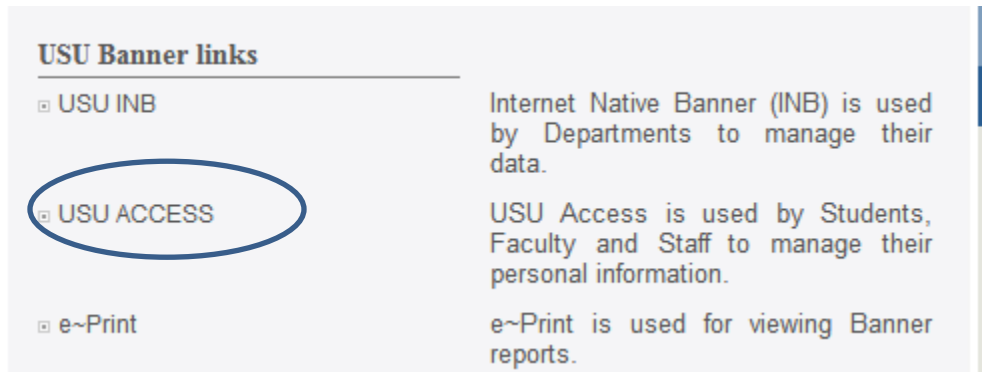


Labor Redistribution Training

Entering a Labor Redistribution

1. In an internet browser go to <http://banner.usu.edu/>. Click on “USU ACCESS”.



USU Banner links

- ▣ USU INB
Internet Native Banner (INB) is used by Departments to manage their data.
- ▣ **USU ACCESS**
USU Access is used by Students, Faculty and Staff to manage their personal information.
- ▣ e~Print
e~Print is used for viewing Banner reports.

2. Click on “Login to USU Access/SSB” and login using you A# and your University Strong Password.
3. Under the finance tab click on “Labor Distribution”

UtahStateUniversity

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Development](#)
- [Banner Documentations](#)
- [Labor Distribution](#)

- Under the “Labor Redistribution” tab click on “Advance Search” and fill in the search information. At a minimum you will need to fill in the ID (A number), Pay ID (SA, GA or HX), From Pay Year and From Pay Number. Then click Go or hit the enter key.

The screenshot shows the 'Labor Redistribution' tab selected. The 'Person Search' form is visible with the following search criteria:

- Pay ID: SA
- From Pay Year: 2012
- To Pay Year: 2012
- From Pay Number: 09
- To Pay Number: 09

The 'Advanced Search' button at the bottom of the form is circled in blue.

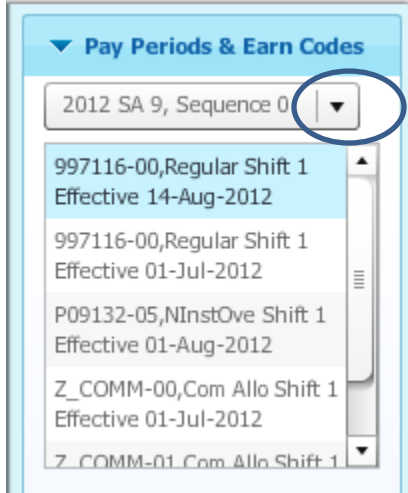
- Highlight the line(s) that need to be reallocated and click on “Open”

The screenshot shows the 'Person Search' form with the same search criteria as above. The 'Open' button in the toolbar is circled in blue. Below the form, a table displays the search results:


Last Name	First Name	ID	Pay Year	Pay ID	Pay Number
f			2012	SA	9

The first row of the table is highlighted in blue.

- On the right hand side you will find the Pay Period and Earn Codes. You can change the pay period by clicking on the carrot and selecting the desired pay period. You can select the different earn codes by just clicking on them.



- Highlight the line that needs to be changed and click on the pencil

Current Distributions 

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A18220	111434	E10243	615300	1013		3.43	3.25	125.01
U	A18368	101164	E03810	615300	9740		70.69	67	2577.12
U	A25315	116088	E15619	615300	9740		31.39	29.75	1144.32

8. For the first 4 working days of the month you can back date the posting date. After these 4 days, the changes have to take place in the current month.

