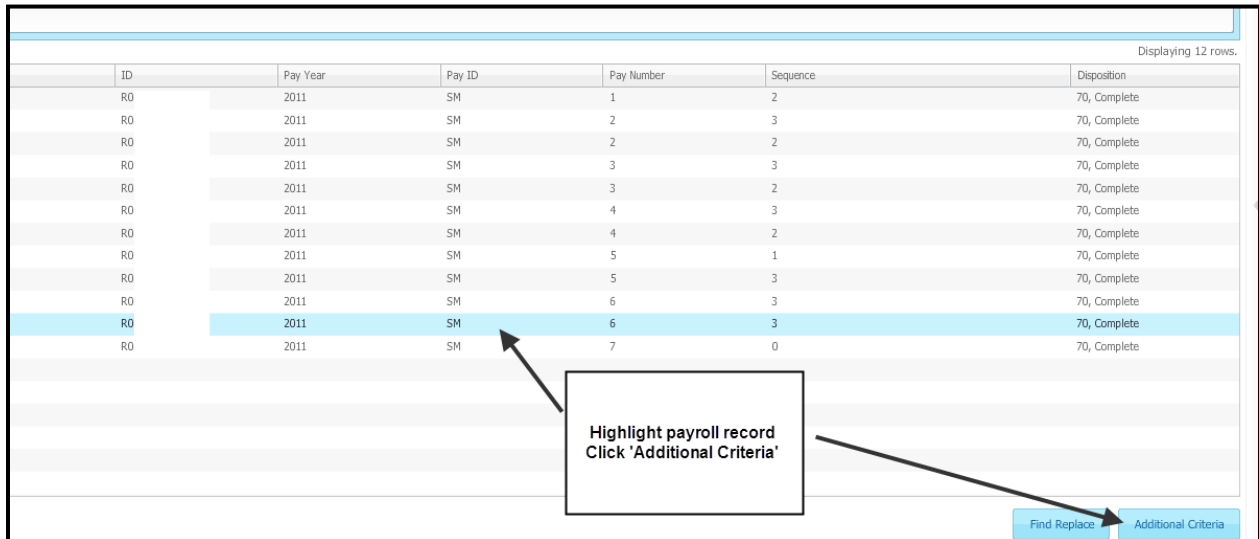
View only one Earn Code for an Employee

There may be instances where you know that you only want to move the salary related to one earn code for an employee. Examples:

- Allocating overtime pay to another FOP
- Moving longevity only to another FOP
- Change labor distribution for regular pay only

For these cases there is the ability to only view payrolls for the earn code in question.

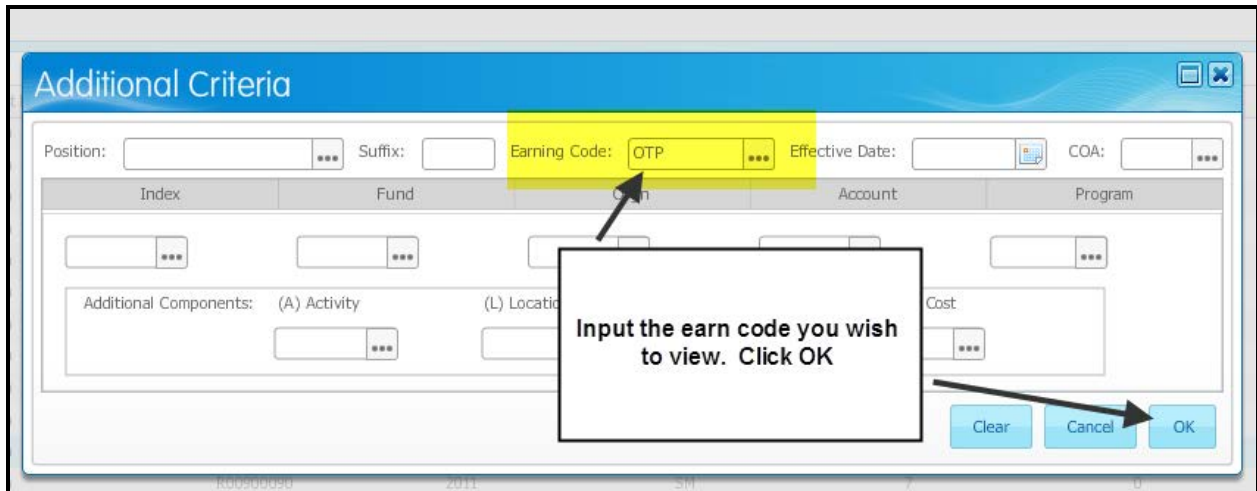
To view only one earn code, highlight the payroll record you wish to change and click the **Additional Criteria** button.



The screenshot shows a table with the following columns: ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. The table contains 12 rows of data. The 6th row is highlighted in blue. A callout box with the text "Highlight payroll record Click 'Additional Criteria'" has an arrow pointing to the highlighted row. Another arrow points from the callout box to the "Additional Criteria" button in the bottom right corner of the table interface. The "Find Replace" button is also visible next to it. The text "Displaying 12 rows." is located in the top right corner of the table area.

| ID | Pay Year | Pay ID | Pay Number | Sequence | Disposition |
|----|----------|--------|------------|----------|--------------|
| R0 | 2011 | SM | 1 | 2 | 70, Complete |
| R0 | 2011 | SM | 2 | 3 | 70, Complete |
| R0 | 2011 | SM | 2 | 2 | 70, Complete |
| R0 | 2011 | SM | 3 | 3 | 70, Complete |
| R0 | 2011 | SM | 3 | 2 | 70, Complete |
| R0 | 2011 | SM | 4 | 3 | 70, Complete |
| R0 | 2011 | SM | 4 | 2 | 70, Complete |
| R0 | 2011 | SM | 5 | 1 | 70, Complete |
| R0 | 2011 | SM | 5 | 3 | 70, Complete |
| R0 | 2011 | SM | 6 | 3 | 70, Complete |
| R0 | 2011 | SM | 6 | 3 | 70, Complete |
| R0 | 2011 | SM | 7 | 0 | 70, Complete |

