Unrestricted Accounting  
Date: 07/01/2011

**Labor Redistribution Disposition/ Definitions/ Reports**  
FSJ A-084

**DISPOSITIONS**
Payroll must be at Disposition 60 or greater before a labor redistribution can be done.
1. **47** – Pre-Balance Update: In Progress.
2. **48** - Pre-Approve Update: Completed & submitted for approval but not approved.
3. **60** – Approved but not posted.
4. **70** – Approved and posted.

**APPROVAL QUEUE DEFINITIONS**

FYI - For Your Information. Don’t need to approve. Transaction is greater than 90 days from original posting.

Add Member On The Fly – Used when a labor redistribution needs a supervisor/PI to review or approve the redistribution before it is forwarded for approval.

Routing Queue - Completed Labor Redistributions are forwarded in the system to the approvers by pre defined sequence. The lowest sequence numbers are approved first.
- 5 - On the Fly Approver
- 10 - FYI 90 day from original posting
- 20 - 28 - Unrestricted Acctg HSC
- 70 - Contract & Grant Acctg
- 98 - Unrestricted Acctg Main

Comments – This tab is where the business purpose/90 day documentation and other information are entered.

Current Distribution – The indices in which labor is currently posted.

Update Distribution – The indices to which the labor will be redistributed.

- **Pending Redistribution has not been approved.**
- **Approved Redistribution has been approved by the approver listed.**

**REPORTS**
Following is a list of report associated with Labor Redistributions transactions. These reports are updated nightly.

   A. Includes posted labor distributions and redistributions completed and approved.  
   B. Run by index, org or employee.

2. ePrint Report **PZROLRO**-Pending Redistributions by Organization  
   A. Redistributions started or returned for correction which have not been submitted for approval (Disposition 47).  
   B. Completed but not approved labor redistributions (Disposition 48).  
   C. Listed in repository: hrp_banp-HR/Payroll Reports-Production (banp).  
   D. Search by index or employee by entering the number in the ‘FIND’ box and enter.

3. ePrint Report **PZROLRH** – Labor Redistribution History by Originator

4. ePrint Report **PZROLRR** – Labor Redistribution by Originator

5. ePrint Report **PZROVRV** – Labor Redistributions by Approver

***END***