Self-Service Banner Electronic

Labor Redistribution

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What is Labor Redistribution?

Labor Distribution pertains to funds (Indices/FOAPALs) that pay for an employee salary. If the original funds (Indices/FOAPALs) to which an employee's pay was charged needs to be changed after-the-fact, a Labor Redistribution Form using Banner Employee Self-Service will need to be processed.

Labor Redistribution Business Rules

- The Electronic Labor Redistribution process changes applied labor expenses only. Future changes to an employee's job labor distribution will need to be done via a Personnel Action Form. Visit HR Employment Services site to obtain the form.
- Fringe is automatically changed by the system to coincide with the labor.
- Redistribution can only be made to completed transactions with a disposition code of "70, Complete". Disposition codes are listed in Appendix A.
- An approver cannot approve an action that they initiated.

About the process

The electronic labor redistribution form allows changes to labor expense on-line. The redistribution will then route electronically for approval and once approved will feed to Banner Finance. Labor redistributions are initiated and approved within the Employee Self-Service Labor Redistribution application.

Roles & Responsibilities

Initiator: an individual with security access to originate a labor redistribution for employees within their organization.

Principal Investigators: Principal Investigators receive FYI copies of labor redistributions and should acknowledge the redistribution.

Fund Managers: second level approvers for unrestricted funds.

Grant Approvers: an individual with access to approve grant or restricted funds.
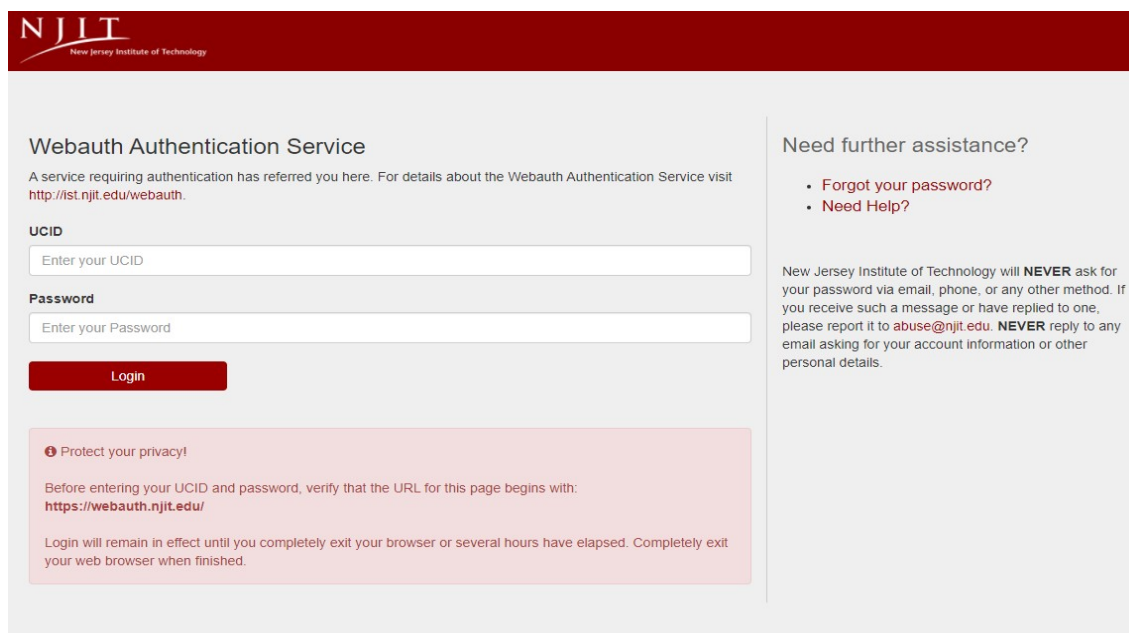
Approver: an individual with security access to approve all labor redistributions. ALL approvers are assigned at sequence levels.

Payroll: Payroll is not part of the approval process. Payroll is only responsible for processing the feeds to Banner.

Logging on to Banner Self-Service

Banner Self-Service provides access to the Electronic Labor Redistribution.

1. Log into the pipeline to access the Employee Dashboard

2. Click on Labor Redistribution link to access the system

Searching for an Employee

Start by utilizing the Labor Redistribution Person Search to select employees to initiate Labor Redistribution transactions.

Employee payroll transactions can be found by entering their ID, Name, Pay ID, Pay Year, and Pay Number. Insert ALL the information for the specific pay period you'd like to adjust.

ALWAYS filter Pay Year to be the current Calendar Year (for example: 2020 or 2021)

Selecting the Labor Distribution

Once the correct person has been located a pay event must be selected for processing the labor redistribution.

1. Select desired transaction with a disposition of "70, Complete". Note: only transactions with a disposition code of "70, Complete" can be redistributed.
2. Double click the transaction to select and display it.

Completing the Labor Redistribution

The Pay Period & Earn Codes panel located in the right sidebar displays the different earn codes and shifts for which the employee was paid in the selected pay event. *In some cases each record listed in the Pay Period & Earn Codes panel will need to be independently updated.* The Pay Period & Earn Code selected in the panel will display in the main workspace window.

The Redistribution Details panel located in the right sidebar displays the details for the redistribution. Some of the details include the total Hours, Amount, and Percent as well as the name of the person that initiated the redistribution and the Post date.