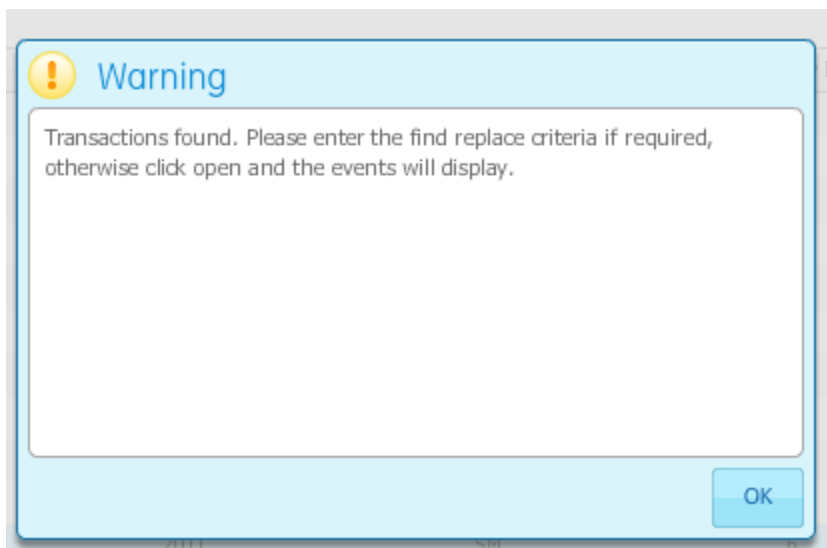
The system will bring up the following “Additional Criteria” search box. Input the earn code you wish to view in the Earning Code field. A list of earn codes can be found in Appendix A. Then click the **OK** button.




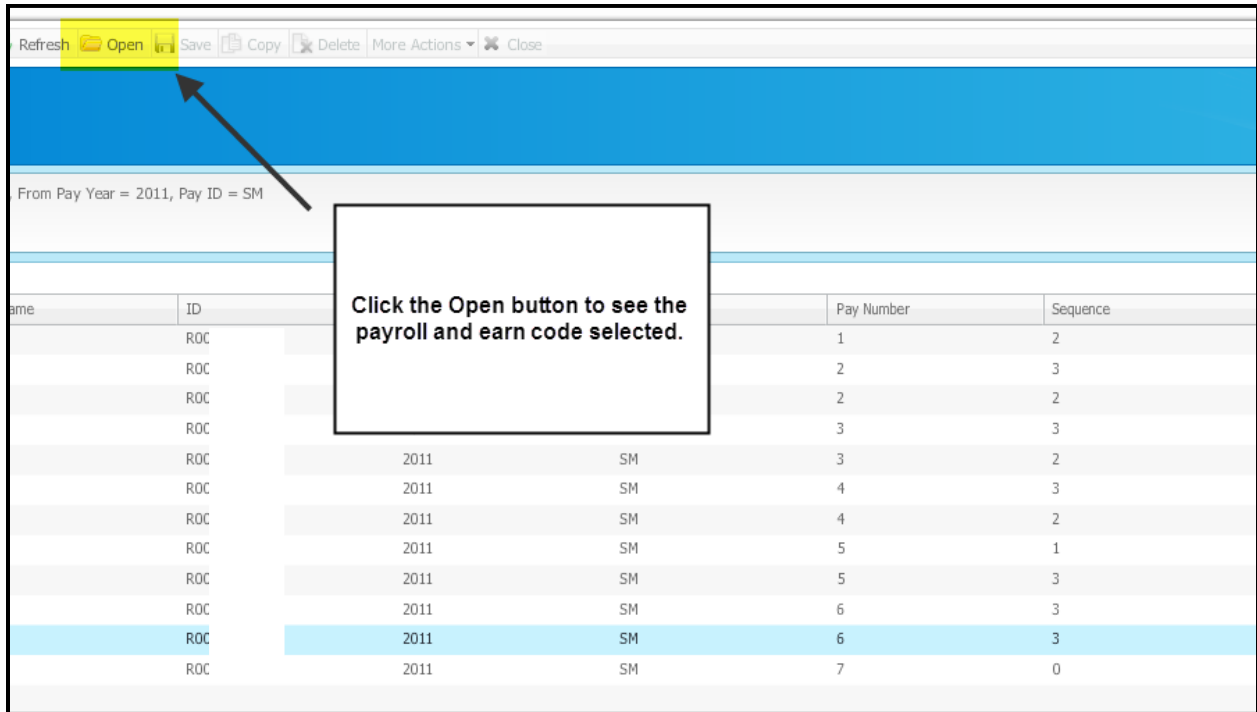
You will receive either a Warning or Error message.

Warning Message

This message means that there is an OTP earn code for the payroll selected. The system is telling you to open the record to display the labor for this earn code. Click the **OK** button to close this box.



