Banner Self-Service Electronic Labor Redistribution
Approver Manual
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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 within 90 days of the pay date.

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 Labor Personnel Action Form. Visit HR Employment Services site to obtain the form:
  http://hr.nmsu.edu/managers/formdir/employment_services.html
- Fringe is automatically changed by the system to coincide with the labor.
- Earn codes that can be changed on a Labor Redistribution Form are listed in Appendix A.
- Earn codes that cannot be changed on a Labor Redistribution Form are listed in Appendix B.
- Redistribution can only be made to completed transactions with a disposition code of “70, Complete”. Disposition codes are listed in Appendix C.
- An approver cannot approve an action that they initiated.
- Account codes should not be changed through the electronic labor redistribution.
  **Note to Approver:** Financial Aid office is the only exception to this rule. They are authorized to process account code changes through the Electronic Labor Redistribution.
- Comments area should be completed with the reason for the change. Changes beyond 90 days of the pay date require justification in the comments area.
- Authorized approvers and their designees are determined by the Signature Authority Database.
- Security access to employees in the Electronic Labor Redistribution is based on HR access in Banner.
Approver Role Definition

Approvals of all labor redistribution are completed within the Employee Self-Service Labor Redistribution application. The transaction progresses through the approval queue until all approvals are obtained.

The transaction may not be changed by the Labor Redistribution approvers. The approvers can approve or disapprove a transaction. If a correction is necessary, the approver must return the transaction to the initiator for correction and in the comments area explain the reason for the disapproval.

As an approver, the role will be to review and approve the listed Labor Redistribution transactions routing for approval. Review the following:

- Current and updated distributions.
- Comment area stating the reason for the change.

Approval Information

- Emails will be generated by the system nightly to notify approvers of pending transactions.
- There are two (2) Approver level sequences.
  - Approver Sequence  5.00 includes DEAN/VP/CC PRESIDENT
  - Approver Sequence 10.00 through 16.00 includes FISCAL MONITORS
- Approver Sequence 20.00 is used for those Labor Redistributions older than 90 days and includes the CONTROLLER’S OFFICE

Note: All approvals from each level must be obtained before the Labor Redistribution Form will be forwarded to the next level. Principal Investigators will receive notification by email when a Labor Redistribution is initiated affecting their award.
Log on to Banner Self-Service

Use Internet Explorer

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

1. Type [https://my.nmsu.edu](https://my.nmsu.edu) in the address bar of your Internet Explorer web browser and press enter.

   The myNMSU page will appear.

2. Enter **User Name** and **Password**.
The **myNMSU** home webpage will be displayed.

3. Click on the **Employee Tab.**
Employee tab information will be displayed.

4. Click on the **Employee** link.

The Employee list options will be displayed.

5. Click on the **Effort Certification and Labor Redistribution**.
**Act as a Proxy**

When acting as proxy for another approver, you must first be set up as their proxy by the Controller’s Office.

Upon successfully logging on, the Effort Certification will be displayed.

1. Click on **Labor Redistribution** tab.
2. Click on the **Proxy or Superuser** link.
3. Locate **Act as Proxy For.** Click on the drop down list to display names and select appropriate name.
4. Click **Save.**
5. Continue to review & approve outstanding transactions.

**Note:** When you no longer need to be a proxy for this person come back to the Proxy or Superuser page and switch the **Act as Proxy For** back to self or **Sign Out** of system.
Approve a Labor Redistribution

Upon successfully logging on, the Effort Certification tab will be displayed.

1. Click on **Labor Redistribution** tab.
The person search screen displayed.

**Note:** If you have both Initiator access and Approver access, the transactions awaiting approval may not be displayed. If this is the case, select **Approvals** from the left navigation options to display the transactions awaiting approval.

Designees for Approvers will need to follow the “Acting as a Proxy” instructions prior to viewing the list of transactions pending Approval.
2. Use search parameters to search for a specific transaction or...