Update Distributions

COA: U Posting Date: Sep 19, 2012 Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
A15543	109606	E08843	616800	9740	1	100	5000

(A) Activity (L) Location (P) Project (C) Cost

Current Summary: Hours: 1 Updated: 1 100% \$5,000
Amount: \$5,000
Percent: 100%

Buttons: Cancel, Round, Add Line, OK Changes

9. There are two ways to change the accounting on the earn code.
- If you are changing the whole amount, click on the carrot next to the index information and change the index and account code.
 - If you are moving multiple pay and earn codes, selecting the "Change All" box works as a find and replace for all pay and earn codes.
 - After you have made the necessary changes click on "Ok Changes"

- d. If you are changing only a portion of the earn code, click on the “Add Line” button. Fill in the new index, account code and amount. Then click on the line that needs to be reduced and click on the “Round” button. This will bring the amount equal to the original amount. Finally click on the “OK Changes” Button.

Update Distributions

COA: U Posting Date: Sep 19, 2012 Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
A15543	109606	E08843	616800	9740	0.6	60	3000
A25510	116228	E15810	616800	9740	0.4	40	2000

(A) Activity (L) Location (P) Project (C) Cost

Current Summary: Hours: 1 Updated: 1 100% \$5,000

Amount: \$5,000 Percent: 100%

Buttons: Cancel Round Add Line OK Changes

10. Verify that the “Updated Distribution” is the correct distribution. Then Click the “Save” button

The screenshot shows the Banner Effort Certification Labor Redistribution interface. The main area displays two tables: 'Current Distributions' and 'Updated Distributions'. The 'Updated Distributions' table has a 'Save' button circled in blue. The right sidebar shows 'Redistribution Details' with a '47' circled in blue next to the disposition.

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A15543	109606	E08843	615800	9740		1	100	5000

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A25510	116228	E15810	616800	9740		1	100	5000

11. Once you have saved the new distribution you will see that Disposition under the redistribution details has changed from a 70 to a 47. You will also note the Post Date shows when it will be posted to Banner. An “X” will also appear next to the position number indicating that a change has been made to that line.

The close-up screenshot shows the 'Redistribution Details' sidebar. The 'Disposition' is '47 Pre-Balance Update' and the 'Post Date' is '19-Sep-2012', both circled in blue.

Redistribution Details

2012 SA 9, Sequence 2 :
 01-Aug-2012 - 31-Aug-2012
 Disposition :
 47 Pre-Balance Update
 Status : Started
 Hours : 1.00
 Amount : \$5,000.00
 Percent : 100.00%
 Originator : William Jensen
 Post Date : 19-Sep-2012

12. Click on the Comments tab on the left side of the page and then “Add Comments”. In the comment section write the reason that you are moving the original salaries and click save.
- Make sure these comments will pass an audit. Stating “Moving to correct account” is not sufficient and will be returned to you for additional comments.

Effort Certification Labor Redistribution Sign Out

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Comments

Routing Queue

William Jensen

EPAF was done to old Index that IT is trying to close. Moving to new service index A25510 for FY13. EPAF corrected for the rest of FY13

Posted on September 19, 2012 at 10:42 PM

Open Items

Person Search

Add Comment

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13. Under the Initiator tab click the “Submit” button. This will change the disposition from 47 to 48.

The screenshot displays the 'Labor Redistribution' interface. The 'Person Search' tab is selected and circled in blue. The main area shows 'Current Distributions' and 'Updated Distributions' tables. The 'Updated Distributions' table contains one row with the following data:

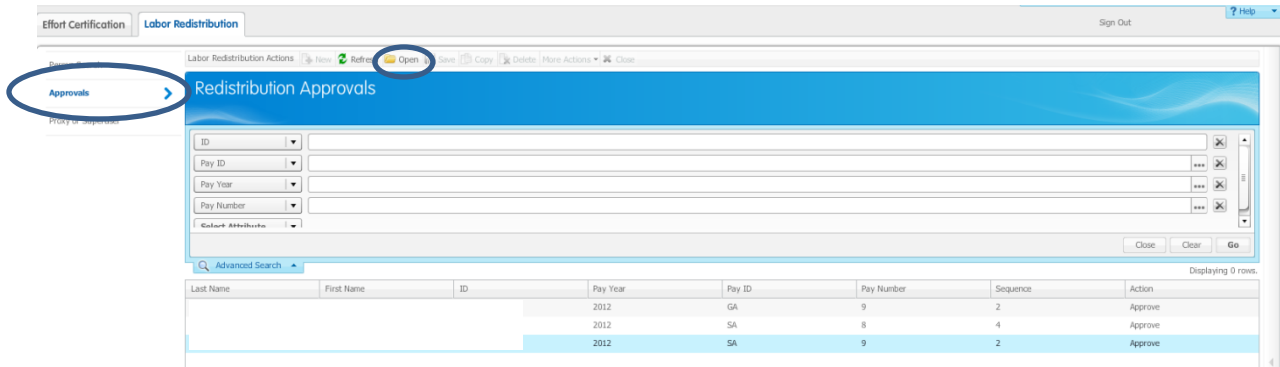
COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A25510	116228	E15810	616800	9740		1	100	5000

At the bottom right, the 'Submit' button is circled in blue. Other buttons include 'Delete Updates', 'Erase', and 'Save'. The right sidebar shows 'Pay Periods & Earn Codes' and 'Redistribution Details'.

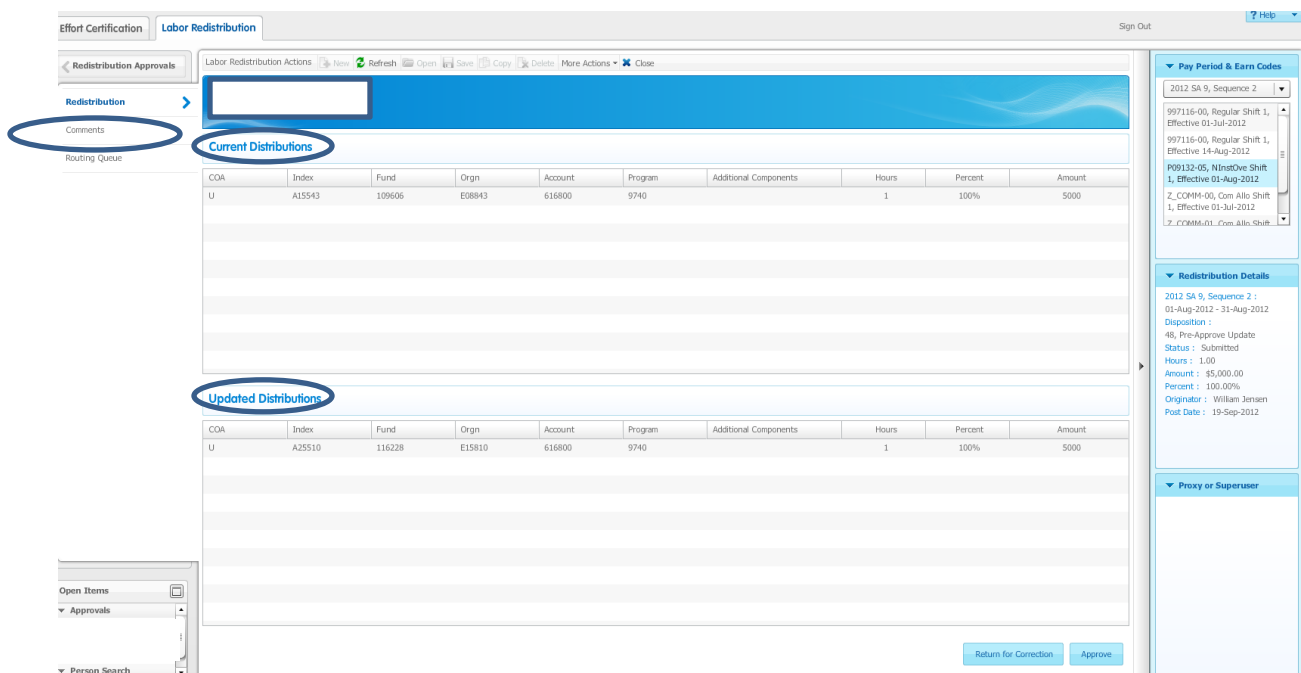
14. Now the Labor Redistribution is in the approval process. If other reallocations need to be performed click on the “Person Search” tab and repeat steps 4 – 12.