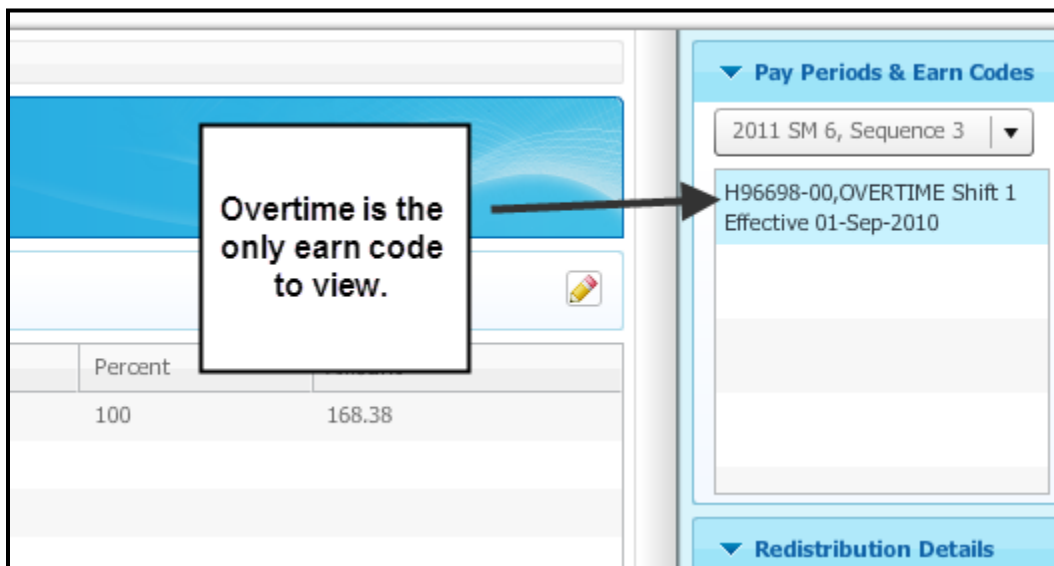
Now click the  Open button to view this record.



From Pay Year = 2011, Pay ID = SM

| name | ID | Pay Number | Sequence |
|------|-----|------------|----------|
| | ROC | 1 | 2 |
| | ROC | 2 | 3 |
| | ROC | 2 | 2 |
| | ROC | 3 | 3 |
| | ROC | 3 | 2 |
| | ROC | 4 | 3 |
| | ROC | 4 | 2 |
| | ROC | 5 | 1 |
| | ROC | 5 | 3 |
| | ROC | 6 | 3 |
| | ROC | 6 | 3 |
| | ROC | 7 | 0 |

Click the Open button to see the payroll and earn code selected.



Overtime is the only earn code to view.

▼ Pay Periods & Earn Codes

2011 SM 6, Sequence 3 ▼

H96698-00,OVERTIME Shift 1
Effective 01-Sep-2010

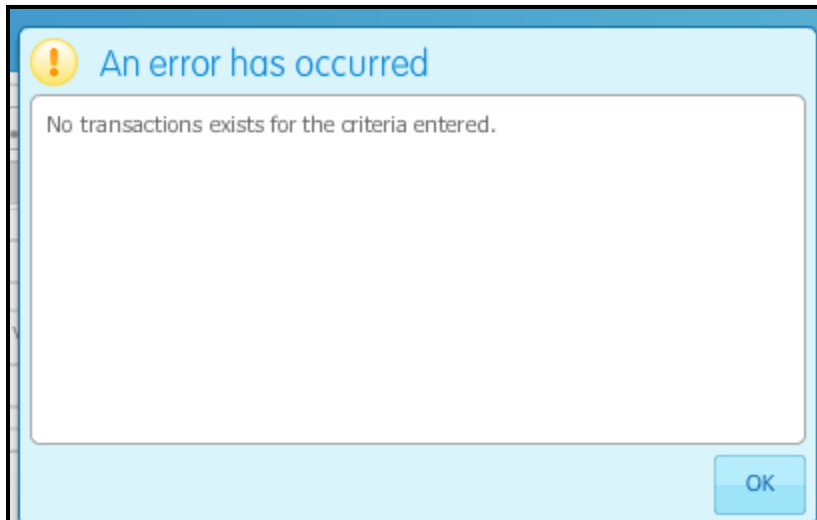
▼ Redistribution Details

| Percent | |
|---------|--------|
| 100 | 168.38 |

Redistribute this labor record per the instructions in Steps 4-9 of this users guide.

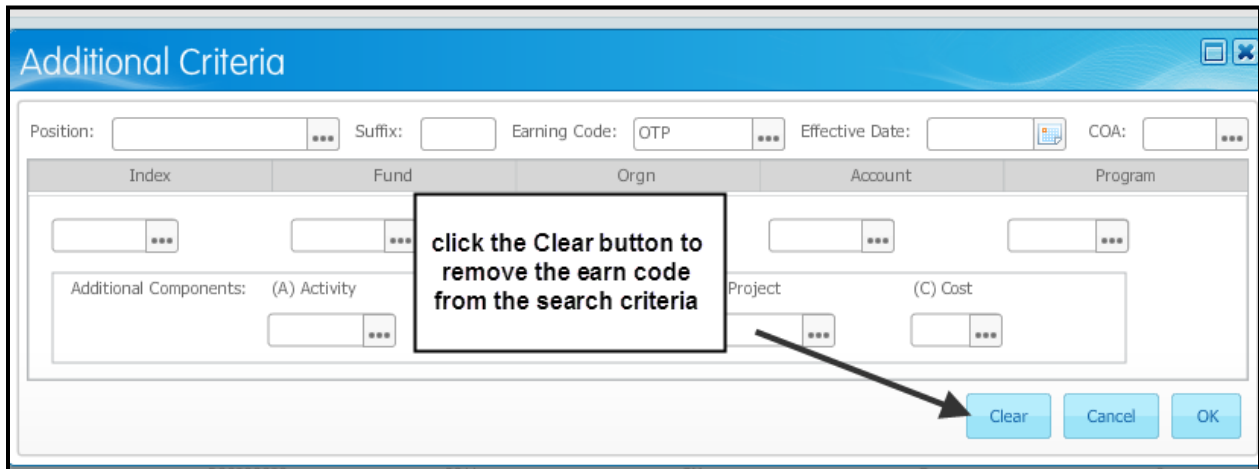
Error Message

This message is informing you that the earn code you have chosen does not exist for the highlighted payroll record.



Click the **OK** button to close the box.

Next click the **Clear** button to remove the earn code from the search.



To close the Additional Criteria search box, click the **Cancel** button.

IMPORTANT TIP

Be aware that anything you enter in the “Additional Criteria” search box will be used on all subsequent employee records until you clear out the search criteria with the [Clear](#) button.

Change Multiple Earn Codes with One Click

There are instances where you may need to move the entire payroll for a pay period from one FOP to another.