3. Select desired transaction(s).
   a. Transactions with the same Batch ID number were submitted as a batch with each pay period having the same changes. By selecting the entire batch, you can approve the entire batch simultaneously.

4. Click the **Open** icon or double click the transaction.
The Labor Redistribution view is displayed.

5. The selected transaction will be displayed on the main window view with Current and Updated Distributions visible.
7. The right side bar displays the *Pay Period & Earn Codes panel*. If applicable, there may be multiple listings based on employee’s earn codes. To display the Labor Redistribution, select the listed earn code. It will then display the *Current Distributions* and *Updated Distributions* on the main window.

**Note:** All modified earn codes must be reviewed prior to approving. By clicking the approval key on one earn code all pending transactions will be automatically approved.

8. The *Redistribution Details* panel on the right hand side bar will provide transaction details including initiator/originator name and post date.
9. Click on **Comments** located on the left navigation pane to display any comments listed and insert additional comments.
Add Comments

10. To add a comment, click on Add Comment.

11. Enter comments and click on the Save button.
   a. Comments cannot be deleted or updated.
12. The most recent comment will be displayed first.
13. To return to the redistribution transaction click on **Redistribution**.
Complete the Transaction

14. **Click on the Approve button.**

   **Note:** Once approved, the Return for Correction and Approve buttons will become grayed out. Confirmation of the approval can be obtained by selecting the Routing Queue link on the left navigation pane. A green check mark will be displayed by those who have already approved.

15. **Click the Close button.**

16. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

   **Note:** Failure to Sign Out of system properly may lock the employee’s labor transactions making them unavailable to others.
Return a Labor Redistribution for Correction

A Labor Redistribution can be returned for correction to the initiator. Follow the steps listed below to return a transaction.

Select the transaction using steps 1-8 of the “Approve a Transaction” section of this manual.

1. Click on Comments located on the left navigation pane.
2. Click on **Add Comments** button.
3. In the Add Comment box, provide reason for returning Labor Redistributions and provide recommended change. Click on Save button.
4. The most recent comment will be displayed first.
5. To return to the redistribution transaction click on **Redistribution**.
6. Click **Return for Correction** button.

**Note**: Once returned, the Return for Correction and Approve button will become grayed out. Confirmation of the return can be obtained by selecting the Routing Queue link on the left navigation pane. A red octagon will be displayed next to the disapprover’s name.

7. Click the **Close** button.

8. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

**Note**: Failure to Sign Out of system properly may lock the employee’s labor transactions making them unavailable to others.
Approve Batch Transactions

Batch transactions are multiple pay periods submitted under one labor redistribution. Batch transactions require that the distributions on each pay period are the same. You can review and approve each pay period separately by following the preceding instructions or you can review and approve the entire batch with the instructions that follow.

1. Log in to the Labor Redistribution using the instructions on pages 3-10.
2. Select the first row containing the batch you want to review.
3. Click the Select Batch button.
4. Click the Open button.
5. The selected transaction will be displayed on the main window view with Current and Updated Distributions visible.


7. The right side bar displays the Pay Period & Earn Codes panel. If applicable, there may be multiple listings based on employee’s earn codes. To display the Labor Redistribution, select the listed earn code. It will then display the Current Distributions and Updated Distributions on the main window.

8. Click the drop down arrow in the Pay Period & Earn Codes panel to view each pay period in the batch.

9. The Redistribution Details panel on the right hand side bar will provide transaction details including initiator/originator name and post date.

10. Click on Comments located on the left navigation pane to display any comments listed and insert additional comments. Follow instructions on pages 13-14 for reviewing and adding comments.

11. Follow instructions on pages 15-20 to approve or return the transactions. Be aware that using the Approve or Acknowledge All or the Return All for Correction buttons performs the action on all associated pay periods and all associated earn codes. Be sure to review each earn code and pay period carefully before completing the transaction.
Acknowledge a Labor Redistribution for FYI Participants

All Principal Investigators are automatically FYI Participants anytime an Electronic Labor Redistribution is initiated on their award. Additional FYI Participants may be added to the routing queue as needed, refer to Adding Members to the Routing Queue section of this manual for further instructions. FYI Participants should follow the steps listed below to acknowledge labor redistribution within one week. After which the system will automatically acknowledge and remove the transaction from the list.