Approving Labor Redistribution

1. Under the "Labor Redistribution" tab, click on the "Approvals" tab. Click on the line that needs to be approved and then click on the "Open" Button.



2. Review the Current Distribution to the Updated Distribution to verify the changes were made to the individual pay code. Clicking on the comments tab to review the comments from the initiator will give you more information about the redistribution.



- If you need to return this reallocation for correction, click on the “Comments” tab, then click on the “Add Comment” button. Add your reason the document is being returned to the originator and click “Save”. These comments will be added to the email that will be sent the originator.

The screenshot shows the 'Labor Redistribution' interface. On the left sidebar, the 'Comments' tab is highlighted with a blue circle. The main content area displays a comment from William Jensen: 'EPAF was done to old Index that IT is trying to close. Moving to new service index A25510 for FY13. EPAF corrected for the rest of FY13'. The comment was posted on September 19, 2012 at 10:42 PM. In the bottom right corner, the 'Add Comment' button is circled in blue.

- Click on the “Redistribution” tab and then click on the “Return for Correction” Button.

The screenshot shows the 'Labor Redistribution' interface with the 'Redistribution' tab selected in the left sidebar. The main content area displays two tables: 'Current Distributions' and 'Updated Distributions'. The 'Current Distributions' table has one row with the following data:

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A15543	109606	E08843	616800	9740		1	100%	5000

The 'Updated Distributions' table has one row with the following data:

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A25510	116228	E15810	616800	9740		1	100%	5000

In the bottom right corner, the 'Return for Correction' button is circled in blue. The right sidebar shows 'Pay Period & Earn Codes' and 'Redistribution Details'.

5. If the reallocation needs to be approved, click on the “Approve” button.

Effort Certification Labor Redistribution Sign Out

Redistribution Approvals

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Redistribution

Comments

Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A02033	101164	E02797	615300	4070		87.48	50.47%	6308.75
U	A02568	100211	ED4341	615300	2010		85.85	49.53%	6191.25

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
U	A21724	113735	E04427	615300	2020		15.08	8.7%	1087.5
U	A02033	101164	E02797	615300	4070		87.48	50.47%	6308.75
U	A02568	100211	ED4341	615300	2010		70.77	40.83%	5103.75

