Labor Redistribution Training

Process in Self Service
Accessing Labor Redistributions

First log into MyUNM: [https://my.unm.edu/home](https://my.unm.edu/home)
- Select the Employee Life tab - Click on the ‘Employee Dashboard’ link
In the My Activities box on the right side of the page select the ‘Labor Redistribution’ link.
‘Advanced Search’ should come up automatically.

If it does not automatically appear, Select ‘Advanced Search’ to search for the employee for labor redistribution.
Search for Employee

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

Click the GO button to execute search
Search for Employee

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

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

If you know the specific pay period use the ‘From Pay Number’, ‘To Pay Year’, and ‘To Pay Number’ filters to narrow the search further.
Select Employee and Pay Event

Select the employee’s associated pay event and click the ‘Open’ icon or double-click the employee and associated pay event.
Selecting Multiple Pay Periods

Select the appropriate pay period for editing.
Click the pencil.
To make changes to the distribution:

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

Verify the 'Posting Date' is today's date.

To enter a new line for additional FOPA values, click the 'Add Line' button.
To make changes to the distribution

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

Note:
Enter the same account code from original transaction

To change all the earning codes for that pay period, check the ‘Change All’ box.

To remove a line, click the ‘X’ icon.
To make changes to the distribution

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

Verify updates are accurate and click on 'ok changes'.
Rounding

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

To avoid rounding issues utilize tabbing though fields for automatic rounding or using the rounding option prior to submitting via ‘Ok Changes’.
Comments and Business Purpose

Prior to adding comments to the labor redistribution and while still on the ‘Initiator’ tab, you must save the redistribution changes prior to adding a comment.
To add a business purpose in Comments

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

Changes updated successfully
To add a business purpose in Comments

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

Return to 'Initiator' tab to click on 'Save' button
To add member to the routing queue

To add an employee to the routing queue. Select ‘Routing Queue’ and ‘Add Member’.
To submit redistribution for approval

Enter employee and sequence information and select ‘Save’
To submit redistribution for approval

To leave in progress click on “X Close” for later submission.

The record will remain at disposition 47

To erase updated distributions click on ‘Erase’

To send redistribution for approval click on ‘Submit’

This will create Disposition 48
Approving Labor Redistributions
Accessing Labor Redistributions

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

- Select the Employee Life tab - Click on the ‘Employee Dashboard’ link
Select Labor Redistribution

In the My Activities box on the right side of the page select the ‘Labor Redistribution’ link.
Approvals

‘Advanced Search’ should come up automatically.

Close and access ‘Approvals’
Approvals

Select box to review batch.

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

To review previous or add comments select ‘Comments’

To add a comment add text and select ‘Add Comment’
Approvals

Scroll to the bottom of the redistribution tab

To approve select ‘Approve’

To return for correction select ‘Return for Correction’
Contact Information

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