1. From the Current Distributions window, click the Edit icon.

2. Use the Update Distributions view to make required changes.

- The Posting Date should default to today's date. If it shows a different date, change the date to today's date.
- Click the Add Line button to add new distributions. By adding a line the current account code remains visible to be reentered in the new distribution. The account code must remain the same as the original labor distribution.
- Enter the Index number for the new distribution. Tab to populate Fund, Organization & Program values.
- Enter Account number from the original labor distribution. Note: All labor account codes begin with 61XXXX.
- Enter a value for the Percent field. Note: The system will calculate the remaining fields based on the field that is populated (for example, entering the percent will calculate the hours and amount).

The Change All checkbox will allow multiple earn codes within the selected pay event to be changed with one entry as long as the distribution index/indices and allocation are identical.

The Percent change will be sure that all distributions are adjusted correctly and most efficiently.

ALWAYS select Change All next to Posting Date when completing a labor redistribution

This example shows a 50% split between two different indexes:

The Hours, Amount, and Percent totals of the Updated distribution must equal the Hours, Amount and Percent totals in the Current Summary.

Note: If the Current Summary does not equal the Updated totals, an Error message will be received when trying to save changes. Use the Round button if one of the fields is slightly off, the system will round one of the records to make the Current and Updated distributions balance.

3. Click the OK Changes button to continue. The OK Changes button will transfer the changes to the Labor Redistribution action window.

- Review the Updated distributions to verify the change.
- Effected earn codes will display an "X" in front of the position.

- Click Save when all changes are made correctly. If not, you may click Delete Updates and edit the Current Distributions again.
- The Save button will save the changes requested without routing for approval. Data will not be lost by exiting at this time.

Submitting a Labor Redistribution for Approvals

- Once you Save, the redistribution has now started and will enter 'disposition 47'.
- Click the Submit button to route the redistribution for approval.
- To remove all changes without submitting click the Erase button. If you click the Erase button, you must start again from the beginning to change the current distributions.

- Once you Submit, the redistribution has been submitted for approval and will enter 'disposition 48'.

- Note: After submitting, the Routing Queue will be accessible to view the approvers.

Appendix A

Payroll Dispositions Descriptions

Payroll dispositions represent the status of the Labor Redistribution. This information is listed when viewing a list of Labor Distribution and on the Redistribution Details window pane. Below is a list of the dispositions.

Payroll Dispositions		
Disposition	Description	
47	Pre-Balance Update	LRF Pending Action
48	Pre-Approve Update	LRF Pending Approval
50	Awaiting Update	Payroll Update is Pending
60	Finance Extract	Action is Complete and Payroll History is Updated
62	Finance Interface	Action is Complete and Pending Feed to Finance
70	Complete	This event is eligible for redistribution

Appendix B

Glossary

Earn Codes: used to record the type of hours worked by an employee. Example: REG to record regular pay.

Shift: the shift in which the employee worked the time or is requesting leave. An earn code may be repeated several times in order to record work that took place on different shifts.

Fringe: a percentage of salary expense as a fringe benefit expense. The applicable fringe rate is negotiated annually and charged to payroll transactions. Fringe expenses move with the labor when redistributed.

Sequences:

1. Pay Event Sequence:

   Sequence numbers are assigned by the system each time a pay event occurs. A sequence of zero (0) indicates the original payroll entry. The sequence number is incremented by 2 for each adjustment at that pay event.

2. Approval Level Sequence:

   Sequence numbers are assigned by the system to designate the routing queue order.

   - Sequence 10.00: Fund Managers
   - Sequence 20.00: Principal Investigators
   - Sequence 30.00: Organization Approvers for Unrestricted Funds
   - Sequence 40.00: Grant Approvers for Restricted Funds
   - Sequence 50.00: Budget Approvers

   All approvers in each sequence must approve the transaction; however, the order of approval does not have to be the order listed in the routing queue.

Dispositions: system defined codes that indicate the current status of a pay event. Transactions with a disposition of "70, Complete" can be redistributed. All other codes indicate the transaction is in process and cannot be modified. Refer to Appendix A for disposition codes.

Requesting Changes to Effort Certification Report

PI reviews effort certification report and realizes a change is needed.

Change 1: Employee was charged an incorrect percentage amount.

PI will need to email their department's respective initiator to request the change be made.

Email subject: Correction – Fall 20 Certification Period

Information PI MUST provide the initiator:
Email body: Labor redistribution percentage change request.
1. Employee name
2. Employee ID
3. Pay year and Pay periods
4. Current Fund-Org percentage charged
5. Revised Index or Fund-Org and percentage employee should be charged to
6. Any other supporting documentation to verify funding allocation

Initiator can now complete a labor redistribution to move funds for the correct percentage amount.

Note: the budget office will approve correct labor redistributions on the Monday and Tuesday following a payroll Friday.

Any questions can be sent to recasts@njit.edu

Change 2: An unknown employee was charged and should not have been.

PI will need to email their department's respective initiator and recasts@njit.edu to indicate an unknown charge.

Email subject: Correction – Fall 20 Certification Period

Information PI MUST provide the initiator:
Email body: Unknown employee charged to grant.
1. Employee name
2. Employee ID
3. Pay year and Pay periods
4. Amount charged
5. Fund-Org charged in effort report

The initiator along with the grants office and the budget office will research and determine what the appropriate labor distribution should have been.

The respective initiator of the unknown employee can now complete a labor redistribution to move funds to the correct index.