Upon successfully logging on, the Effective Certification will be displayed.

1. Click on Labor Redistribution tab. The system should open the Redistribution Approval list in the main window. If it does not, click the Approvals link located on the left navigation pane.

2. Select desired transaction.

3. Click the Open tab or double click the transaction and the following screen will be displayed.

   Note: Selecting and double clicking the transaction will also open the transaction.
4. **Review Current and Updated distributions.**

5. **Click on Acknowledge.**

   **Note:** Once acknowledged, the Acknowledge button will become grayed out. Confirmation of the acknowledgement can be obtained by selecting the Routing Queue link on the left navigation pane. A green check mark will be displayed by those who have already acknowledged.

6. **Click the Close button.**

7. **Proceed with reviewing the remaining transactions in the approval list or Sign Out of system.**

   **Note:** Failure to Sign Out of system properly may lock the employee’s labor transactions making them unavailable to others.
View the Routing Queue

The Routing Queue provides a listing of pending approvers. Follow the steps listed below to view.

1. Click on Routing Queue.
2. A list of Approvers or FYI Participants will be displayed.

Sequence numbers indicate the approval level and order of approval. The most commonly used sequences are...

- **Sequence 5.00**  
  Departmental Approval: Dean/VP/Community College President or designee; Principal Investigators receive FYI copies

- **Sequence 10.00**  
  Restricted Accounts Fiscal Monitor (SPA)

- **Sequence 15.00**  
  Unrestricted Accounts Fiscal Monitor (AFR)

- **Sequence 20.00**  
  Controller (for transactions submitted later than 90 days from payroll date)

Refer to Appendix D for a complete list of approval sequences used.
Add Members to the Routing Queue

The system allows for additional members to be added to the routing queue. Two routing options are available *Approve* or FYI. These are over and above the standard approval queues that are required in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual. This process is only for adding the member as a temporary Approver or sending an FYI for the selected transaction.

The sequence level 5.00 should be used when setting up a temporary Approver or sending an FYI. This will add an additional level 5.00 sequence to the routing.

To add a member temporarily to a Routing Queue follow the steps listed below within the transaction; refer to the Approve a Labor Redistribution selection of this manual on how to open a transaction.

1. Click on the **Routing Queue** button.
2. Click on the **Add Member** button.

3. Click on the **drill down** button and a list of available names will appear.

   **Note:** Additional Approvers or FYI Participants may be found by typing in either the first or last name.
4. Select the name of the participant to add to the routing queue.
5. Press the **Select** button.

6. Enter sequence “5.00” in the **Sequence** field.

   **Note:** Always use Sequence 5.00 when adding a member to the routing queue.
7. Click on the drop down arrow and select either **Approve** or **FYI**.
8. Click the **Save** button.

**Note:** Selecting the action of Approve will require approval from the new member, if not obtained the Labor Redistribution will not move forward to next approval sequence. Selecting the action of FYI will not hold up the approval routing. If FYI Participants do not acknowledge within one week the system will automatically acknowledge the transaction.

9. Click the **Close** button.
10. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

**Note:** Failure to Sign Out of system properly may lock the employee’s labor transactions making it unavailable to others.
Appendix A

