

Electronic Labor Redistribution Processing Flowchart

Electronic Labor Redistribution is entered/corrected by departmental Initiator and routed to approvers. Non-Restricted Funding routes to Dean/VP. Restricted funding routes to Dean/VP with an FYI to Principal Investigator.

Is the selected fund appropriate and located in queue?

NO

Electronic LR routed to "Catch-All" reviewer

YES

Dean/VP reviews and approves. Approved?

NO

Electronic LR is returned to Initiator for corrections

YES

Fiscal Monitor reviews and approves. Approved?

NO

Electronic LR is returned to Initiator for corrections

YES

Electronic LR greater than 90 days?

NO

Electronic LR to upload during Payroll Processing

YES

NMSU Controller reviews and approves. Approved?

YES

Electronic LR to upload during Payroll Processing

NO

Electronic LR is returned to Initiator for corrections