Online Labor Redistributions (Retroactive Funding Changes)

Overview
Often departments need to change funding on a position for past, current, or future pay periods. There are 3 different methods of changing funding based on situation.

A PAF (Personnel Action Form) should be used to change funding in Banner for current and future pay periods if all the funds in question are in the same department. An HR representative within a department can do a PAF. Documentation should be kept on record by the department for audit purposes.

A form P10 is appropriate for current or future funding changes between different departments for all employee types (Faculty, Staff, Wage, GRA, etc.) Work Study changes should be requested via the Financial Aid office. Departments complete a P-10 Form to initiate a current and/or future funding change when the employee’s position and the funding are in different departments. All completed P10 forms for changes between departments should be sent to Payroll via Payroll Dropbox. Payroll will review each request and forward current and future dated changes to the appropriate contacts in HR. Payroll will process all applicable prior pay period changes. P10 requests that can be completed via PAF will be returned to the requestor. When P-10’s are received by Payroll:

- Payroll processes all retroactive changes
- If the P-10 has current or future funding, Payroll sends an email to the EA team and scans a copy of the form into BDMS (Banner Document Manager System)

Labor redistributions should be used for all funding change requests for prior pay periods for updates within a department. Each labor redistribution transaction is routed through a series of approvals. For non-grant related funds, the transaction is routed through the department approval and central payroll approval only. For grant related funds, the transaction is routed through department, central payroll, and OSP Project Administrator (PA) for approvals. The Principal Investigator (PI) may get an FYI email regarding the labor redistribution. Grant LRs should be approved within 90 days of the payroll in question. LRs on grant funds greater than 90 days prior may not be approved.

All labor redistribution transactions entered by the initiator should have a comment entered that explains why the transfer is necessary.

Retroactive funding changes are accomplished by initiating a labor redistribution. Labor redistributions are competed electronically using a Banner self-service module available in Hokie Spa. Redistributions are typically entered at the department level and routed electronically for approval (department, OSP, Payroll).

Payroll performs the final review and approval for ALL redistributions processed. Each transaction is reviewed to confirm a meaningful comment was applied and earn codes are appropriate. Payroll consults with initiating departments and/or the Office of Sponsored Programs to resolve issues. Payroll also provides guidance to users with system or processing questions.

The same person cannot have the labor redistribution initiator and the approver roles. To establish access to the Labor Redistribution system, complete the online Human Resources Banner Access Request Form for either the initiator or the approver role.
To access the Banner Labor Redistribution system, log into Hokie Spa using your PID and password.

Select on the Labor Redistribution item under Hokie Team. Once you are in the application, the first screen to appear will be the advanced search screen.

Initiating Labor Redistributions

As a Labor Redistribution Initiator, use the Labor Redistribution Person Search view to open and initiate a labor redistribution transaction. Banner Human Resource module security is implemented on the Search page (by home organization code for the employee). If you do not have appropriate HR security access the entered query may not yield any records. You will not get any error messages regarding invalid security.
Steps
Follow these steps to initiate Labor Redistribution for an employee.

1. From the Advanced Search view enter all pertinent information; ID, Pay ID, From Pay Year, From Pay Number, and To Pay Year, To Pay Number should be and then select on Go (all information except ID may be selected from the drop down menu for each box)
2. Results can be sorted by any field (at this time there is a known defect to sort by name), select the pay event(s) you wish to adjust, and select the Open icon
3. Select the Pay Period from the Pay Period and Earn Code sidebar. You can navigate between pay events in this sidebar. Toggle the drop down arrow in the Pay Event sidebar to open and close pay events.
4. Highlight the position/suffix, earn code, shift, and effective date you need to change.

5. Select the **Edit** (pencil) icon to access the Update Distributions window, see instructions in next section to complete transaction.

**Updating Labor Distributions**

Use the Update Distributions view to make required changes to a distribution. The sum of the redistributed values for the Earnings Labor Distributions fields (Hours, Percent, and Amount) must be equal to the corresponding sum of the values in the original distribution. To view a list of valid values for a particular field, use the Search feature for that field and select a value.
1. Once you have selected Edit, update the **Posting Date** field by typing in the new date or using the calendar icon to select a new date (if necessary). The posting date is the date that the redistributed records are posted to Finance. The system supplies the system date as the default date for this field. You can over-ride the date, but the new date must fall in an open accounting period. The current date should be entered here. If there is a prior LR, it will show the posting date of that change and you will need update the posting date to the current date.

![Posting Date](image)

2. (Optional) Check the **Change All** checkbox to search for all records identical to the old version of the changed records and make the same changes to all matching records. Change All applies only for FOAPAL fields or percentages. For example, you can change all of a single pay-event record or a selected field in all pay event records.

