

LABOR REDISTRIBUTION SYSTEM USER GUIDE



Budget Office
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Labor Redistribution (LRD) User Guide

Purpose

In the Banner Payroll system, Labor is defined as the FOAP that will be or has been charged for an employee's payroll cost. The purpose of a labor redistribution is to change the FOAP for pay periods that have already been paid and posted to the ledgers. It cannot be used to change an employee's FTE, salary, or title. It also cannot be used to change an employee's labor for future payrolls. The updated online system replaces the Labor Redistribution Form and the older system.

There are many reasons why a labor redistribution may need to be processed. Here are a few examples:

- When reviewing the payroll history for your department, you notice that an employee has been paid from an incorrect funding source.
- Your department has received a new grant fund number but the payroll has already processed for employees that should be paid from the new grant.
- During the effort certification process, you realize that an employee has not been paid according to the effort worked on a grant.
- During the fiscal year the department experiences funding issues requiring that an employee's pay be moved to an alternate funding source.

Information Needed Before Processing an LRD

- **Employee's R-ID number**

There are several reports that will assist you in finding the employee's R-ID number. The Budget Office suggests this report:

- *Human Resources>Department Users>Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report*

- **Pay Year, Pay ID, Pay Number, Sequence**

These items are critical to ensure that the correct payroll will be redistributed. The Labor Redistribution System will present you with a list of all payrolls that have occurred for an employee. In order to choose the correct payroll, you will need to know which pay year, pay ID, pay number and sequence to be redistributed.

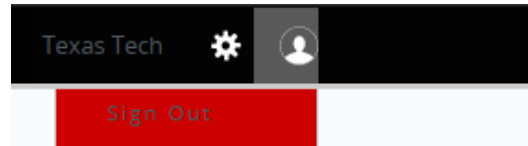
The Pay Year in the Labor Redistribution System is the calendar year in which the payroll occurred. This does not always correspond to a fiscal year. Example:

- To redistribute a MN payroll that occurred in fiscal year 21 for November 1-30, you would choose pay year 2020 and pay number MN12.

- To redistribute a SM payroll that occurred in fiscal year 21 for March 1-15, you would choose pay year 2021 and pay number SM06.
- See Appendix B for examples of full payroll calendars.
- **Position Number, Position Suffix, Earn Code**
 An employee is paid from multiple earn codes and some employees are paid from multiple position numbers or position suffixes. The labor redistribution will present you with all position numbers, position suffixes and earn codes that an employee has been paid on. You will need to choose which one needs to be redistributed. The Report mentioned before should also have this information:
 - *Human Resources>Departmental Users> Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report*
 - See Appendix A for a definition of earn codes that you may see in the Labor Redistribution System.
- **Labor Redistribution FOAP or Updated Distribution FOAP**
 There are a variety of Finance and Budget Cognos reports containing FOAP information and available balances in each FOAP. Funding should be in place before an LRD is submitted. Below is a list of three reports that provide this information:
 - *HSC Finance>Finances Relative to Budget >Budget Account Code Summary report*
 - *Budget>Budget Financial Reports>RPT_BAVL_005 – Available Balance by Organization (BAVL)*
 - *Budget>Budget Financial Reports>RPT_OPAL_005 – Operating Ledger*
- **Percentage or Amount to be paid from each FOAP**
 The Labor Redistribution System has the ability to redistribute based on percentage dollar amount, or hours to be paid from each FOAP. If percentage is used, please be aware that the system will only allow up to 2 decimal places.
- **Justification as to the reason for the Labor Redistribution**
 The comment section of the Labor Redistribution System will be used to enter the justification as to the reason for the redistribution. ***All labor redistributions will be required to have an adequate justification.*** Please see the Comments/Justification section of this document for questions that must be answered. Appendix C contains examples of what constitutes adequate justification.

Tips for Using the System

- Do not use the BACK button from the browser. Data may not save.
- Follow the steps listed in this manual. The Budget Office has tested the system and developed these steps to make using the system as easy as possible.
- Please sign out of the system when you finish your work rather than use the 'X' on the browser. This will ensure that you do not lock an employee's record.



Getting Started

Security

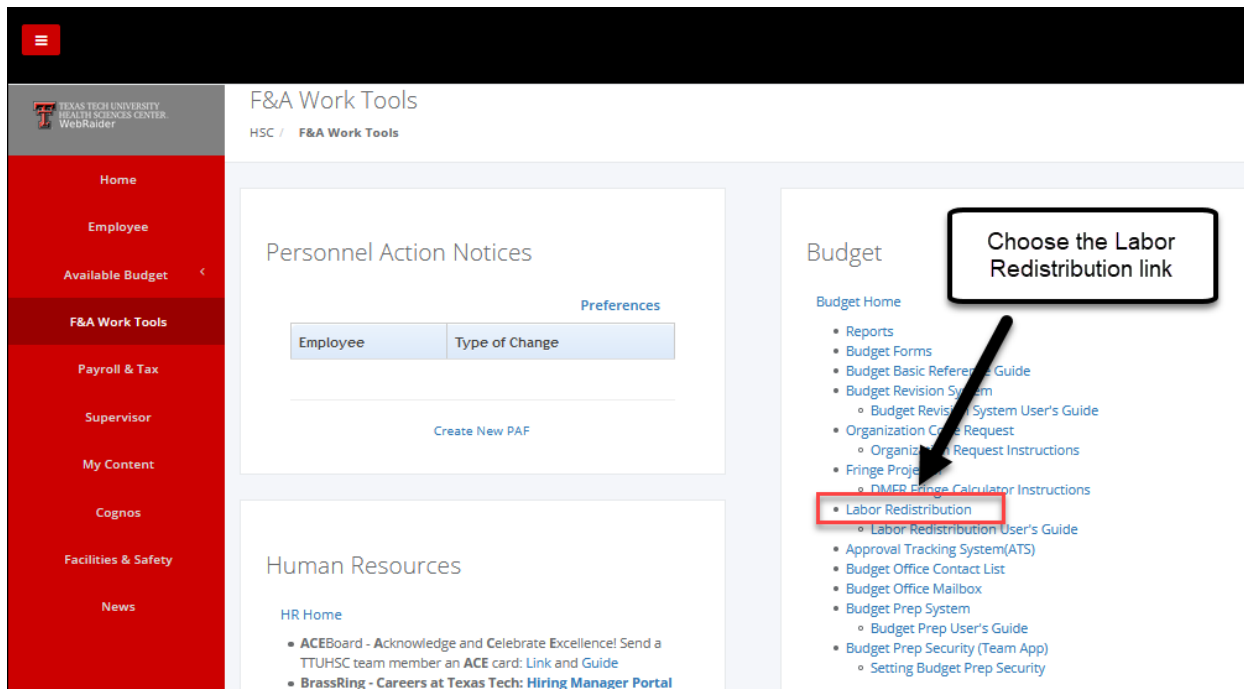
Employees who are granted access as an ePAF Originator are automatically granted access to the Labor Redistribution System. If you are unable to perform a search within the Labor Redistribution System you will need to contact the Organization Manager for your department.

The Organization Manager will need to use the TEAM application and grant security to the HR Security Role titled "Electronic Personnel Action Form (ePAF) Originator". A video tutorial titled "TeamApp: Granting Security for an ePAF Approver" gives detailed instructions on how to grant ePAF approver security but you will just select originator instead of approver. This video can be found at: <https://www.depts.ttu.edu/dmfr/resources/video-tutorials.php>

