Unrestricted Accounting
Date: 07/01/2011

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.

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.

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***