



Unrestricted Accounting

Date: 07/01/2011

Labor Redistribution Disposition/Definitions/Reports FSJA-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.

1. Hyperion Report **FSH0001**-Salary Labor Benefits & Encumbrance Report
 - 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