How to Access the New online Labor Redistribution System

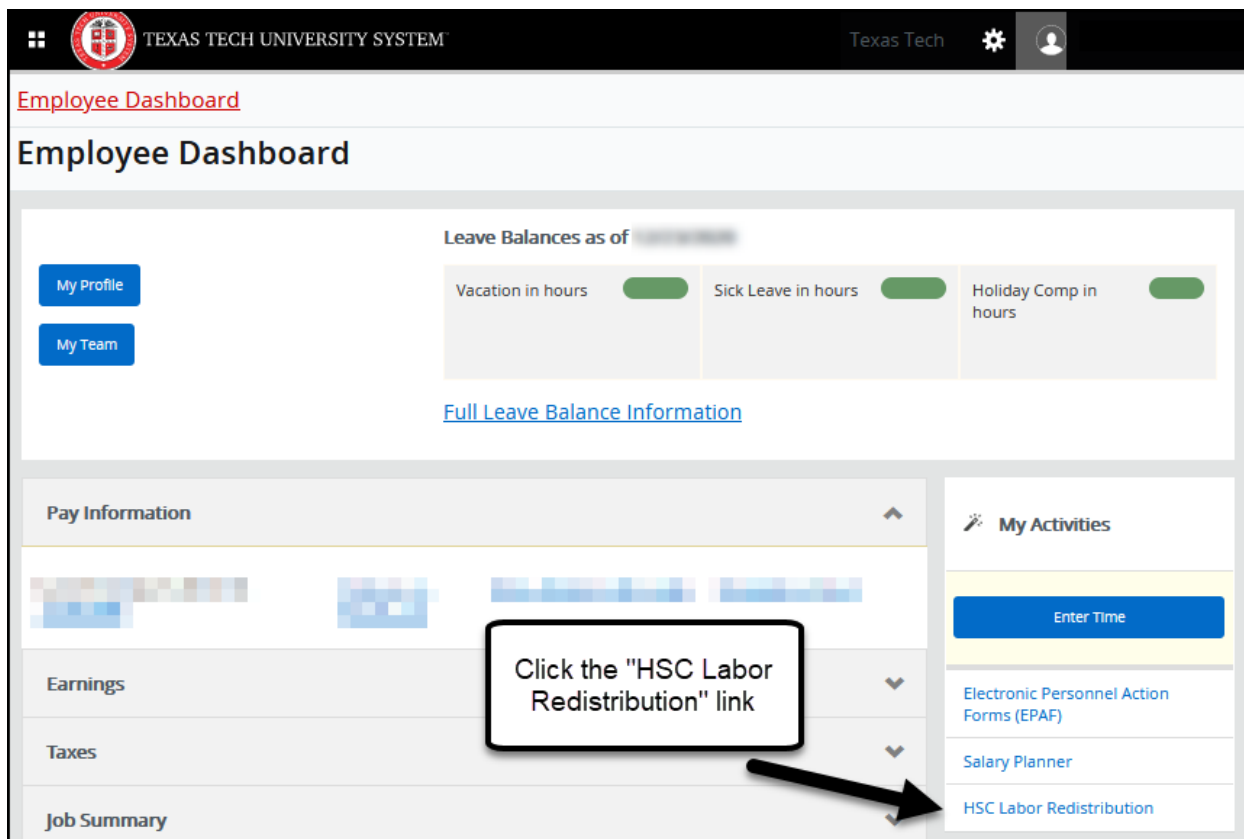
Webraider Portal

From the Webraider portal click on the F&A Work Tools page. Within the Budget section click on the link titled Labor Redistribution.



Employee Dashboard

This link will take you to your Employee Dashboard. Click the “HSC Labor Redistribution” link. This is the same Employee Dashboard that you can get to from the Employee Page.



Step by Step to Complete a Labor Redistribution

Step 1: Search for an Employee

Upon opening the LRD System, the “Advance Search” box is automatically opened. To search an employee, input the R number in the field marked “ID” (highlighted below) and select go.

TEXAS TECH UNIVERSITY SYSTEM

Employee Dashboard • Labor Redistribution • Person Search

Person Search Advanced Search

Enter the employee's R# in the ID field and select go

ID: Enter ID x

Last Name: Enter Last Name x

First Name: Enter First Name x

Pay ID: Enter Pay ID

From Pay Year: Enter From Pay Year

From Pay Number: Enter From Pay Number

To Pay Year: Enter To Pay Year

To Pay Number: Enter To Pay Number

Disposition: Select a Disposition

Clear Close Go

The system will display all payrolls related to an employee, starting with the earliest and listing all the results and pages at the bottom.

NOTE: Sorting is per page and not for all the results.

TEXAS TECH UNIVERSITY SYSTEM

Employee Dashboard • Labor Redistribution • Person Search

Person Search Approvals

Additional Criteria Find Replace Open

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
☐		Vera Mindy Kaling	R12345678	2015	SM	15	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	16	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	17	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	18	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	19	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	20	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	21	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	22	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	23	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2015	SM	24	0	70, Complete	

Results found: 124

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Column Heading Definitions

- Name – First Name Middle Name Last Name
- ID – Employee R #
- Pay Year – Calendar year that the pay occurred in
- Pay ID
 - MN – Monthly payroll for exempt employees
 - SM – Semi-monthly payroll for non-exempt employees
- Pay Number
 - Sequential payroll number for the pay year and pay ID.
 - Corresponds to a payroll pay period
 - By using the mouse to hover over the pay number, the system will display the pay period in which the payroll occurred.

Pay ID	Pay Number	Sequence
SM	October 1, 2020 - October 15, 2020	4
SM	19	2
SM	18	0
SM	17	0

- Sequence – sequential number used to track changes to a payroll
 - Sequence 0 is always the original payroll
 - A sequence other than 0 indicates that the payroll has been adjusted through Payroll or has already been redistributed
- Disposition – steps that occur during a payroll process
 - 47, Pre-Balance Update –Indicates that a labor redistribution has been entered and saved but not submitted or that the labor redistribution has been returned. A labor redistribution must be submitted to begin the approval process.
 - 48, Pre-Approve Update – The labor redistribution has been submitted and is waiting on approval from the Budget Office.
 - 60, Finance Extract – The labor redistribution has been approved by the Budget Office and will post during the night.
 - 70, Complete – The payroll is complete and a new labor redistribution can be processed on this payroll.

Step 2: Select the Payroll to Redistribute

You have two options to select a payroll to redistribute:

- 1) Double click on the line that contains the pay year, pay ID and pay number you would like to redistribute.
- 2) Select the box that you would like to redistribute – the line will be highlighted. Then click the 'Open' button at the top of the window.

Person Search Results

Additional Criteria Find Replace **Open**

Double click on the line to open or select the line and click "Open"

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
☒		Employee Name	R Number	2021	MN	1	0	70, Complete	
☐		Employee Name	R Number	2020	MN	5	0	70, Complete	
☐		Employee Name	R Number	2020	MN	6	0	70, Complete	
☐		Employee Name	R Number	2020	MN	7	0	70, Complete	
☐		Employee Name	R Number	2020	MN	8	0	70, Complete	
☐		Employee Name	R Number	2020	MN	9	0	70, Complete	
☐		Employee Name	R Number	2020	MN	10	0	70, Complete	
☐		Employee Name	R Number	2020	MN	11	0	70, Complete	

Results found: 88

Page 9 of 9 Per Page 10

Step 3: Choose the Position, Suffix and Earnings Record to Redistribute

The panel on the right side of the system will display all positions, suffixes and earnings records associated with the employee for the payroll chosen. Click on the position, suffix and earnings record that you would like to redistribute. This will highlight the record.

Pay Periods & Earn Codes

2021 MN 1, Sequence 0

H - 00, HAZLONG Shift 1 Effective 09/01/2020

H - 00, NLPOTPCA Shift 1 Effective 09/01/2020

H - 00, REGSLRY Shift 1 Effective 09/01/2020

Redistribution Details

2021 MN 1, Sequence 0 12/01/2020 - 12/31/2020

Disposition 70, Complete

Status

Ensure the correct position, suffix and earnings record is selected

The selected earn code will be highlighted

The Current Distributions section of the screen displayed is based on the highlighted position, position suffix and earn code record.

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Employee Name: R Number

Initiator Comments Routing Queue

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H	101014	201801	612002	60			1.00	100.00%	\$40.00

"Current Distribution" FOAP is tied to the highlighted position, suffix, and earnings record

Pay Periods & Earn Codes

2021 MN 1, Sequence 0

H - 00, HAZLONG Shift 1 Effective 09/01/2020

H - 00, NLPOTPCA Shift 1 Effective 09/01/2020

H - 00, REGSLRY Shift 1 Effective 09/01/2020

Redistribution Details

Step 4: Change the Labor Distribution

To make a change to the Current Distribution, click on the pencil icon .

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Employee Name: R Number

Initiator Comments Routing Queue

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H	101014	201801	612002	60			1.00	100.00%	\$40.00

Click the pencil icon to edit the Current Labor Distribution

This will open up a new window titled "Update Distributions".

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Employee Name: R Number

Update Distributions

COA: H Posting Date: 12/27/2020 ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
101014	201801	615221	60		1.00	100.00%	40.00

Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 1.00 Percentage: 100.00% Amount: \$40.00

Cancel Round Add Line OK Changes

2020 MN 11, Sequence 0 10/01/2020 - 10/31/2020

The Update Distributions screen is where the actual labor redistribution is entered. From this screen you will have the ability to:

- edit the existing funding line for a specific earn code
- add a new line of funding for a specific earn code
- delete a line of funding for a specific earn code

Here are brief definitions of each updatable field

- **Posting Date** – date the labor redistribution will post to the Finance system after Budget’s approval.
- **Change All** –Leave this box unchecked unless you are performing an advanced labor redistribution. See Appendix D of this guide titled “Advanced Labor Redistributions” for more information on using this feature.
- **Index** – not used at TTUHSC .
- **Fund** – Fund Code the labor should be posted to.
- **Organization** – Organization code the labor should be posted to.
- **Account - *Do not change this field.*** Account code is not a FOAP element that should be changed on a labor redistribution. This 6-digit account code rolls up to a 4-digit budget account code, this should not change.
- **Program** – Program code the labor should be posted to.
- **Hours** – Hours allocated to this FOAP. It is not necessary to input anything into this field. It will automatically calculate based on changes to the Percent or Amount.
- **Percent** – Percentage the employee should be paid from this FOAP. A change to the percentage will automatically update the hours and amount field.
- **Amount** – Amount the employee should be paid from this FOAP. A change to the amount will automatically update the hours and percentage field.
- **Activity, Location, Project, Cost** – not used at TTUHSC. Please do not input anything into these fields.