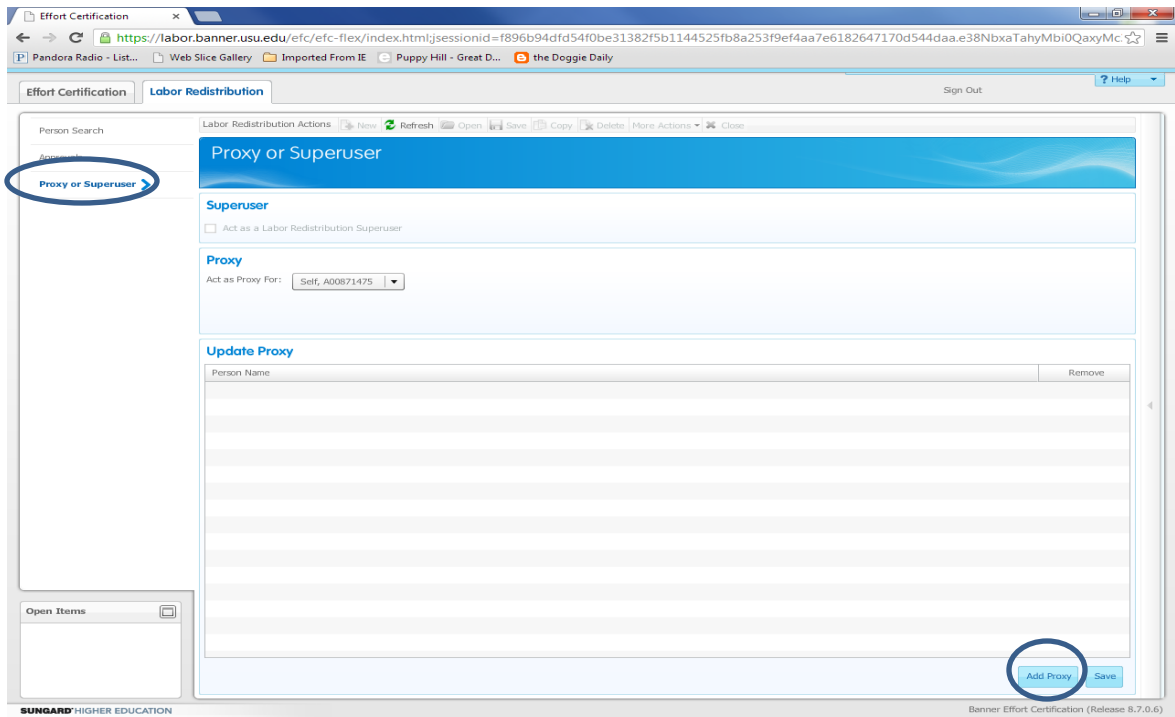
Open Items

Approvals

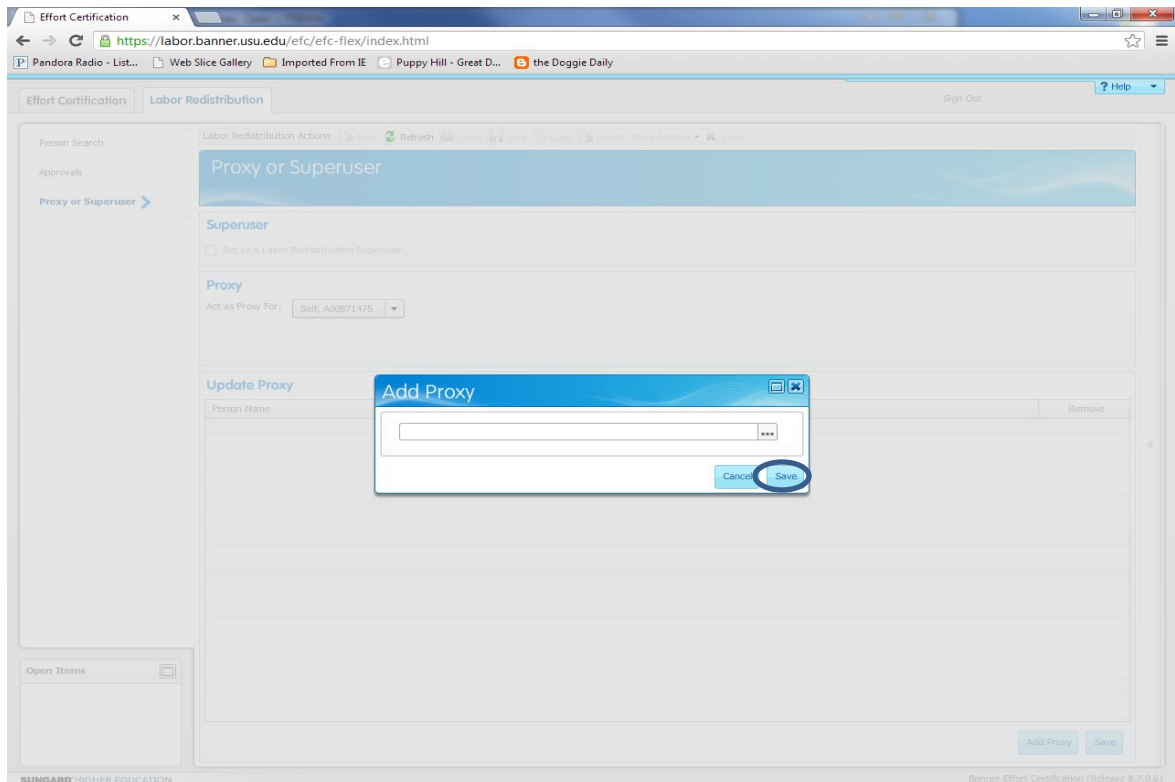
Return for Correction Approve

