THE UNIVERSITY of NEW MEXICO

Financial Services Support Center (FSSC)

Date: 03/30/2010

PHAREDS
Labor Redistribution
FSJA-080

1. Go to Banner form PHAREDS.
   Option 1) Enter employee Banner ID (if known) in 'ID' field. **OR**
   Option 2) Click drop-down arrow and select 'POIIDEN'.
   a. Tab to last name or first name, type name, and execute query (F8)
   b. Highlight correct employee
   c. Click 'select' icon, or double-click on ID.

2. Payroll Number:
   Option 1) Click drop-down arrow by 'Payroll ID' for choices.
   a. Highlight the row to be redistributed from Pay Event List Form PHILIST
   b. Double-click the highlighted row.
   c. Perform next block. **OR**
   Option 2) In the Payroll ID type 2R or 5R.
   a. In the begin and end year type the year.
   b. In payroll numbers type the number.
   c. If several payroll numbers will be processed enter the begin and end numbers.
   d. Tab to populate dates.
   e. If Selection Criteria block does not pop up perform next block.

3. Selection criteria block;
   Option 1) If the employee has only one job assignment/position, click OK. **OR**
   Option 2) If the employee has multiple job positions:
   a. In the 'Position' field click the drop-down arrow.
   b. From the pop up box select 'List Employee's Jobs' (NBIJLST).
   c. 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.
   d. Click on OK.

4. With the cursor on the 'Earnings History' block:
   a. Highlight the line with the correct earnings code to be redistributed.
   b. The labor in the 'Earnings Labor Distribution' list will change depending on which earnings code is highlighted.

5. Perform next block until you reach the Posting Date.

6. Posting Date should be today's date.

7. Change Labor Distribution
   Option 1) The 'Edit Labor Distribution' tab will be highlighted. Go to Step 8. **OR**
   Option 2) Select the 'Search & Replace Tab'. Used for several pay periods if only the index is changed.
   a. Under 'SEARCH' in the index field enter the current index.
   b. Tab to the account field and enter the current account number.
   c. Perform a next block.
   d. Enter the new index.
   e. Tab and enter the same account code that is in the search.
   f. Click on OK.
   g. Status is 'X'.
   h. Save.
   i. Go to Step 17.

8. Edit Labor Distributions
   a. Perform Next Block twice to be in the NEW Earnings Labor Distributions.
   b. Change the new earnings labor distributions by entering new Index, Hours, Percent, and/or Amount fields.
   c. Enter the original account code.
   d. Total Hours and Amount of the New Distribution must equal the Old Distribution. Percent must equal 100%. If it doesn't, go to Options, and select 'Round Labor Distributions'.

9. To enter a new line:
   Option 1) Move cursor to next line. **OR**
   Option 2) Go to Record, Insert.

10. If the pay period has more than one earnings code, check the 'Change all' box.

11. If there are additional earnings codes for the same Payroll ID that will be redistributed to a different index:
    a. Go to the 'Edit Labor Redistribution' tab.
    b. Select 'Options'
    c. Select 'Next Set of Labor Distributions'.
    d. Perform next block or select the Earnings History and Labor Distribution tab.

12. Once the New Distributions are entered:
    a. Go to Options, and then click 'OK Changes'.
    b. Status will change to **X**.
    c. Perform Next block or select the Earnings History and Labor Distribution tab.

13. Save the redistribution by clicking the Save icon.

14. Click OK or review the status bar on the bottom left hand corner to verify transaction was completed.

15. The disposition number is now **47,** status is **P** and a sequence number is assigned designating a change was made.

16. Select the Earnings History and Labor Distribution tab.

17. Perform next block so the bottom block is highlighted.

18. Enter Business Purpose
    a. Select the Comments tab
    b. Enter the business purpose and the name of individual making the request (i.e. the requestor).
    c. Copy the Business Purpose to enter in other pay periods.
    d. DO NOT SAVE.

19. With the cursor on the Earnings History and Labor Distribution tab:
    a. Go to Options
    b. Select 'Submit Redistributions'.
    c. Review Status Bar or Pop up will state: Transaction completed - # of pay events marked for submit.
    d. Status will change to **S.**

20. Select the save icon:
    a. Pop up will state: Transaction completed - # pay events saved.
    b. Click OK.
    c. Disposition will change to **48** and status to **P.**

21. Click "Exit" to exit PHAREDS or roll back to process another labor redistribution.

22. It will now go through the 'Approval Process'.

23. If the redistribution **is disapproved**, 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.

END