- A semi monthly employee is paid their regular salary, sick pay, and vacation pay. All pays need to be moved to another FOP
- A faculty employee is paid regular pay and MPIP insurance. The MPIP insurance is a non-cash payment, but is taxable. Therefore fringes related to this type of payment may need to be moved. This is accomplished by processing a labor redistribution on the MPIPINS earn code.

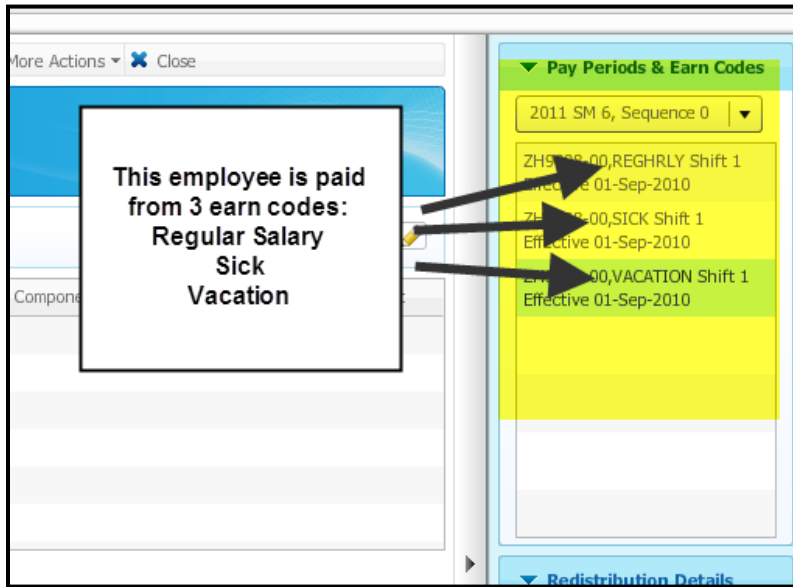
The “Change All” feature may be used to move all earn codes to another FOP.

TIPS for using the Change All feature:

- The Change All feature only works if the Labor Distribution is the same for each earn code.
- The Change All feature does NOT work for the Longevity (LNGEVITY) earn code. Longevity must be redistributed on its own.

Processing a Labor Redistribution on multiple earn codes

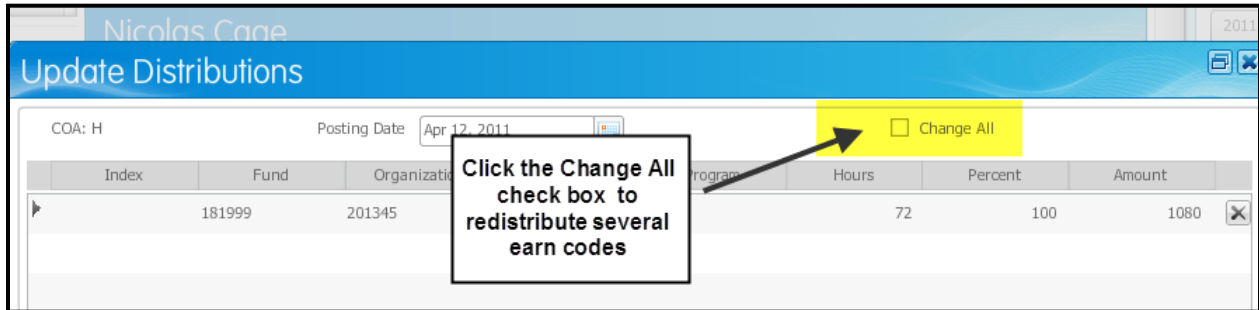
Example: An employee is paid from 3 earn codes.



- The Labor for all 3 earn codes is the same.
- With the Change All feature the system will make the same change to all 3 earn codes.
- See below – all earn codes have the same labor

| Update Distributions | | | | | | | | | |
|---|--------------|--------------|---------|---------|-------|---------|--------|--------------------------|-------------------------------------|
| COA: H | Posting Date | Apr 12, 2011 | | | | | | | <input type="checkbox"/> Change All |
| Index | Fund | Organization | Account | Program | Hours | Percent | Amount | | |
| 181999 | 201345 | 612509 | 60 | | 72 | 100 | 1080 | <input type="checkbox"/> | |
| Regular Hourly Labor Distribution | | | | | | | | | |
| Update Distributions | | | | | | | | | |
| COA: H | Posting Date | Apr 12, 2011 | | | | | | | <input type="checkbox"/> Change All |
| Index | Fund | Organization | Account | Program | Hours | Percent | Amount | | |
| 181999 | 201345 | 612509 | 60 | | 8 | 100 | 120 | <input type="checkbox"/> | |
| Sick Labor Distribution | | | | | | | | | |
| Update Distributions | | | | | | | | | |
| COA: H | Posting Date | Apr 12, 2011 | | | | | | | <input type="checkbox"/> Change All |
| Index | Fund | Organization | Account | Program | Hours | Percent | Amount | | |
| 181999 | 201345 | 612509 | 60 | | 8 | 100 | 120 | <input type="checkbox"/> | |
| Vacation Labor Distribution | | | | | | | | | |
| Labor is the same for all Earning Codes. | | | | | | | | | |

Use the 'Change All' check box to change a fund for all earn codes



After clicking the Change All check box the Labor Redistribution entered will be applied to all earn codes for this payroll EXCEPT Longevity. Longevity must be redistributed separately.


