



Unrestricted Accounting

Date: 07/01/2011

Labor Redistribution Process Several Earnings Codes FSJA-090

This job aid is to process several earnings codes within one pay period but not all the earnings codes will need to be redistributed.

1. Determine the amount of the labor that needs to be redistributed.
2. Process each earnings code (010) separately within the same pay period.
3. Edit the labor redistribution.
4. If the earnings code column has other earnings code for vacation (170) or sick leave (180), and they need to be redistributed also, check the 'Change All' box.
5. Go to Options and click OK. Status should change to X.
6. Click on the 'Earnings History and Labor Distribution' tab.
7. Highlight the next line of labor distribution. (I am not sure if this step is necessary but I don't think it knows which one to go to.)
8. Go to Options and select 'Next set of Labor Distributions'.
9. Edit the labor redistribution.
10. If the earnings code has other earnings code for vacation (170) or sick leave (180), check the 'Change All' box.
11. Go to Options and click OK. Status should change to X.
12. Click on the 'Earnings History and Labor Distribution' tab.
13. For the next earning code of labor distribution follow steps 5 through 9.
14. Once all the line items that need to be redistributed are complete, Click on the Save icon.
15. Status should be P and disposition is 47.
16. Select the 'Earnings History and Labor Distribution' tab.
17. Perform a next block.
18. Enter Business Purpose. (Do NOT SAVE)
19. Go to Options and select 'Submit Distributions'.
20. Select the 'Earnings History and Labor Distribution' tab and click on the Save icon.

END