Setting up a Proxy Approver

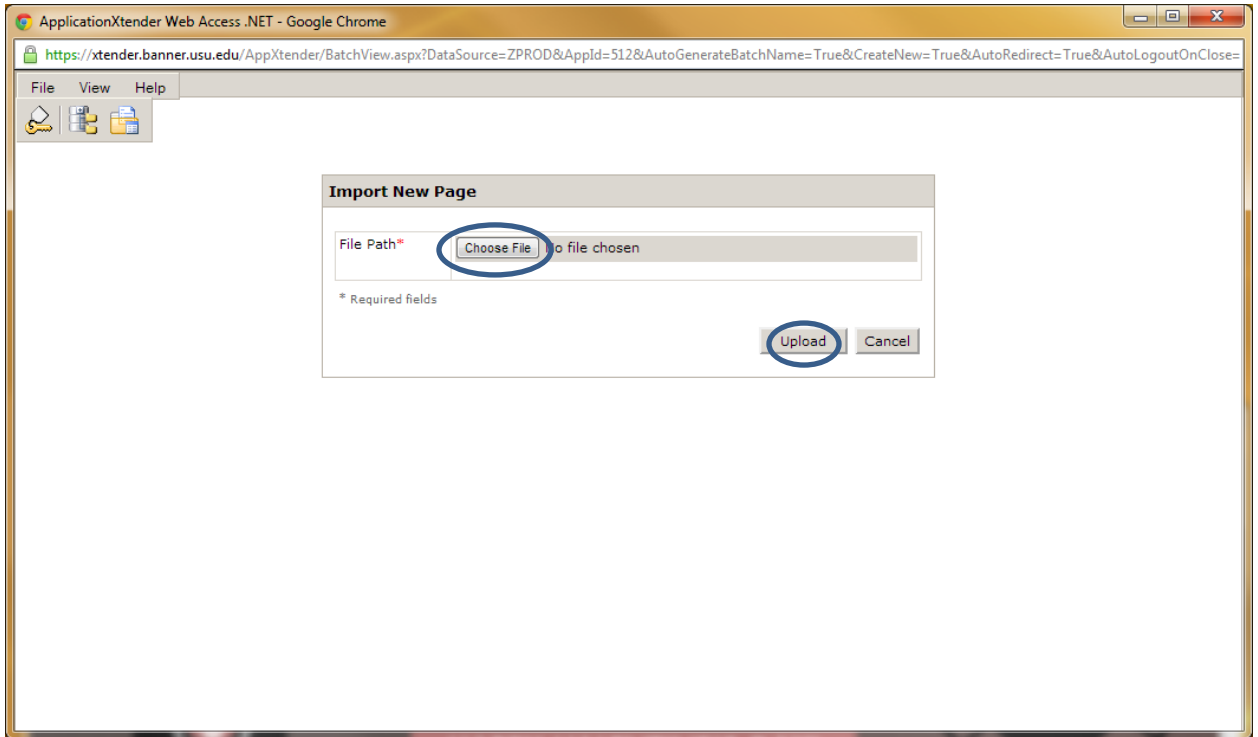
1. Under the "Labor Redistribution" tab, click on the "Proxy or Superuser" tab.