Redistributing Multiple Pay Periods and Earn Codes

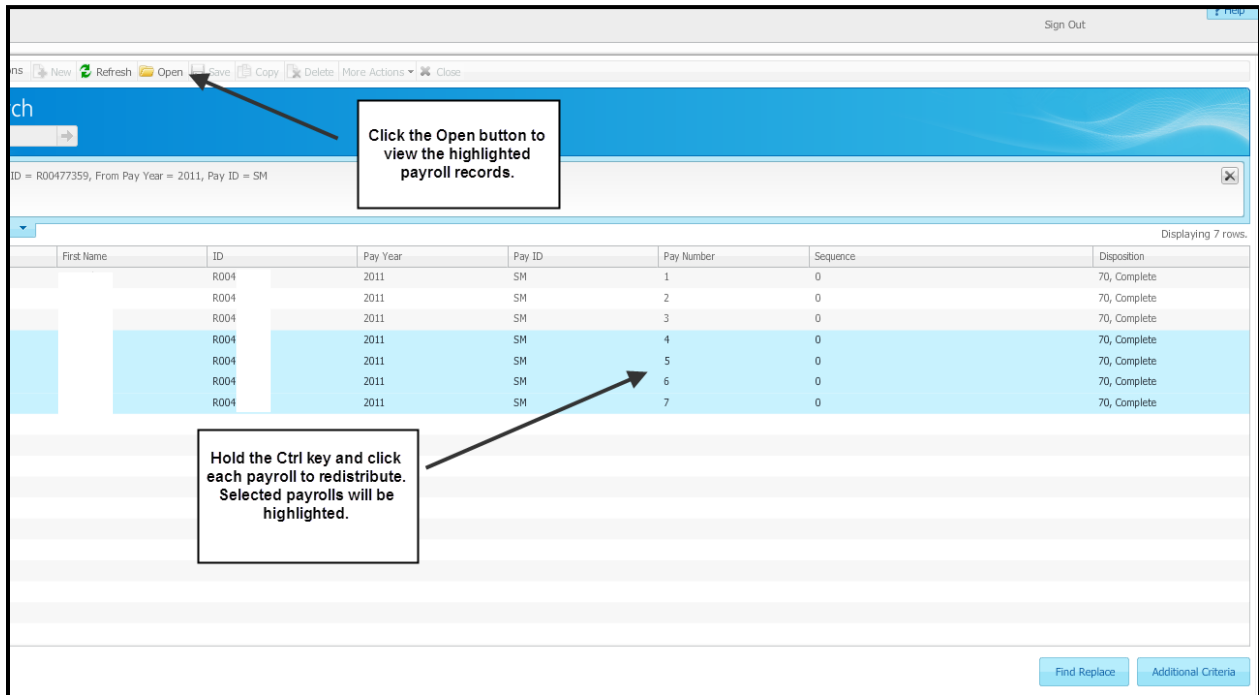
There are also instances where you may need to redistribute several payrolls and earn codes for one employee. There are 2 ways to accomplish this.

- 1) Use the Change All feature shown above.
- 2) Use the Find Replace feature.

Using the Change All Feature

The first step in changing multiple payroll records is to highlight each payroll that you would like to redistribute from the employee payroll listing.

To highlight multiple payroll records hold down the **CTRL** key and click each record to change. Then click the  **Open** button to view the earn codes and labor for these payrolls.



Click the Open button to view the highlighted payroll records.

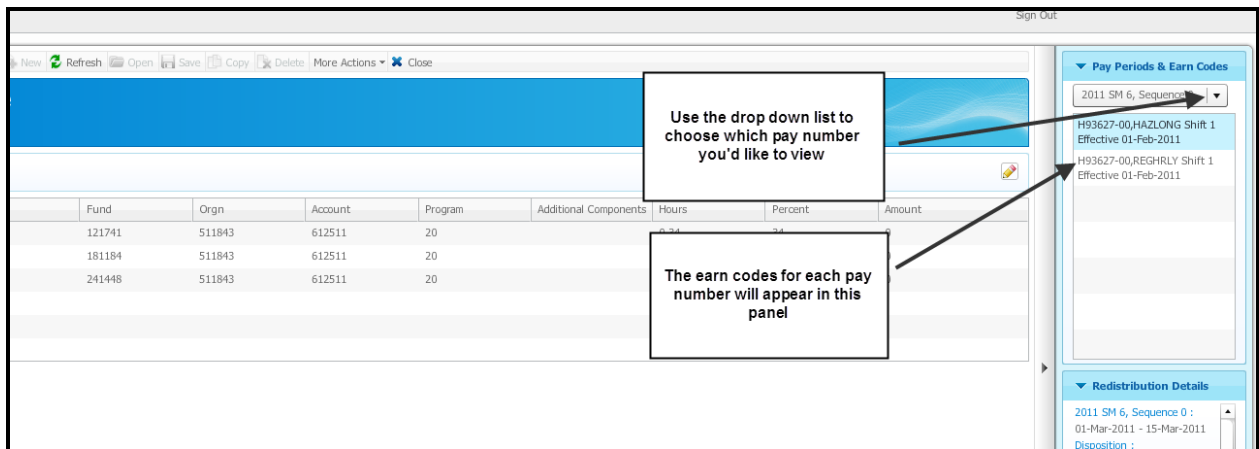
| First Name | ID | Pay Year | Pay ID | Pay Number | Sequence | Disposition |
|------------|------|----------|--------|------------|----------|--------------|
| | R004 | 2011 | SM | 1 | 0 | 70, Complete |
| | R004 | 2011 | SM | 2 | 0 | 70, Complete |
| | R004 | 2011 | SM | 3 | 0 | 70, Complete |
| | R004 | 2011 | SM | 4 | 0 | 70, Complete |
| | R004 | 2011 | SM | 5 | 0 | 70, Complete |
| | R004 | 2011 | SM | 6 | 0 | 70, Complete |
| | R004 | 2011 | SM | 7 | 0 | 70, Complete |

Hold the Ctrl key and click each payroll to redistribute. Selected payrolls will be highlighted.

Displaying 7 rows.

Find Replace Additional Criteria

Use the drop down box in the pay period and earn code panel to view the earn codes for each pay number.



