Electronic Labor Redistribution – Approver Designee Verification

Below is additional information on the new Electronic Labor Redistribution process for your review and approval.

Project Overview:
As part of the Efficiency and Effectiveness initiative related to Sponsored Research, Administration and Finance is implementing an electronic labor redistribution form which will be available through Banner Self-Service. The project is scheduled for completion January 3, 2012.

The electronic labor redistribution (ELR) allows changes to labor expense on-line, will then route electronically for approval and once approved will feed to Banner Finance. The new process eliminates the Payroll department from the routing and input process.

Purpose of Email:
Attached is a form(s) titled “Controller’s Signature Authority,” listing all of your College/Department approvers and designees as currently defined in the Controller’s Signature Database in accordance with the Business Procedures Manual Chapter 2 Section 2.05 – Signature Approval for Routine Business Transaction.

Please review the list and make any necessary changes to the individuals listed. Once all changes have been made or if the list is correct as received, Section 2 should be signed by the individual listed in Section 2 and returned by November 18, 2011 to MSC SPA. The signed approved list will be used to populate the ELR first level of approvals.

Approver Training:
Prior to the go-live date, the individuals identified as “Approvers” in the ELR process will be emailed information on the process including steps on how to go into the mynmsu self-service function and approve.

For more information on how to make changes to the form or to request a demonstration of the electronic process you may contact Sponsored Projects Accounting at 646-1675 or email SPA@nmsu.edu. You can also visit the project website at http://www.nmsu.edu/~spa/ELR_Project.html

Sent on Behalf of the
Electronic Labor Redistribution Project Team