Employee Dashboard > Labor Redistribution > Person Search > Current Distributions

Employee Name: [] R Number: []

Update Distributions

COA: [H] Posting Date: [12/27/2020] ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
[]	[101014]	[201801]	[615221]	[60]	[1]	[100]	[40]

Activity: [] Location: [] Project: [] Cost: []

Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 1.00 Percentage: 100.00% Amount: \$40.00

Cancel Round Add Line OK Changes

TIPS for Using the “Update Distributions” Screen

- You can either enter the fund number or search the title of the fund/orgn in the same text box.

Fund

Enter Fund Code

101000-SHP Admin Lbk

101001-GT SHP Graduate Tuition

101002-BSHM

101003-MSHA

101004-HML

- Tab/Enter key strokes are not functional for the FOAP fields in the Internet Explorer browser.
- Tab/Enter keys should be used between the Hours, Percent, and Amount fields to recalculate amounts based on changes.

Delete a Labor Distribution

To delete a labor distribution from an employee's pay, the delete button  can be used. This button is located to the right of each labor distribution line. Clicking this button will completely erase the line of funding.

Employee Name: R Number

Update Distributions

COA: H Posting Date: 12/27/2020 ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount	
Index	Fund	Orgn	Account	Program	Hours	Percent	Amount	x
	101014	201801	615221	60	0.5	50	20	
Activity	Location	Project	Cost					
Index	Fund	Orgn	Account	Program	Hours	Percent	Amount	x
Enter Index Code	131014	201345	615221	60	0.5	50	20	
Activity	Location	Project	Cost					
Enter Activity Code	Enter Location Code	Enter Project Code	Enter Cost Code					

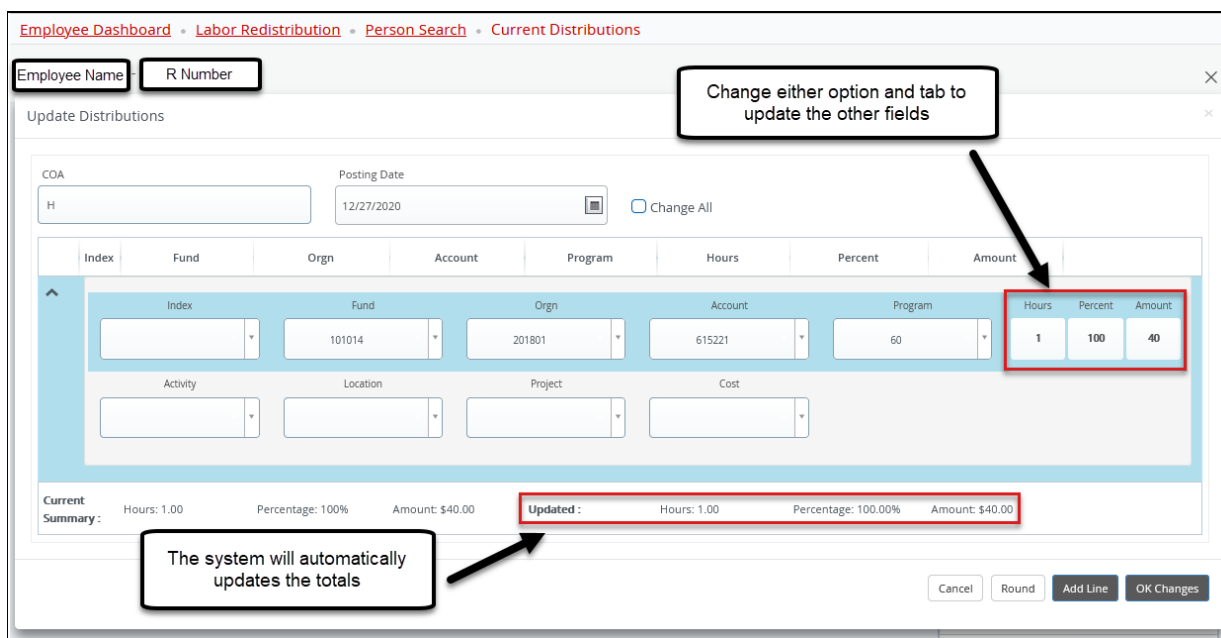
Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 1.00 Percentage: 100.00% Amount: \$40.00

Cancel Round Add Line OK Changes

Edit an Existing Line

To update an existing funding line, click on the down arrow icon . This will open up the screen allowing changes to be made.

Make a change by simply inputting the new fund, organization, program, percent or amount that should, then tab to the next field for the system to perform the calculations.



Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Employee Name: R Number

Update Distributions

COA: H Posting Date: 12/27/2020 ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
1	101014	201801	615221	60	1	100	40

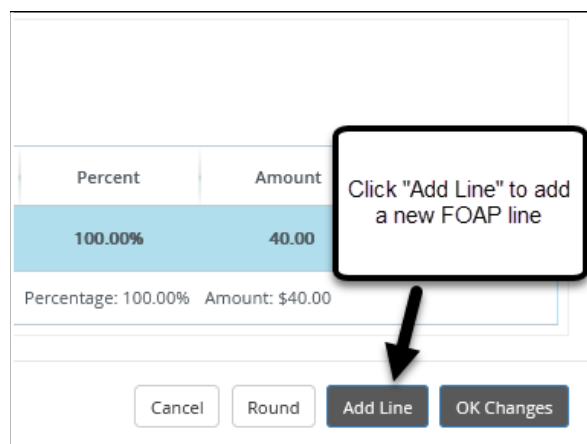
Activity: Location: Project: Cost:

Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 1.00 Percentage: 100.00% Amount: \$40.00

Buttons: Cancel Round Add Line OK Changes

Add a New Labor Distribution Line

Click on the **Add Line** button to add a new funding source for the labor redistribution.



Percent	Amount
100.00%	40.00

Percentage: 100.00% Amount: \$40.00

Buttons: Cancel Round Add Line OK Changes

This will open up and add new line for data entry.

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Employee Name: R Number

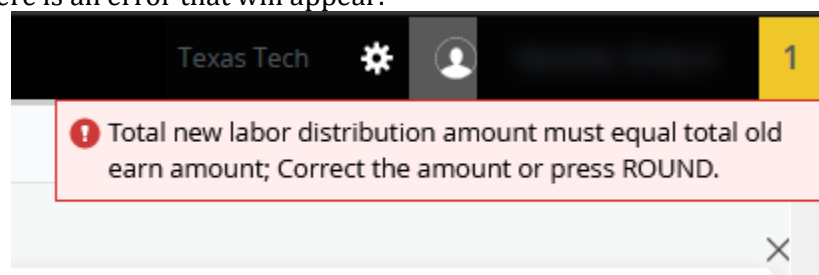
Update Distributions

COA: H Posting Date: 12/27/2020 ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
	101014	201801	615221	60	0.5	50	20
Activity: Location: Project: Cost:							
Enter Index Code: Enter Fund Code: Enter Organization Code: Enter Account Code: Enter Program Code: 0 0 0 Enter Activity Code: Enter Location Code: Enter Project Code: Enter Cost Code:							
Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 0.50 Percentage: 50.00% Amount: \$20.00							

Cancel Round Add Line OK Changes

- Input the new Fund, Organization, and Program Code
- Copy the Account code from the previous line
- Input Hours, Percent, or Amount to be paid from this FOAP
 - If the “Updated” totals are not matching the “Current Summary”, click Round, if not, there is an error that will appear:



- When all changes have been inputted, click ‘Ok Changes’

Employee Name: R Number

Update Distributions

COA: H Posting Date: 12/27/2020 ☐ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
	101014	201801	615221	60	0.5	50	20
Activity	Location	Project	Cost				
Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
Enter Index Code	131014	201345	615221	60	0.5	50	20
Enter Activity Code	Enter Location Code	Enter Project Code	Enter Cost Code				

Current Summary: Hours: 1.00 Percentage: 100% Amount: \$40.00 Updated: Hours: 1.00 Percentage: 100.00% Amount: \$40.00

These two sections must match when selecting "OK Changes" or you will receive an error

Input new FOAP and either Hours, Percent, or Amount then click "OK Changes"

Cancel Round Add Line OK Changes

OK Changes

After all data entry changes are made and the Updated totals and Current summary totals are matching, you are ready to save the changes for this earn code. Click the **OK Changes** button in the bottom right corner of the Update Distributions screen, then you will be taken back to the main distributions page with a message that the changes updated successfully.