Use the drop down list to choose which pay number you'd like to view

The earn codes for each pay number will appear in this panel

| Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|--------|--------|---------|---------|-----------------------|-------|---------|--------|
| 121741 | 511843 | 612511 | 20 | | 0.34 | 34 | |
| 181184 | 511843 | 612511 | 20 | | | | |
| 241448 | 511843 | 612511 | 20 | | | | |

Pay Periods & Earn Codes

2011 SM 6, Sequence 0


H93627-00,HAZLONG Shift 1 Effective 01-Feb-2011

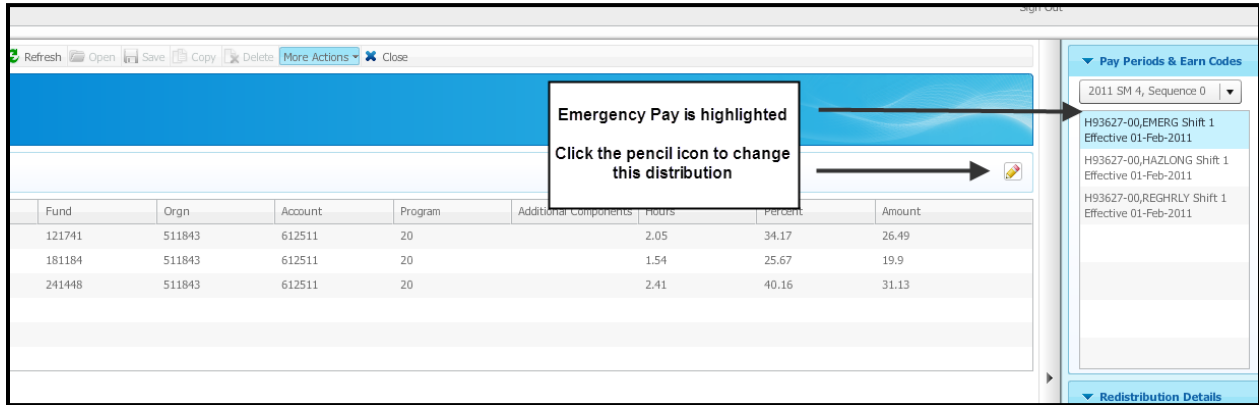
H93627-00,REGHRLY Shift 1 Effective 01-Feb-2011

Redistribution Details

2011 SM 6, Sequence 0 : 01-Mar-2011 - 15-Mar-2011

Disposition :

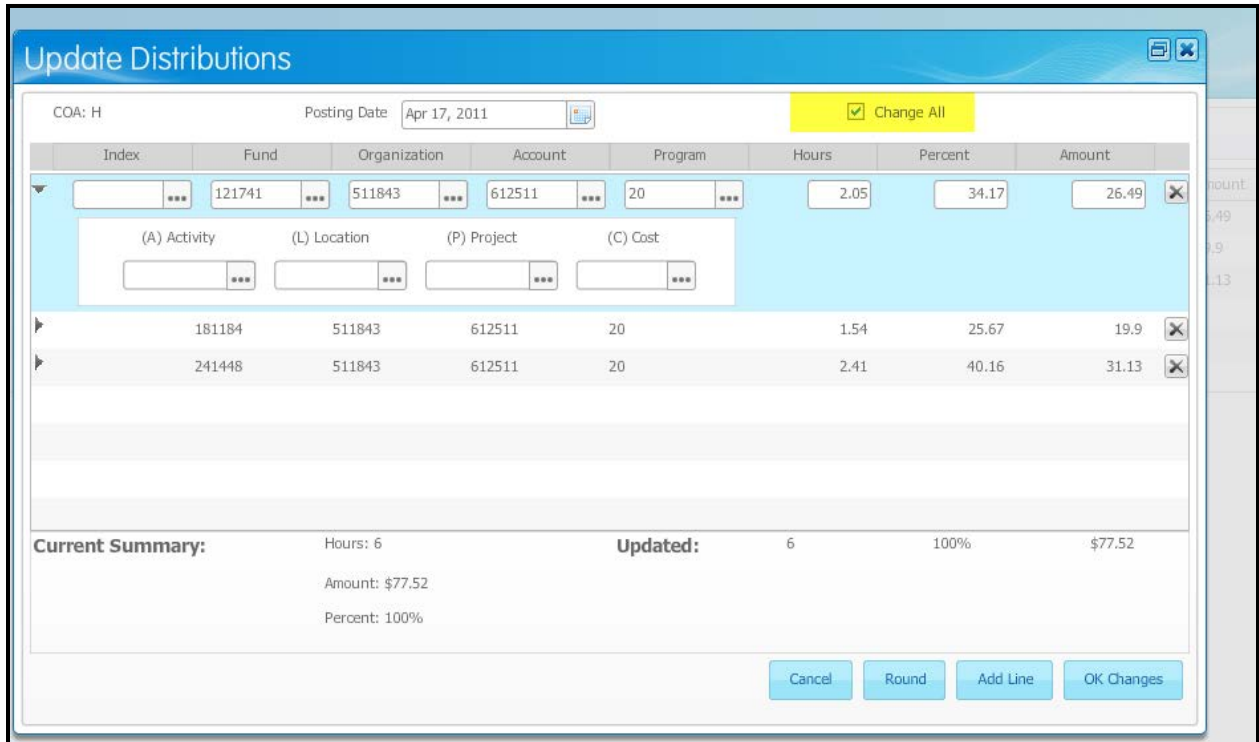
Select an earn code to change to view the Current Distribution for that earn code. Then click on the  icon to open up this Labor Distribution for editing.



Emergency Pay is highlighted
Click the pencil icon to change this distribution

| Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|--------|--------|---------|---------|-----------------------|-------|---------|--------|
| 121741 | 511843 | 612511 | 20 | | 2.05 | 34.17 | 26.49 |
| 181184 | 511843 | 612511 | 20 | | 1.54 | 25.67 | 19.9 |
| 241448 | 511843 | 612511 | 20 | | 2.41 | 40.16 | 31.13 |

Next click the Change All box and edit the labor distribution.



