



Financial Services Support Center (FSSC)

Date: 04/23/2010

**Labor Redistribution
Return for Correction
FSJA-085**

The Financial Services office will send the originator a system generated email that the labor redistribution was sent back for correction.

- The labor redistribution will be set back to Disposition 47 and Status P.
- Return to Banner form PHAREDS.
- Next to the Payroll ID, click the drop down arrow.
- Open the last sequence for the pay period that the labor redistribution needs to be corrected.
- In the Selection Criteria click OK.
- Perform a next block.

1. Comments-To add or make changes to the Business Purpose:

- A. Click on the 'Edit Labor Distribution' tab.
- B. Change the Posting Date to today's date.
- C. Go to Options and select 'OK Changes'.
- D. Select the Earnings History and Labor Distribution Tab and perform a next block so the bottom is highlighted.
- E. Click on Save.
- F. Click on the Comments tab.
- G. Enter the new or change business purpose.
- H. DO NOT SAVE.
- I. Click on the Earnings History & Labor Distribution Tab.
- J. Go to Options and select 'Submit Redistributions'.
- K. Click on the SAVE icon.

2. Redistribution – To make changes:

- A. Go to the 'Edit Labor Distribution' tab.
- B. Change the Posting Date to today's date.
- C. Make the necessary changes.

- D. Percent must equal 100%. If it doesn't, go to Options and select 'Round Labor Redistribution'.
- E. If pay period has more than one earnings code, check the 'Change all' box.
- F. If there are additional earnings codes for the same Payroll ID that will be redistributed to a different index:
 - Go to Options and select 'Next Set of Labor Redistributions' and make appropriate changes.
- G. Select the Earnings History and Labor Distribution Tab.
- H. Go to Options and select 'OK Changes'.
- I. In the Earnings History and Labor Distribution Tab and perform a next block.
- J. Click on Save.
- K. Select the Comments tab and verify the business purpose is correct.
- L. DO NOT SAVE.
- M. Select the Earnings History and Labor Distribution Tab.
- N. Go to Options and select 'Submit Redistributions'.
- O. Click on the Save icon.

3. Erase Redistribution

- A. Open the pay period that the labor redistribution needs to be erased.
- B. Select the Earnings History and Labor Distribution Tab.
- C. Go to Options and select Erase Pending Redistributions.
- D. Save.

4. Other Resources

- The job aid FSJA-080 PHAREDS Labor Redistribution found FSSC website www.unm.edu~fssc. On the left hand side select Job Aids by number and select FSJA-080.
- The Labor Redistribution Participant Guide starting on page 24 for processing in Banner form PHAREDS.
- The Labor Redistribution Participant Guide Appendix III – BANNER FORM PHAREDS STEP BY STEP TABLE on page 46.

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