From here you can view both the Current Distributions and the Updated Distributions for the highlighted Earn Code.

Repeat the process for each earn code that should be redistributed.

Step 5: Verification

The next step is to verify that the labor redistribution changes are accurate for each earn code. Here is a list of things that should be checked.

- Verify the Fund, Organization and Program codes. Common mistakes are inverting numbers on the fund and organization codes.

- Ensure that if the employee is faculty and their regular salary is being redistributed, then the MPIPINS (MIN) earn code is also updated with the same change.
- Ensure that the correct pay year, pay ID, pay number and earn code is being redistributed. Use the 'Pay Periods & Earn Codes' panel on the right side of the screen.
- Earn Codes that have been updated will reflect an X before the position #.

Pay Periods & Earn Codes

2020 MN 11, Sequence 0

H - 00, HAZLONG Shift 1 Effective 09/01/2020

X, H - 00, LUGEVITY Shift 1 Effective 09/01/2020

H - 00, REGSLRY Shift 1 Effective 09/01/2020

- Compare the Current to Updated distributions by each highlighted earn code.
 - To view another, earn code, click the one you wish to view in the "Pay Periods & Earn Codes" panel on the right side of the screen.

TEXAS TECH UNIVERSITY SYSTEM

Texas Tech

Sanchez, Emily A.

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Changes updated successfully

Employee Name
R Number

X

Initiator
Comments
Routing Queue

Compare Current Distributions to Updated Distributions by Earn Code

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H		101014	201801	615221	60		1.00	100.00%	\$40.00

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H		221002	201801	615221	60		1.00	100.00%	\$40.00

Pay Periods & Earn Codes

2020 MN 11, Sequence 0

H - 00, HAZLONG Shift 1 Effective 09/01/2020

X, H - 00, LUGEVITY Shift 1 Effective 09/01/2020

H - 00, REGSLRY Shift 1 Effective 09/01/2020

Redistribution Details

2020 MN 11, Sequence 0 10/01/2020 - 10/31/2020
Disposition 70, Complete
Status
Hours 1.00
Amount \$40.00
Percent 100.00%
Originator
Posting Date 11/02/2020

Delete Updates
Erase
Save
Submit

Delete Updates

At this point, before saving, if you decide that these changes should not be made, or if you see a mistake and want to start this labor redistribution over, click the **Delete Updates** button. This will remove the labor redistribution record shown.

Step 6: SAVE

After the verification process, the labor redistribution is ready to be saved.

To save the labor redistribution click the **Save** button at the bottom of the screen. Clicking the save button will change the Payroll Disposition to 47. This is a way to visually see the labor redistribution flow through the payroll process. Disposition 47 means that the LRD changes have been saved to the database and the X will change to a P on all updated earn codes. See the Pay Periods & Earn Codes and Redistribution Details panel on the right side of the page.

The screenshot displays two panels from a software interface. The top panel, titled 'Pay Periods & Earn Codes', contains a dropdown menu set to '2020 MN 11, Sequence 2' and a list of three earn codes. The second code, 'P: H[redacted] - 00, LNDEVITY Shift 1 Effective 09/01/2020', is highlighted in blue and has a red square around the 'P' prefix. The bottom panel, titled 'Redistribution Details', shows the same sequence and dates, with a red rectangle highlighting the 'Disposition' field, which contains the value '47, Pre-Balance Update'. Below this, other fields like Status, Hours, Amount, Percent, Originator, and Posting Date are visible.

Pay Periods & Earn Codes	
2020 MN 11, Sequence 2	
H[redacted] - 00, HAZLONG Shift 1 Effective 09/01/2020	
P: H[redacted] - 00, LNDEVITY Shift 1 Effective 09/01/2020	
H[redacted] - 00, REGSLRY Shift 1 Effective 09/01/2020	

Redistribution Details	
2020 MN 11, Sequence 2 10/01/2020 - 10/31/2020	
Disposition	47, Pre-Balance Update
Status	Started
Hours	1.00
Amount	\$40.00
Percent	100.00%
Originator	
Posting Date	12/28/2020

Step 7: Adding Justification

This step must be completed. Labor redistributions with no Justification will be returned to the department.

Every labor redistribution must include adequate justification explaining why the labor redistribution is being submitted. The justification must answer these 3 questions:

- 1) Why was this payment not charged to the correct labor distribution?
- 2) What justifies redistributing this payment to the new labor distribution? Include the percent of effort on the fund being redistributed to and the time period as well.
- 3) What is being done to prevent this from occurring in the future?
- 4) Why was this LRD submitted after the deadline? (This is only needed when the LRD is submitted after the deadlines in OP 50.20)

See Appendix C for examples of an adequate justification.

Entering a Justification

Justifications will be entered as a comment to the labor redistribution. Comments are accessed by clicking on the comments link on the left side of the screen.

The screenshot shows the LRD system interface. At the top, there are two input fields: 'Employee Name' and 'R Number'. Below these are three tabs: 'Initiator', 'Comments', and 'Routing Queue'. The 'Comments' tab is selected. A callout box with an arrow points to the 'Comments' tab, containing the text: 'Click "Comments" to enter a justification'. Below the tabs is a table titled 'Current Distributions' with columns: COA, Index, Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. To the right of the table is a section titled 'Pay Periods & Earn Codes' with a dropdown menu showing '2020 MN 11, Sequence 2'.

The comment section will display any comments previously made and a blank fillable comment box. Input your comment in the text box. Click the **Add Comment** button to save the comment.

The screenshot shows the LRD system interface with the 'Comments' tab selected. A large text box is provided for entering the justification. Inside the text box, the following questions are listed: 'Why was this payment not charged to the correct labor distribution?', 'What justifies redistributing this payment to the new labor distribution?', and 'What is being done to prevent this from occurring in the future?'. A callout box with an arrow points to the 'Add Comment' button at the bottom right, containing the text: 'Input justification and click "Add Comment" to save.' Below the text box, it says 'Remaining Characters : 3,792'.

Please be sure to input a Justification for each separated pay period and position being redistributed and submitted.

Erase

After saving the LRD record, you still have the option to start over if an error is found, or if the transaction has been returned due to some error. Click on the **Erase** button, and the Labor Change and all comments will be erased. The LRD will go from disposition 47 back to disposition 70 and now available for changes.

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H		101014	201801	615221	60		1.00	100.00%	\$40.00

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H		221002	201801	615221	60		1.00	100.00%	\$40.00

After saving, to clear this LRD back to Disposition 70, Click the "Erase" button.

Buttons: Delete Updates, **Erase**, Save, Submit

Pay Periods & Earn Codes

2020 MN 11, Sequence 2

H, H - 00, HAZLONG Shift 1 Effective 09/01/2020
P, H - 00, LINGEVITY Shift 1 Effective 09/01/2020
H - 00, REGSLRY Shift 1 Effective 09/01/2020

Redistribution Details

2020 MN 11, Sequence 2 10/01/2020 - 10/31/2020

Disposition 47, Pre-Balance Update

Status Started

Hours 1.00

Amount \$40.00

Percent 100.00%

Originator

Posting Date 12/28/2020

Comments Exist

Step 8: Submit

To submit the change of labor request, return to the main labor redistribution screen, click on the 'Initiator' link.

Employee Name - R Number

Initiator Comments Routing Queue

Enter your comments...

Remaining Characters : 4,000

Click the "Initiator" link to return to the main page

Add Comment

Previous Comments

Sanchez, Emily A.

Why was this payment not charged to the correct labor distribution? What justifies redistributing this payment to the new labor distribution? What is being done to prevent this from occurring in the future?

Posted on 12/28/2020 at 14:45:29

Pay Periods & Earn Codes

2020 MN 11, Sequence 2

H, H - 00, HAZLONG Shift 1 Effective 09/01/2020
P, H - 00, LINGEVITY Shift 1 Effective 09/01/2020
H - 00, REGSLRY Shift 1 Effective 09/01/2020

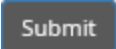
Redistribution Details

2020 MN 11, Sequence 2 10/01/2020 - 10/31/2020

Disposition 47, Pre-Balance Update

Status Started

Hours 1.00

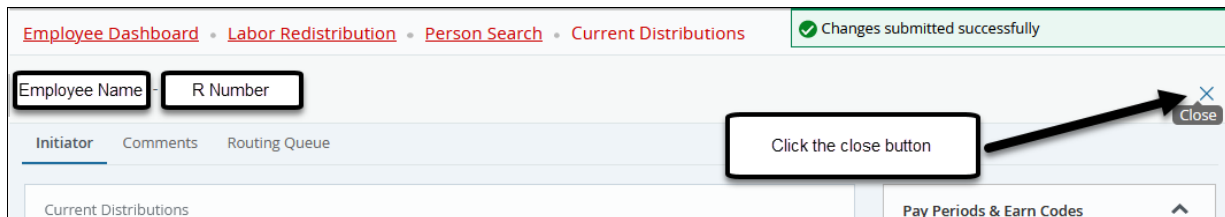
From the main page you will submit the labor redistribution by clicking on the  button. This will change the Payroll Disposition to 48 – which means labor redistribution document has been submitted for approval.