Update Distributions

COA: H Posting Date: Apr 17, 2011 Change All

| Index | Fund | Organization | Account | Program | Hours | Percent | Amount |
|---|--------|--------------|---------|---------|-------|---------|--------|
| ... | 121741 | 511843 | 612511 | 20 | 2.05 | 34.17 | 26.49 |
| (A) Activity (L) Location (P) Project (C) Cost | | | | | | | |
| ▶ | 181184 | 511843 | 612511 | 20 | 1.54 | 25.67 | 19.9 |
| ▶ | 241448 | 511843 | 612511 | 20 | 2.41 | 40.16 | 31.13 |

Current Summary: Hours: 6 **Updated:** 6 100% \$77.52
 Amount: \$77.52
 Percent: 100%

Cancel Round Add Line OK Changes

Verify that all payrolls and earn codes were updated by clicking on each one in the pay period and earn code panel. Look at the Updated Distributions to ensure all changes were made.

The screenshot displays a web-based interface for labor redistribution. At the top, there is a navigation bar with 'distribution' and 'Sign Out' options. Below this is a menu for 'Labor Redistribution Actions' including New, Refresh, Open, Save, Copy, Delete, and More Actions. The main content area is divided into two sections: 'Current Distributions' and 'Updated Distributions'. The 'Current Distributions' table has columns for COA, Index, Fund, Orgn, Account, Program, and Amount. The 'Updated Distributions' table has columns for COA, Index, Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. On the right side, there is a 'Pay Periods & Earn Codes' panel showing a dropdown for '2011 SM 7, Sequence 2' and a list of earn codes with their effective dates. Below that is a 'Redistribution Details' panel showing the selected pay period and its details. A callout box with arrows pointing to the 'Updated Distributions' table and the 'Pay Periods & Earn Codes' panel contains the text: 'Use the pay period and earn code panel to view each distribution. Verify that all earn codes have an Updated Distributions section'.

| COA | Index | Fund | Orgn | Account | Program | Amount |
|-----|-------|--------|--------|---------|---------|--------|
| H | | 121741 | 511843 | 612511 | 20 | 27.73 |
| H | | 181184 | 511843 | 612511 | 20 | 23.58 |
| H | | 241448 | 511843 | 612511 | 20 | 502.93 |

| COA | Index | Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|-----|-------|--------|--------|---------|---------|-----------------------|-------|---------|---------|
| H | | 121741 | 511843 | 612511 | 20 | | 97 | 100 | 1253.24 |

TIPS for using the Change All feature

- The Change All feature will NOT work to update the Longevity earn code.
- The Change All feature will only change the FOAPs, percents and amounts that EXACTLY match the record you changed.
 - For example the payroll records have a labor distribution as follows:
 - MN 1 121741-511843-612511-20 100% \$1500.00
 - MN 2 121741-511843-612511-20 50% \$750.00
 - 181184-511843-612511-20 50% \$750.00
 - MN 3 121741-511843-612511-20 100% \$1500.00
 - In this example if you highlighted the MN 1, 2, and 3 from the payroll listing, and check the change all box when changing the MN 1, only the MN 1 and MN3 records would change. The MN 2 record would not change because the FOAP, percents and amounts do NOT match the MN 1 record that the change all box was checked on.

Using the Find/Replace Feature

The find/replace feature will find any FOAP record and replace it with one of your choosing. This feature would be good to use if you need to change the old grant number for the new grant number.

To use the find/replace feature, you will need to highlight the payroll records that you wish to change by holding down the **CTRL** button and clicking each payroll. Then click the **Find Replace** button.

ch

ID = R00477359, From Pay Year = 2011, Pay ID = SM

Displaying 7 rows.

| First Name | ID | Pay Year | Pay ID | Pay Number | Sequence | Disposition |
|------------|------|----------|--------|------------|----------|--------------|
| | R004 | 2011 | SM | 1 | 0 | 70, Complete |
| | R004 | 2011 | SM | 2 | 0 | 70, Complete |
| | R004 | 2011 | SM | 3 | 0 | 70, Complete |
| | R004 | 2011 | SM | 4 | 0 | 70, Complete |
| | R004 | 2011 | SM | 5 | 0 | 70, Complete |
| | R004 | 2011 | SM | 6 | 0 | 70, Complete |
| | R004 | 2011 | SM | 7 | 0 | 70, Complete |

Hold the Ctrl key and click each payroll to redistribute. Selected payrolls will be highlighted.

Click the Find Replace button

Find Replace Additional Criteria

Find and Replace

COA: Posting Date:

Find

| Index | Fund | Orgn | Account | Program |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

Replace With

| Index | Fund | Orgn | Account | Program |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

Enter the data elements to Find and what you'd like to replace them with. You can enter one element or several. The Fund, Orgn and Program is being used in the example below.

Find and Replace

COA: Posting Date:

Find

| Index | Fund | Orgn | Account | Program |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------|---------------------------------|
| <input type="text" value=""/> | <input type="text" value="181184"/> | <input type="text" value="511843"/> | <input type="text" value=""/> | <input type="text" value="20"/> |

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

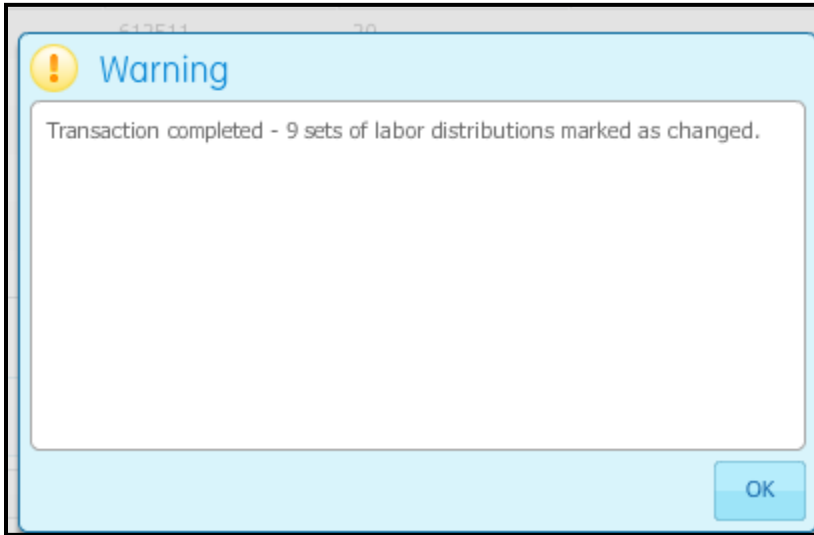
Replace With

| Index | Fund | Orgn | Account | Program |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------|---------------------------------|
| <input type="text" value=""/> | <input type="text" value="101014"/> | <input type="text" value="201801"/> | <input type="text" value=""/> | <input type="text" value="60"/> |

