THE UNIVERSITY of NEW MEXICO

Financial Services Support Center (FSSC)

Date: 09/21/2010

**LoboWeb Self Service
Labor Redistribution
FSJA-079**

1. Go to myUNM.edu and login
2. Select the Employee Life tab
3. Click on LoboWeb
4. In LoboWeb select the Employee tab
5. Select Labor Redistribution
6. Select Labor Redistribution tab
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 to search by, (i.e. Banner ID, Pay ID, From Pay Year, From Pay Number)
   D. Click the GO button to execute search

8. 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 #9
   B. To process several pay periods at once
      • All pay periods must be the same
      • Only indices can be changed
      • Hold the Control key and highlight the pay periods at once
      • Click on the 'Find Replace'
      • For COA click on the drop down and select U
      • Posting Date must be today's date
      • Enter the current index number to be changed and tab
      • Enter the account code
      • Go to 'Replace With', enter the new index and tab
      • Enter the account code.
      • Click on the **'Save'** button
      • Screen will pop up (Transaction completed-6 sets of labor distributions marked as changed. Click OK
      • Click on the **'Apply'** button

• Go to **step #12** to make comments and enter business purpose

9. To redistribute the labor one pay period at a time:
   • Double click on the pay period
   • Select the pencil

10. To make changes to the distribution:
    A. Click on the Pencil
    B. On the left hand side select the side facing arrow or the "Add line" button
       • The Update area will appear
    C. Verify that the 'Posting Date' is today's date
       • If it isn't, click on the calendar icon in the 'Posting Date' field and select today's date
    C. To change an index:
       • Enter the new index or click on the '…' and select the index
       • Tab to populate the FOPA elements
       • If the fund is closed, it will not allow you to proceed
    D. If needed, 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 be 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
    I. Click on the **'Save'** button

11. Verify updates are accurate and click on **'Apply'**
    A. The disposition changes to 47.
    B. The system alerts you to any errors
       - (i.e. invalid index or account code)
    C. Click on the pencil to return to the distribution or delete updates and start over.

12. 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
       - 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 the DEPARTMENT BUSINESS RULES for information required in this section and examples
       - Go to the Labor Redistribution Participant Guide 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
       - This process can be used in lieu of sending the 90 Day Memo-Sequence 10
    C. Enter the business purpose in the Add Comment section
    D. Click on the **'Save'** button

13. Click on 'Close' in the screen that appears
    - This will close the window and return you to the initiator page
    - The records are still marked Disposition 47

14. Click on the pay period that is being processed
    - 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

15. 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

ADDING AN APPROVER or REVIEWER TO THE APPROVAL QUEUE:

If you include the 90 Day Memo information in the comments, an approver must be added to the Routing Queue. To add an approver to the approval queue or notify the supervisor or PI to review the labor redistribution:

1. Double click on the pay period processed
2. On the left hand side select Routing Queue Click on Add Member
3. Name - Enter the approver's or FYI (Four Your Information) name or click on the drop down arrow to obtain a list of approvers
4. Sequence
    - Review the sequence numbers in the routing queue
    - Enter a sequence number lower (5.0) than the numbers listed in the routing queue
5. Action
    - For approval select Approve (E)
    - For review select FYI
6. Click on **Save**
    - The labor redistribution will be routing to this person before the other approvers and is listed as 'On the fly Member' in the approval queue
7. Close redistribution

PROCESSING ANOTHER PAY PERIOD:

1. To process another pay period:
    - For the same person select 'Close' to go to the list of pay periods (Follow steps 8 through 14)
    - To select another employee, go to the 'Person Search' from the main Labor Redistribution screen, select 'Advanced Search' (Follow steps 1 through 14)
2. 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

END