Redistribution Details	
2020 MN 11, Sequence 2 10/01/2020 - 10/31/2020	
Disposition	48, Pre-Approve Update
Status	Submitted
Hours	1.00
Amount	\$0.00
Percent	100.00%
Originator	Sanchez, Emily A.
Posting Date	12/28/2020
Comments Exist	

Step 9: Close the Labor Redistribution for this Employee

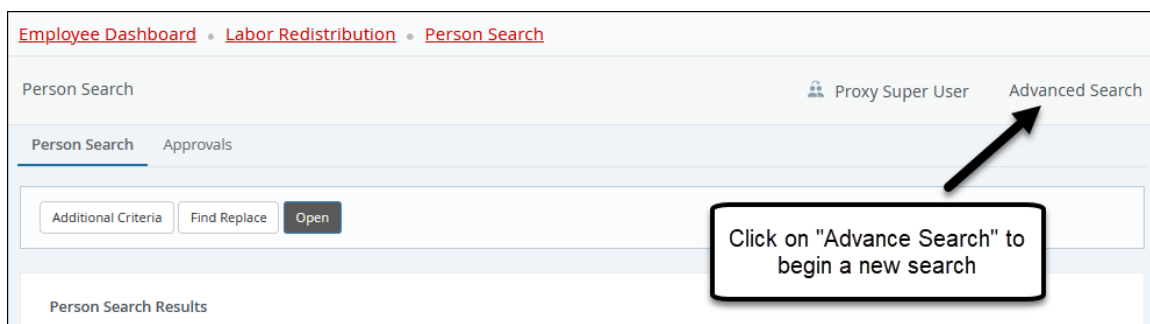
In order to not lock this employee's record, it is important to close out the record before leaving the system or inputting a labor redistribution for another employee.

To close this labor redistribution record, click the  button at the top of the page.



The screenshot shows the top of the Labor Redistribution form. At the top, there is a breadcrumb trail: [Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#) • [Current Distributions](#). To the right of the breadcrumb is a green status bar that says "Changes submitted successfully". Below the breadcrumb, there are two input fields: "Employee Name" and "R Number". Below these fields are three tabs: "Initiator", "Comments", and "Routing Queue". To the right of the tabs is a button labeled "Click the close button" with an arrow pointing to a "Close" button in the top right corner of the form. Below the tabs, there is a section for "Current Distributions" and a section for "Pay Periods & Earn Codes".

This returns you to the list of payrolls for the employee. You may redistribute another payroll for this employee by repeating Steps 2 – 8. Otherwise click on "Advance Search" to begin a new search for a new employee.



The screenshot shows the Person Search page. At the top, there is a breadcrumb trail: [Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#). Below the breadcrumb, there is a section for "Person Search" with a "Proxy Super User" icon and a link to "Advanced Search". Below the "Person Search" section, there are two tabs: "Person Search" and "Approvals". Below the tabs, there are three buttons: "Additional Criteria", "Find Replace", and "Open". To the right of the buttons is a button labeled "Click on 'Advance Search' to begin a new search" with an arrow pointing to the "Advanced Search" link. Below the buttons, there is a section for "Person Search Results".

Step 10: Sign out of the system

Once you have finished working in the Labor Redistribution System, click on the  at the top right of the page then you will have the option to select, . It is important to Sign Out of the system rather than just close the browser. Closing the browser may cause the employee record you have just accessed to be locked.

What Happens Next?

After the labor redistribution has been submitted, the document will come to the Budget Office for review and approval. The Budget Office will check the following information:

- 1) Is there adequate funding for this labor redistribution?
- 2) Is the labor redistribution for the current fiscal year? (If not, other approvals may be necessary)
- 3) Is there adequate justification?
- 4) Is the FOAP valid and is the labor allowable on the FOAP?
- 5) Ensure the account code has not been changed.

The Budget Office will either Approve the Labor Redistribution or Return it for Correction. Once the labor redistribution is approved it will post that evening to the Finance and Human Resources systems.

If the Budget Office approves the labor redistribution via our interface designed by the IS Department the originator and Fund Managers should receive an email that it has been processed. If the Budget Office approves it within the Labor Redistribution System itself, there are NO automated emails notifying you that a labor redistribution has been approved. The originator has the ability to view the labor redistribution record and see that the disposition has changed to 60 (Finance Extract), or 70 (Complete). You can also view the *RPT_PAYDIST_002 – Payroll Distribution Report* to confirm that the redistribution was processed.

NOTE: There was a new report created to verify labor redistributions located here:

Team Content > Human Resources > Departmental Users > Payroll Reports > RPT_PAYDIST_004 – Labor Redistribution History Report

Appendix A: Earnings Code Definition

ADCOMP	ADC	Additional compensation pay
AWARD	AWD	Awards
CAR	CAR	Car allowance
CLOTHING	CLO	Clothing allowance
DOCKPAY	DOC	Dock pay
EMERG	EMG	Emergency Pay
ENDPROFS	EPR	Endowed Professor
FLDTRNG	FTO	Officer Training Pay (Police only)
FONCALL	FOC	Faculty on Call Pay
HAZ	HAZ	Hazardous Duty
HAZLNGNO	HLN	Not eligible for longevity pay
HAZLONG	HLD	Hazard or Longevity Eligible
HOL COMP	HCP	HSC holiday compensation pay
HOLIDAY	HOL	Holiday pay
JURYDUTY	JDY	Jury duty
LNGEVITY	LNG	Longevity pay
LUMP SUM	LSP	Lump Sum Pay
LWOP	LWP	Leave without pay
LWPFB	LWB	Leave without pay, with benefit
MOVING	MOV	Moving expense
MISC	MSC	Miscellaneous (fringes associated to a non-cash benefit or item)
MPIPINS	MIN	MPIP Insurance pay (non-cash pay: A labor redistribution will move associated fringes)
NLPOTPCA	NLP	Non-Pay Longevity for overtime calculations
NTTuitio	NTP	Nontaxable tuition pay
OTXBENFT	OTB	Other taxable benefit
OVERTIME	OTP	Overtime Pay
PAYBKADJ	PBA	Payback adjustment
REGHRLY	RGH	Regular hourly-non-exempt pay
REGSLRY	RGS	Regular salary-exempt pay
SALSUPRG	SSR	Salary Supplement Regular pay or Stipend pay.
SICK	SCK	Sick leave pay
SICKPOOL	SLP	Sick leave pool
SPAUG	SPA	Special Augmentation
SUPRETCP	SRC	Supplemental Retirement Compensation
VACATION	VAC	Vacation pay
WGETFIT	WEF	Wellness Get Fit