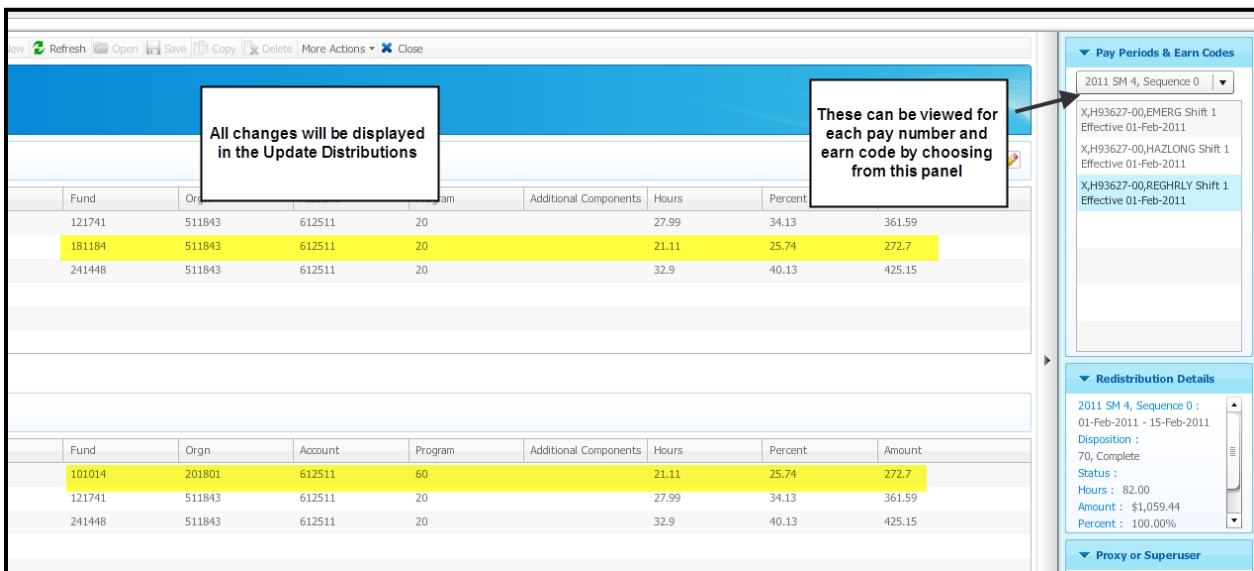
Additional Components: (P) Project (C) Cost

**Enter elements to find and replace.
Click Save when finished**

You will receive a message telling you how many records have been changed.



After clicking OK to close the warning box, the system will bring you to the Current and Updated Distributions page. You will be able to see each updated distribution. Use the pay period and earn code panel to choose other pay numbers or earn codes to view.



The screenshot shows the "Current and Updated Distributions" page. It features two tables and a right-hand sidebar. The top table has columns: Fund, Org, Account, Program, Additional Components, Hours, Percent, and Amount. The second table has columns: Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. The sidebar contains "Pay Periods & Earn Codes" and "Redistribution Details".

All changes will be displayed in the Update Distributions

These can be viewed for each pay number and earn code by choosing from this panel

| Fund | Org | Account | Program | Additional Components | Hours | Percent | Amount |
|--------|--------|---------|---------|-----------------------|-------|---------|--------|
| 121741 | 511843 | 612511 | 20 | | 27.99 | 34.13 | 361.59 |
| 181184 | 511843 | 612511 | 20 | | 21.11 | 25.74 | 272.7 |
| 241448 | 511843 | 612511 | 20 | | 32.9 | 40.13 | 425.15 |

| Fund | Orgn | Account | Program | Additional Components | Hours | Percent | Amount |
|--------|--------|---------|---------|-----------------------|-------|---------|--------|
| 101014 | 201801 | 612511 | 60 | | 21.11 | 25.74 | 272.7 |
| 121741 | 511843 | 612511 | 20 | | 27.99 | 34.13 | 361.59 |
| 241448 | 511843 | 612511 | 20 | | 32.9 | 40.13 | 425.15 |

Pay Periods & Earn Codes
2011 SM 4, Sequence 0
X,H93627-00,EMERG Shift 1 Effective 01-Feb-2011
X,H93627-00,HAZLONG Shift 1 Effective 01-Feb-2011
X,H93627-00,REGHRLY Shift 1 Effective 01-Feb-2011

Redistribution Details
2011 SM 4, Sequence 0 :
01-Feb-2011 - 15-Feb-2011
Disposition :
70, Complete
Status :
Hours : 82.00
Amount : \$1,059.44
Percent : 100.00%

Proxy or Superuser

After verifying that all payrolls were changed correctly, save the record. Next input a justification for each pay period and position. A justification must be entered for each pay period and position being redistributed, even if multiple pay periods and positions are being redistributed at one time.

Click on the comment link to add a new comment. After a comment has been entered for one pay period and position, highlight a record in the next pay period in the Pay Period & Earn Code panel on the right side of the screen. Add a comment for this pay period and position. This will need to be done for each pay period and position.

After inputting all justifications, click the submit button to submit the Labor Redistribution.