



Unrestricted Accounting

Date: 07/01/2011

Labor Redistribution Approving in LoboWeb Self Service FSJA-086

Labor Redistributions:

- Must have written justification and approval from the requestor who has signature authority.
- All indices affected will require approval.
- Approver is the individual in the appropriate Financial Services Office who authorizes the labor redistribution processed in Banner form PHAREDS.
- Labor Redistributions will be approved by the Financial Services Offices within three business days from submission by the *originator* as long as the labor redistribution documentation meets all requirements, including the **90** day Cost Transfer Justification memo for restricted indexes.
- The 90 day Cost Transfer Justification memo must be received by Financial Services office before a labor redistribution is approved.

ADDING APPROVER 'ON THE FLY'

1. Select Routing Queue.
2. Click on Add Member.
 - a. Enter the approver's name or FYI
 - b. **OR** Click (C1) for a list of approvers.
3. Sequence
 - a. Review the sequence numbers in the routing queue.
 - b. Enter a sequence number lower than the numbers listed in the routing queue.
4. Action
 - If approval is needed, select Approve (E)
OR
 - If review only, select FYI.
5. Save.

6. Routing-
 - A. The labor redistribution will be routing to 'On the fly Member' first.
 - B. Both the person adding the 'On the Fly' and the 'On the Fly' approver will receive system generated e-mails.
7. Close redistribution.

APPROVING IN SELF SERVICE

Completed Labor Redistributions:

1. Log into LoboWeb Self Service.
2. Select Employee Tab.
3. Select Effort Certifications/Labor Redistribution.
4. Select Labor Redistribution Tab.
 - A. The window is divided into three parts:
 - i. The navigation pane on the left.
 - ii. The main workspace in the center
 - iii. The sidebar on the right.
5. In the search results, the system displays the employee's pay periods selected. The pay periods can be sorted by column.
 - A. Click header row of any column to sort (numerical or alphabetical).
6. Select the pay event.
7. Routing Queue
 - A. On the left select Routing Queue.
 - B. Are you the next approver?
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
8. Review updated distributions.
 - A. Verify, if index is appropriate.
 - B. 90 day memo must be received by Financial Services before the labor redistribution is approved.
 - C. Review each earning code:
 - Right hand side under redistributions
9. Comments
 - A. Select 'Comments'.
 - B. Verify purpose is justifiable.
10. Click Approve.

END