3. Select the drop down arrow and select the FOAPAL component (Index, Fund, Organization, Account, Program, Activity, and Location) you want to adjust from its drop down list. Note: The system displays all records for that FOAPAL component, 100 rows at a time. Use the arrows to move to the next or previous list. You can also search for a code or description by providing a string of at least three characters, followed by the wildcard asterisk (*). You will only be able to change the Index, Activity, and Location.

![FOAPAL Component Selection](image)

4. For changes you can do the following:
   a. Enter a new value in the Percent field. The system calculates the Hours and Amount field
   b. Or enter a new value in the Hours field. The system calculates the Percent and Amount fields
   c. Or enter a new value in the Amount field. The system calculates the Hours and Percent.

5. (Optional) Select the **Add Line** button to display a new line on which to add your desired FOAPAL values. Enter either the hours, amount, or percent and the system will calculate the other two.

![Add Line](image)
6. To remove a line, select the Delete [X] icon.
7. Select the OK Changes button to save the changes. This will close the window and return you to the initiator page. The records are now marked for change. The system alerts you to any errors. 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, an error message will appear and you must take one of two corrective actions. Manually change one of the records so that the sum of the each of the three fields is correct, or select Round to have the system correct the condition by modifying the record in which the cursor is located.

8. Hit Save after returning to the current Distributions screen.

9. Add a comment to explain the reason for the labor redistribution

Adding Labor Redistribution Comments
For tracking purposes during the labor redistribution process, the system can record a notation for each adjustment or modification made to a distribution transaction. Any member of the routing queue can add explanatory comments for a transaction. Comments cannot be updated or deleted. Up to 4000 characters of text are allowed. The system displays all comments in reverse chronological order.

1. Select on the Comments tab.
2. Select the **Add Comment** button.

3. Return to Initiator tab and select submit.
4. You should see the Status change from 47-Pre-Balance Update to 48-Pre-Approve Update
5. Approvers should now be contacted for additional approvals

Approving or Returning Labor Redistributions

If you wish to approve LR, choose close and then select on Approvals.

Use the Approvals view to select a labor distribution transaction to approve, or return for correction. The Approvals page displays the specific transactions associated with each pay event and can be sorted by any of the headers with toggles except Name, which is a current known defect that is being addressed with Ellucian. All members of the routing queue can access this view.

Follow these steps to approve the labor redistribution or to return for correction.

1. Find the desired labor redistribution (LR) transaction(s).
2. Select anywhere on the LR line and select the Open icon or check multiple select boxes, choose Select Batch and Open.
3. Review for appropriate comments and then choose Approve or Approve or Acknowledge All for labor redistributions that are complete.
4. If a correction is needed for errors or missing comments chose the Return for Correction button, add a comment and select Return/Return All for Correction.
5. The Green Approve box on the main screen does not work. Approvers need to select the desired LR and open it in order to approve.

Each labor redistribution, the transaction is routed through a series of approvals. For non-grant related funds, the transaction is routed through the department approval and central payroll approval only. For grant related funds, the transaction is routed through department, central payroll, and OSP Project Administrator (PA) for approvals.

All labor redistribution transactions entered by the initiator should have a comment entered that explains why the transfer is necessary.

**Acting as a Proxy**

Use the Labor Redistribution Proxy view to establish yourself as a proxy for another person. A labor redistribution proxy can act on behalf of another administrator in that person’s absence. When you choose to act as a proxy for another administrator, the sidebar displays whether you are acting as a proxy. You can collapse the sidebar to hide all but the title, or expand it with the down arrow.

The employee that you are acting as proxy for must first assign you as proxy for their userid. Follow these steps to establish yourself as a proxy.

1. Select the individual from the Act as Proxy from the drop down list.
Note: You can access the Person Search page and create, apply, or submit labor redistribution transactions or access the Approvals page and approve, return or acknowledge any outstanding labor redistribution transaction where the person for whom you are acting as proxy is in the routing queue and has outstanding actions.

2. Select the Sign Out link after your proxy actions are completed or return to the Proxy page and switch the Act as Proxy for back to SELF if further actions are required

Routing Queue Example

Organization (Department) Approval:

Principal Investigator FYI (charge & credit funds):
Project Administrator Approval (> 90 days only-charge & credit funds):

Quesenberry, Tammy S.
Project Administrator, PA2
Sequence 3.00 Approve
✓ Posted on 02/23/2021 at 16:04:59 by Quesenberry, Tammy S. | E-mail

Payroll (all transactions go through this approval):

Myers, Kimberly H.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Gray, Karey B.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Lucas, Jolene M.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Tabor, Jennifer J.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Reed, Heather H.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Akers, Vickie H.
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail

Connelly, Alexis
Group Payroll, PAY
Sequence 5.00 Approve
✓ Pending | E-mail