Appendix B: Payroll Calendar Example

TEXAS TECH PAYROLL CALENDAR Calendar Year 2020								
MONTH	PAY PERIOD	PAY ID	PAY NUMBER	Final ePAF/New Employee Packet to HR Note 1	Final Departmental Approval for WEB TIME ENTRY/Gateway CUTOFF 6:00 PM (CENTRAL)	Final EXEMPT LEAVE REPORT CUTOFF 11.59 PM (CENTRAL)	STANDARD WORKING HOURS FOR PAY PERIOD	PAYDAY
December 2019	12/16 - 12/31	SEMI-MONTHLY	01	12/21	1/3/2020		96	1/10/2020
	12/1 - 12/31	MONTHLY	01	12/18		1/15/2020		1/2/2020
January 2020	1/1 - 1/15	SEMI-MONTHLY	02	1/13	1/17/2020		88	1/24/2020
	1/16 - 1/31	SEMI-MONTHLY	03	1/29	2/4/2020		96	2/10/2020
	1/1 - 1/31	MONTHLY	02	1/18		2/15/2020		2/3/2020
February 2020	2/1 - 2/15	SEMI-MONTHLY	04	2/12	2/18/2020		80	2/25/2020
	2/16 - 2/29	SEMI-MONTHLY	05	2/26	3/3/2020		80	3/10/2020
	2/1 - 2/29	MONTHLY	03	2/18		3/15/2020		3/2/2020
March 2020	3/1 - 3/15	SEMI-MONTHLY	06	3/11	3/18/2020		80	3/25/2020
	3/16 - 3/31	SEMI-MONTHLY	07	3/27	4/2/2020		96	4/10/2020
	3/1 - 3/31	MONTHLY	04	3/18		4/15/2020		4/1/2020
April 2020	4/1 - 4/15	SEMI-MONTHLY	08	4/13	4/17/2020		88	4/24/2020
	4/16 - 4/30	SEMI-MONTHLY	09	4/28	5/4/2020		88	5/8/2020
	4/1 - 4/30	MONTHLY	05	4/18		5/15/2020		5/1/2020
May 2020	5/1 - 5/15	SEMI-MONTHLY	10	5/13	5/19/2020		88	5/22/2020
	5/16 - 5/31	SEMI-MONTHLY	11	5/27	6/2/2020		80	6/10/2020
	5/1 - 5/31	MONTHLY	06	5/18		6/15/2020		6/1/2020
June 2020	6/1 - 6/15	SEMI-MONTHLY	12	6/11	6/17/2020		88	6/25/2020
	6/16 - 6/30	SEMI-MONTHLY	13	6/26	7/2/2020		88	7/10/2020
	6/1 - 6/30	MONTHLY	07	6/18		7/15/2020		7/1/2020
July 2020	7/1 - 7/15	SEMI-MONTHLY	14	7/13	7/17/2020		88	7/24/2020
	7/16 - 7/31	SEMI-MONTHLY	15	7/29	8/4/2020		96	8/10/2020
	7/1 - 7/31	MONTHLY	08	7/18		8/15/2020		8/3/2020
August 2020	8/1 - 8/15	SEMI-MONTHLY	16	8/12	8/18/2020		80	8/25/2020
	8/16 - 8/31	SEMI-MONTHLY	17	8/27	9/2/2020		88	9/10/2020
	8/1 - 8/31	MONTHLY	09	8/18		9/15/2020		9/1/2020
September 2020	9/1 - 9/15	SEMI-MONTHLY	18	9/11	9/17/2020		88	9/25/2020
	9/16 - 9/30	SEMI-MONTHLY	19	9/28	10/2/2020		88	10/9/2020
	9/1 - 9/30	MONTHLY	10	9/18		10/15/2020		10/1/2020
October 2020	10/1 - 10/15	SEMI-MONTHLY	20	10/13	10/19/2020		88	10/23/2020
	10/16 - 10/31	SEMI-MONTHLY	21	10/28	11/3/2020		88	11/10/2020
	10/1 - 10/31	MONTHLY	11	10/18		11/15/2020		11/2/2020
November 2020	11/1 - 11/15	SEMI-MONTHLY	22	11/11	11/17/2020		80	11/25/2020
	11/16 - 11/30	SEMI-MONTHLY	23	11/25	12/2/2020		88	12/10/2020
	11/1 - 11/30	MONTHLY	12	11/18		12/15/2020		12/1/2020
December 2020	12/1 - 12/15	SEMI-MONTHLY	24	12/11	12/17/2020		88	12/23/2020
	12/16 - 12/31	SEMI-MONTHLY	01	12/21			96	1/8/2021
	12/1 - 12/31	MONTHLY	01	12/18		1/15/2021		1/4/2021
NOTE: If monthly ePAF to HR cut off falls on a weekend of holiday, the due date is last working day before the holiday.								

Appendix C: Adequate Justification Examples

Adequate Justification is Required for All Labor Redistributions.

The following questions must be answered to provide adequate justification.

- 1) Why was this payment not charged to the correct labor distribution?
- 2) What justifies redistributing this payment to the new labor distribution? Include the percent of effort on the fund being redistributed to and the time period as well.
- 3) What is being done to prevent this from occurring in the future?
- 4) Why was this LRD submitted after the deadline? (This is only needed when the LRD is submitted after the deadlines in OP 50.20)

Below are some examples of labor redistribution justifications, why these justifications are not adequate, and how the justification can be improved to meet the requirements.

Example #1:

- **Submitted Justification:**
 - Moving labor to new grant because grant wasn't set up in time.
- **Problem with Justification:**
 - The justification does not explain why the grant was not set up in time. It also does not justify why the employee should be paid on the grant. Nor does the justification address how this could be prevented in the future.
- **Acceptable Justification:**
 - The start date of this grant is March 1st; however, the fund was not established until March 28th due to missing paperwork required by the granting agency. Dr. Jones worked 10% of her time from this grant for the month of March, therefore we need to move labor to this grant to reflect the time worked. The department will ensure that all paperwork is submitted in a timely manner to receive information from the granting agency so that the budget can be set up by the begin date.

Example #2:

- ***Submitted Justification:***
 - Employee should have been paid from this funding source all year.
- ***Problem with Justification:***
 - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.
- ***Acceptable Justification:***
 - The salary for Mr. Garcia was charged to the incorrect FOAP due to a clerical error in our department. This was only recently discovered when training a new employee to perform this clerical work. Mr. Garcia's salary should be charged 100% on the MPIP fund instead of our designated fund per the FY 2011 budget for our department. Better training for clerical staff responsible for originating ePAFs, and reviewing the SM payroll is being implemented.

Example #3:

- ***Submitted Justification:***
 - Need to use up these funds and I am submitting labor redistributions to do this.
- ***Problem with Justification:***
 - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.
- ***Acceptable Justification:***
 - The department received additional E&G funding from the Dean's Office last week. Labor redistribution on 5 employees that have not previously been paid from E&G funds are being submitted in order to efficiently use these funds. This is a one-time allocation of E&G funds that will not likely happen again in the future.

Example #4:

- ***Submitted Justification:***
 - Paid too much on the contract and need to move expenses off per Accounting.
- ***Problem with Justification:***
 - The justification does not explain why the too much was paid from the grant nor why the department is being asked to move the salary expense. It also does not give any justification as to why the employee should be paid from the new funding source. Future prevention is not addressed.
- ***Acceptable Justification:***
 - The department received an email from Accounting today requesting that \$2,000 of salary expenditures be moved from this grant. A late amendment to the contract changed the award amount from \$55,000 to \$50,000. We had already expended \$52,000 on the contract before the amendment was processed, therefore salaries must be moved to a backup funding source. The contract amendment was unusual in nature and could not have been prevented.

Example #5:

- ***Submitted Justification:***
 - To charge a portion of the Research Assistant salary to the project.
- ***Problem with Justification:***
 - The justification does not explain why the salary was not charged to the project. The justification should be expanded to include a description of the employee's role on the project, the portion of their salary being moved, and how this was determined. Future prevention is not addressed.
- ***Acceptable Justification:***
 - Redistribute 50% of the Research Assistant salary to Dr. Wang's grant. This individual spent 50% of her time working directly with Dr. Wang documenting the outcome of each experiment. The effort coordinator was unaware that this employee was spending 50% of her time working on Dr. Wang's project until Dr. Wang brought this to light during the effort certification process. We have met with all departmental PI's asking that they keep the effort coordinators informed of changes in staff time worked on their projects.

Appendix D: Advanced Labor Redistributions

Advanced Features

There are features within the online labor redistribution that will allow you to do the following:

- Perform an advanced search to narrow down the pay events for an employee
- View only one earn code for an employee
- Change multiple earn codes with one click
- Change multiple pay periods and earn codes with a batch LRD submission

Advanced Search

The advanced search can be used to refine the search to return back specific labor distribution records. In order to not receive a search error, the Budget Office recommends searching on the following elements:

- ID – Enter the employee's R-ID here
- Pay ID – Enter MN for monthly paid employees (exempt employees) and SM for semi-monthly paid employees (non-exempt).
- From Pay Year - Enter the payroll year you'd like to view

After filling in the search criteria, click on the **Go** button.

Employee Dashboard - Labor Redistribution - Person Search

Person Search

Advanced Search

Fill in search criteria then click "Go"

Proxy Super User Advanced Search

ID: R12345678

Last Name: Enter Last Name

First Name: Enter First Name

Pay ID: SM

From Pay Year: 2020

From Pay Number: Enter From Pay Number

To Pay Year: Enter To Pay Year

To Pay Number: Enter To Pay Number

Disposition: Select a Disposition

Clear Close Go

The system will only bring in payroll records matching the search criteria entered.

Employee Dashboard • Labor Redistribution • Person Search

Person Search Proxy Super User Advanced Search

Person Search Approvals

Additional Criteria Find Replace Open

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
☐		Vera Mindy Kaling	R12345678	2020	SM	1	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	2	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	3	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	4	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	5	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	6	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	7	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	8	0	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	9	2	70, Complete	
☐		Vera Mindy Kaling	R12345678	2020	SM	10	2	70, Complete	

Results found: 20

< < Page 1 of 2 > > Per Page 10

View only one Earn Code for an Employee

There may be instances where you know that you only want to move the salary related to one earn code for an employee. Examples:

- Allocating overtime pay to another FOP
- Moving longevity only to another FOP
- Change labor distribution for regular pay only

To view only one earn code, highlight the payroll record you wish to change and click the

Additional Criteria

button.