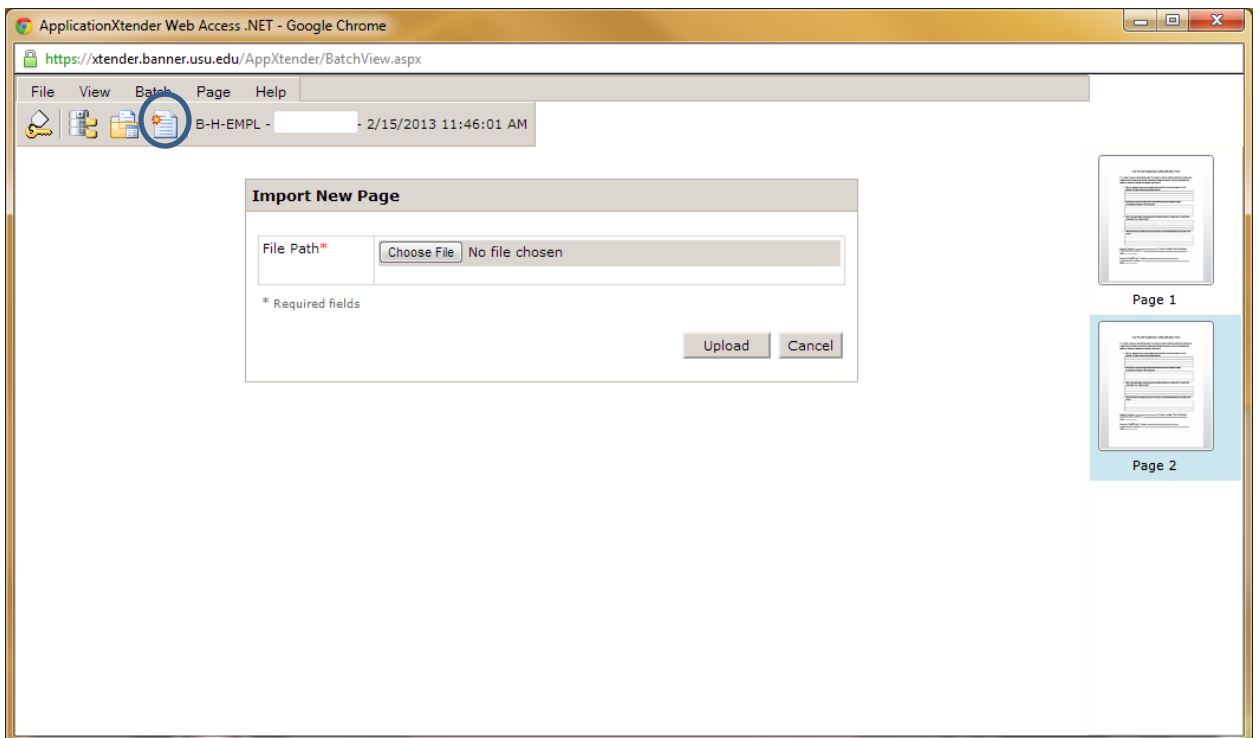
2. Select Add Proxy. Then input the proxy approvers ID (A Number) and hit save.



3. To Add Documentation click the  button.



4. Choose the documentation file from your computer and click "Upload".



5. Click on the "new" Button.

6. The following will populate. Click save and you are done adding documentation to Extender.


https://xtender.banner.usu.edu/AppXtender/BatchView.aspx

File View Batch Page Help

B-H-EMPL - A00871475 - 2/15/2013 11:46:01 AM

Index Name	Field Value
ID	
PIDM	2112092
DOCUMENT TYPE	LABOR REDISTRIBUTION
LAST NAME	
FIRST NAME	
SSN	
BIRTH DATE	
POSITION	
POSITION NUMBER	
POSITION SUFFIX	
HIRE DATE	
TERMINATION DATE	
ROUTING STATUS	
ACTIVITY DATE	2013-02-15 11:50:27

Save

7. To view documentation in extender click on the  button in Banner. This will allow you to view all labor redistribution documentation for that individual.

Useful Charts for Labor Redistributions

**Pay Month

For Pay ID:	
GA, GS, SA, AND SS	
Use the following for Pay Month:	
Pay Month Being Adjusted	
December	= 01
January	= 02
February	= 03
March	= 04
April	= 05
May	= 06
June	= 07
July	= 08
August	= 09
September	= 10
October	= 11
November	= 12

For Pay ID:			
HX			
Use the following for Pay Month:			
Pay Time Period being Adjusted			
December	16-31 = 01	June	16-30 = 13
January	01-15 = 02	July	01-15 = 14
January	16-31 = 03	July	16-31 = 15
February	01-15 = 04	August	01-15 = 16
February	16-28 = 05	August	16-31 = 17
March	01-15 = 06	September	01-15 = 18
March	16-31 = 07	September	16-30 = 19
April	01-15 = 08	October	01-15 = 20
April	16-30 = 09	October	16-31 = 21
May	01-15 = 10	November	01-15 = 22
May	16-31 = 11	November	16-30 = 23
June	01-15 = 12	December	01-15 = 24

Disposition Number	
47	Labor Distribution has been started but not saved
48	Labor Distribution has been saved and is awaiting approval
60	Labor Distribution has been approved
70	Labor Distribution has posted to Banner