Person Search Proxy Super User

Person Search Approvals

Additional Criteria Find Replace Open

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
☒		Employee Name	R Number	2020	SM	11	0	70, Complete
☐		Employee Name	R Number	2020	SM	12	0	70, Complete

Highlight payroll record click "Additional Criteria"

The system will bring up the following “Additional Criteria” search box and auto populate the position, suffix, and effective date. You will need to input the earn code you wish to view in the Earning Code field and the COA, it will always be “H” for TTU Health Sciences Center. A list of earn codes can be found in Appendix A. Then click the **Go** button.

Person Search

Proxy Super User Advanced Search

Additional Criteria

Position: H95723

Suffix: 00

Earning Code: OTP

Effective Date: 12/28/2020

COA: H

Index: Enter Index Code

Fund: Enter Fund Code

Orgn: Enter Organization Code

Account: Enter Account Code

Program: Enter Program Code

Activity: Enter Activity Code

Location: Enter Location Code

Project: Enter Project Code

Cost: Enter Cost Code

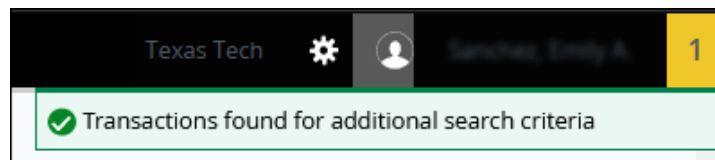
Clear Close **Go**

Input the earn code you wish to view as well as the COA of "H" then click "Go"

You will receive either a Notification or Error message.

Notification Message

This message means that there is an OTP earn code for the payroll selected. The system is telling you to open the record to display the labor for this earn code.



Now you can click **X** to exit the “Additional Criteria” then click the **Open** button to view this record.

Person Search

Proxy Super User

Person Search Approvals

Additional Criteria Find Replace Open

Person Search Results

Select	Batch	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
☒		Employee Name	R Number	2020	SM	11	0	70, Complete
☐		Employee Name	R Number	2020	SM	12	0	70, Complete

With the record still highlighted, click the "Open" button to see the payroll and earn code selected.

Overtime is the only earn code to view.

2020 SM 11, Sequence 0

H95723 - 00, OVERTIME Shift 1 Effective 03/01/2020

Redistribution Details

Redistribute this labor record per the instructions in Steps 4-9 of this users guide.

Error Message

This Notification message is informing you that the earn code you have chosen does not exist for the highlighted payroll record.

Texas Tech

The following error(s) have occurred:
No transactions exists for the criteria entered.

Next click the button to remove the earn code from the search.

Additional Criteria

Position: H95723, Suffix: 00, Earning Code: OTP, Effective Date: 12/29/2020

COA: H, Index: Enter Index Code, Fund: Enter Fund Code, Orgn: Enter Organization Code

Account: Enter Account Code, Program: Enter Program Code, Activity: Enter Activity Code, Location: Enter Location Code

Project: Enter Project Code, Cost: Enter Cost Code

Click the "Clear" button to remove clear out all the fields and start over

Clear Close Go

To close the Additional Criteria search box, click the or the button and return to the list of payrolls.

IMPORTANT TIP

Be aware that anything you enter in the "Additional Criteria" search box will be used on all subsequent employee records until you clear out the search criteria with the button.

Change Multiple Earn Codes with One Click

There are instances where you may need to move the entire payroll for a pay period from one FOP to another.

- A semimonthly employee is paid their regular salary, sick pay, and vacation pay. All pays need to be moved to another FOP.
- A faculty employee is paid regular pay and MPIP insurance. The MPIP insurance is a non-cash payment, but is taxable. Therefore, fringes related to this type of payment should be moved. This is accomplished by processing a labor redistribution on the MPIPINS earn code.

The “Change All” feature may be used to move all earn codes to another FOP.

TIPS for Using the “Change All” feature:

- The “Change All” feature only works correctly if the Labor Distribution, the FOAP and the percent, is the exact same FOAP and percent for all earn codes that you are working to update.
- The “Change All” feature does NOT work for earn codes with different 6- digit account codes within the same pay period. For example, the longevity (LNGEVITY) earn code has a different 6-digit account code because it rolls up to a different 4-digit account code (6005) and therefore it would need to be redistributed separately. Overtime (OTP) pays out of 6008 and has a different 6-digit account code and would also not work with this “Change All” feature.
- The “Change All” feature works to update all earn codes that have a matching account code **and** percentage exactly.
 - For example, the payperiod have a labor distribution as follows:

▪	RGH	121741-511843-612508-20	50%
		181184-511843-612508-20	50%
▪	HOL	121741-511843-612508-20	50.01%
		181184-511843-612508-20	49.99%
▪	VAC	121741-511843-612508-20	50%
		181184-511843-612508-20	50%
 - If you selected RGH to use the “Change All” feature then the system will only automatically update RGH and VAC and not HOL since the percentages do not match exactly.
- Payroll processing may cause the percentage to be off by .01% from the labor designated to the employee, in these instances the “Change All” feature will not work since it is looking for an exact percent and therefore you may need to update those earn codes individually.

Processing a Labor Redistribution on Multiple Earn Codes

Example: An employee is paid from 5 earn codes. HAZLONG does not carry an amount.

This employee is paid from 5 earn codes:

Regular Salary - REGHRLY

HSC Holiday Comp - HOL COMP

Sick - SICK

Vacation - VACATION

Longevity - LNGEVITY

Pay Periods & Earn Codes

2017 SM 21, Sequence 0

H[REDACTED] - 00, HOL COMP Shift 1 Effective 09/01/2017

H[REDACTED] - 00, HAZLONG Shift 1 Effective 09/01/2017

H[REDACTED] - 00, LNGEVITY Shift 1 Effective 09/01/2017

H[REDACTED] - 00, REGHRLY Shift 1 Effective 09/01/2017

H[REDACTED] - 00, SICK Shift 1 Effective 09/01/2017

H[REDACTED] - 00, VACATION Shift 1 Effective 09/01/2017

- The FOAP **and** percentage for 4 of the earn codes are the same, REGHRLY, HOL COMP, SICK, VACATION.
- With the “Change All” feature, the system will make the same change to all 4 earn codes.
- See below – all earn codes have the same labor

Employee Name

R Number

Update Distributions

COA
H

Posting Date
12/29/2020

☐ Change All

The FOAP and percents are the same
for each earn code

HOL COMP
LABOR
DISTRIBUTION

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼		221014	201401	612508	60	0.75	100.00%	12.67

Update Distributions

COA
H

Posting Date
12/29/2020

☐ Change All

REGHRLY
LABOR
DISTRIBUTION

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼		221014	201401	612508	60	63.25	100.00%	1,068.43

Update Distributions

COA
H

Posting Date
12/29/2020

☐ Change All

SICK LABOR
DISTRIBUTION

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼		221014	201401	612508	60	8.00	100.00%	135.14

Update Distributions

COA
H

Posting Date
12/29/2020

☐ Change All

VACATION
LABOR
DISTRIBUTION

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼		221014	201401	612508	60	24.00	100.00%	405.41

Use the 'Change All' check box to change FOP element(s) for all earn codes

Update Distributions

COA: H Posting Date: 12/29/2020

☐ Change All

Click the "Change All" check box to redistribute several earn codes

Orgn	Account	Program	Hours	Percent	
221014	201401	612508	60	24.00	100.00%

After clicking the "Change All" check box the labor redistribution entered will be applied to all earn codes for this payroll EXCEPT longevity. Longevity must be redistributed separately.

Redistributing Multiple Pay Periods and Earn Codes

There are also instances where you may need to redistribute several payrolls and earn codes for one employee.

Using the "Change All" Feature with a LRD Batch

The first step in changing multiple payroll records is to select each payroll that you would like to redistribute from the employee payroll listing. Then click the **Open** button to view the earn codes and labor for these payrolls.

Person Search

Proxy Super User Advanced Search

Person Search Approvals

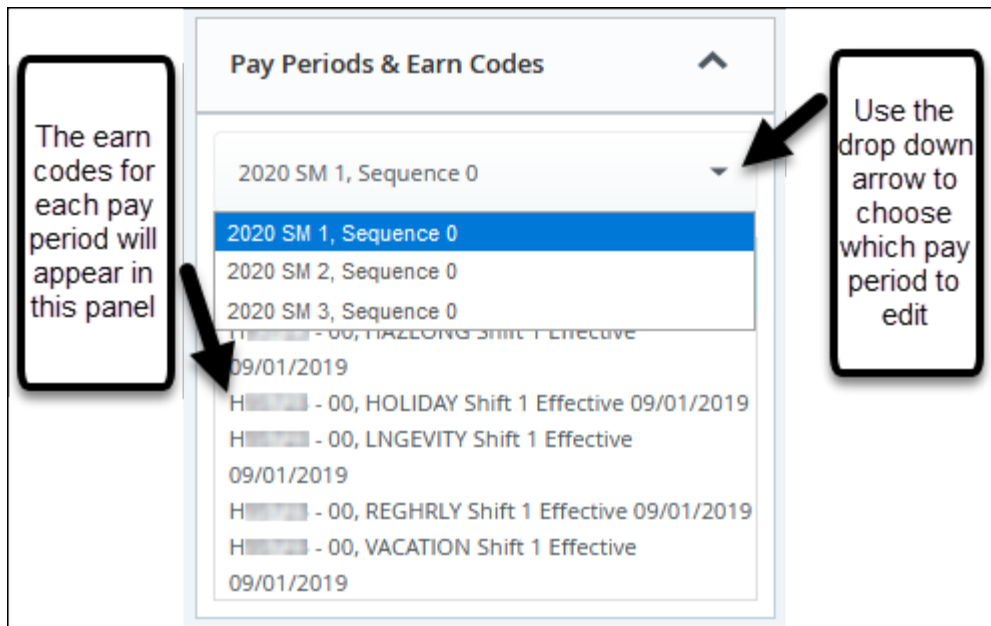
Additional Criteria Find Replace **Open**

Click here to open the selected payroll records

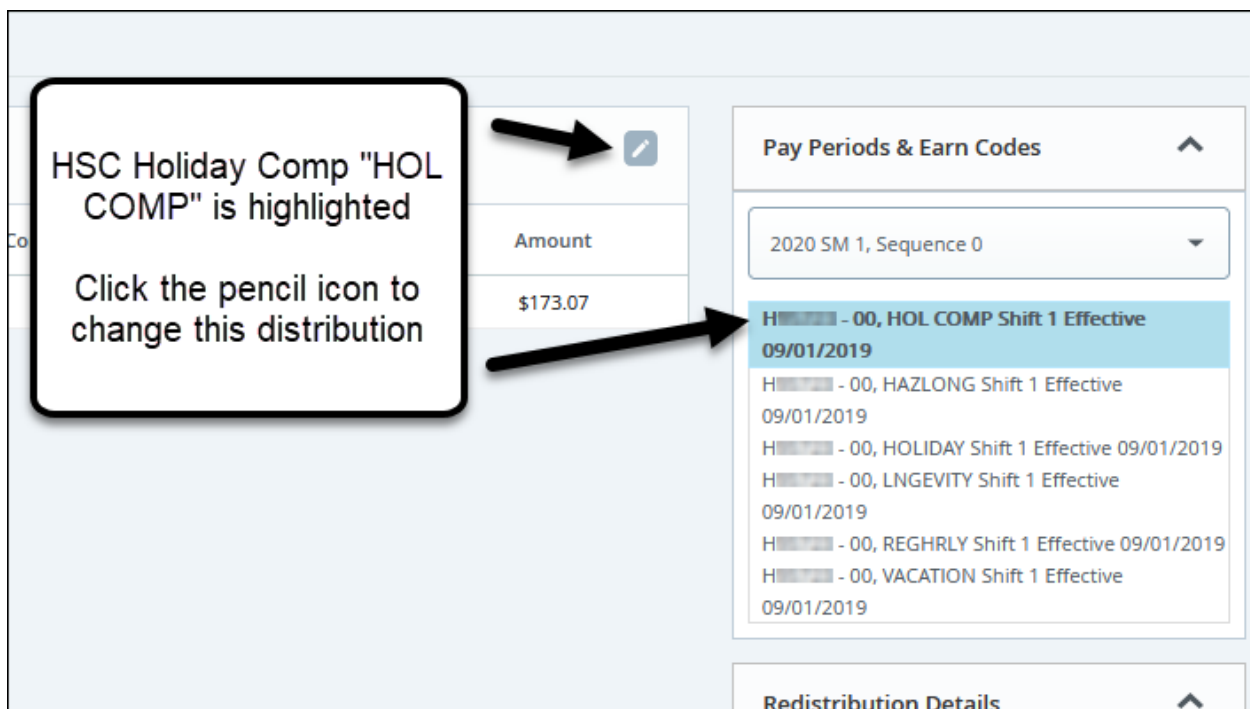
Click the box to select the multiple payrolls to be redistributed

Select	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
☒	Employee Name	R Number	2020	SM	1	0	70, Complete	
☒	Employee Name	R Number	2020	SM	2	0	70, Complete	
☒	Employee Name	R Number	2020	SM	3	0	70, Complete	
☐	Employee Name	R Number	2020	SM	4	0	70, Complete	

Use the drop-down box in the pay period and earn code box to view the earn codes for each pay period.



Select an earn code to view the Current Distribution for that earn code. Then click on the  icon to open up the Labor Distribution for editing.



Next click the “Change All” box and edit the labor distribution. Again, the “Change All” feature is programmed to update all matching FOAPs **and** percentages. If the percentages are off (even by .01) due to payroll rounding, then those earn codes may need to be updated individually.

Update Distributions

COA: H Posting Date: 12/29/2020 ☒ Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
121743	511011	612508	20	2.74	34.17%	59.13	

Index Fund Orgn Account Program Hours Percent Amount

181182 511011 612508 60 5.26 65.83 113.94

Activity Location Project Cost

Current Summary: Hours: 8.00 Percentage: 100% Amount: \$173.07 Updated: Hours: 8.00 Percentage: 100.00% Amount: \$173.07

Cancel Round Add Line OK Changes

Verify that all pay periods and earn codes were updated by selecting on each one in the pay period and earn code panel. Verify in the Updated Distributions section to ensure all changes were made.

Initiator Comments Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H		221002	201801	612508	60		8.00	100.00%	\$173.07

Use the Pay Periods & Earn Codes Box to view each distribution.

Verify that all earn codes have an Updated Distributions section

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
H	121743	511011	612508	20	2.73		34.17%	\$59.14	
H	181182	511011	612508	60	5.27		65.83%	\$113.93	

Pay Periods & Earn Codes

2020 SM 1, Sequence 0

- ☒ H - 00, HOL COMP Shift 1 Effective 09/01/2019
- ☒ H - 00, HAZLONG Shift 1 Effective 09/01/2019
- ☒ H - 00, HOLIDAY Shift 1 Effective 09/01/2019
- ☒ H - 00, LONGEVITY Shift 1 Effective 09/01/2019
- ☒ H - 00, REGHRLY Shift 1 Effective 09/01/2019
- ☒ H - 00, VACATION Shift 1 Effective 09/01/2019

Redistribution Details

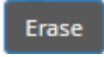
Sequence 0 12/16/2019 - 12/31/2019

Every earn code that was updated now has an "X" at the front of it.

After verifying all pay periods were changed correctly, save the record. The "X" in front of the position and earn code indicate an update. Once the labor redistribution is saved, all "X"s will change to "P" to indicate a pending change to the earn code with approval.

Next, input a justification in the comment section. When working a group of LRDs, you only need to add one comment and it will save for all pay periods that are linked together. This is why it is best that the changes are all the same in this type of LRD, so that the comments match the changes. Click on the comment link to add a new comment.

After inputting the justification, click the submit button to submit the labor redistribution in a batch. The batch will move together to disposition 48 for budget approval. If the transaction is returned, the batch will no longer move together as one group and this process will need to be

restarted to be able to resubmit the group of LRDs. To restart, you will need to click  to bring the pay period back to disposition 70.

TIPS for using the “Change All” feature with a batch

- The “Change All” feature works to update all earn codes that have a matching FOAP **and** percentage exactly.
 - Example: Multiple pay periods with one account code:
 - MN 1 121741-511843-612511-20 100% \$1500.00
 - MN 2 121741-511843-612511-20 50% \$750.00
 - 181184-511843-612511-20 50% \$750.00
 - MN 3 121741-511843-612511-20 100% \$1500.00
 - In this example, if you selected MN 1, 2, and 3 from the payroll listing, and check the “Change All” box when updating MN 1, only MN 1 and MN 3 pay periods would change. The MN 2 record would not change because the FOAP and percent do NOT match the MN 1 record that the “Change All” feature was originally checked on.
- Payroll processing may cause the percentage to be off by .01% from the labor designated to the employee, in these instances the “Change All” feature will not work since it is looking for an exact percent and therefore you may need to update those earn codes individually. If you selected multiple payrolls, you can still work it as a batch and submit all the changes together.