Payroll Earn Codes for Labor Redistribution

<table>
<thead>
<tr>
<th>EARN CODE</th>
<th>SHORT DESC.</th>
<th>LONG DESC.</th>
<th>EARN CODE</th>
<th>SHORT DESC.</th>
<th>LONG DESC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADP</td>
<td>Addl Pay</td>
<td>Additional Pay - Services</td>
<td>OLT</td>
<td>OthLeave</td>
<td>Other Leave Taken</td>
</tr>
<tr>
<td>AJR</td>
<td>Adj JR</td>
<td>Adjustment – Job Rate</td>
<td>OTC</td>
<td>OT Comp</td>
<td>Overtime Compensation</td>
</tr>
<tr>
<td>ALL</td>
<td>Allow</td>
<td>Allowance-Taxable Compensation</td>
<td>OTH</td>
<td>Tax Comp</td>
<td>Other Taxable Compensation</td>
</tr>
<tr>
<td>ALT</td>
<td>AnniLeave</td>
<td>Annual Leave Taken</td>
<td>OTP</td>
<td>Overtime</td>
<td>Overtime Pay @ .50</td>
</tr>
<tr>
<td>ASR</td>
<td>Adj SR</td>
<td>Adjustment – Special Rate</td>
<td>OTS</td>
<td>Overtime</td>
<td>Student Overtime Compensation</td>
</tr>
<tr>
<td>AWD</td>
<td>Award</td>
<td>Award – Taxable Compensation</td>
<td>REG</td>
<td>Regular</td>
<td>Regular Staff Earnings</td>
</tr>
<tr>
<td>BON</td>
<td>Bonus</td>
<td>Bonus Taxable Compensation</td>
<td>RGA</td>
<td>Regular</td>
<td>Regular Academic Earnings</td>
</tr>
<tr>
<td>CTE</td>
<td>CT Earn</td>
<td>Comp Time Earned</td>
<td>RGG</td>
<td>SG Reg</td>
<td>Graduate Student Earnings</td>
</tr>
<tr>
<td>CTT</td>
<td>CT Taken</td>
<td>Comp Time Taken</td>
<td>RGO</td>
<td>Regular</td>
<td>Temporary Staff - Other</td>
</tr>
<tr>
<td>*DFA</td>
<td>Def Amt</td>
<td>Deferred Amount</td>
<td>RGS</td>
<td>SR Reg</td>
<td>Student Earnings</td>
</tr>
<tr>
<td>DIF</td>
<td>Diff Pay</td>
<td>Differential</td>
<td>RGT</td>
<td>Regular</td>
<td>Temporary Staff Earnings</td>
</tr>
<tr>
<td>DL1</td>
<td>DL1</td>
<td>SCA Salary</td>
<td>RGW</td>
<td>WS Reg</td>
<td>Work-study Earnings</td>
</tr>
<tr>
<td>DL2</td>
<td>DL2</td>
<td>SCA Holiday</td>
<td>ROY</td>
<td>Royalty</td>
<td>Royalty Pymts – W2 Reportable</td>
</tr>
<tr>
<td>DL3</td>
<td>DL3</td>
<td>SCA Leave</td>
<td>RSF</td>
<td>REGULAR</td>
<td>Regular Student Flat Rate</td>
</tr>
<tr>
<td>DL4</td>
<td>DL4</td>
<td>SCA H&amp;W (Health and Welfare)</td>
<td>SAB</td>
<td>Sab Pay</td>
<td>Sabbatical ½ Year Full Pay</td>
</tr>
<tr>
<td>DL5</td>
<td>DL5</td>
<td>SCA Salary-Student</td>
<td>SAP</td>
<td>Sab60Pay</td>
<td>Sabbatical Full YR 60% Pay</td>
</tr>
<tr>
<td>DL6</td>
<td>DL6</td>
<td>SCA Holiday-Student</td>
<td>SH1</td>
<td>10ShifDif</td>
<td>Shift Differential @ .10</td>
</tr>
<tr>
<td>DL7</td>
<td>DL7</td>
<td>SCA Leave-Student</td>
<td>SH2</td>
<td>40ShifDif</td>
<td>Shift Differential @ .40</td>
</tr>
<tr>
<td>DL8</td>
<td>DL8</td>
<td>SCA H&amp;W-Student (Hlth &amp; Wlfr)</td>
<td>SLT</td>
<td>SckTaken</td>
<td>Sick Leave Taken</td>
</tr>
<tr>
<td>FML</td>
<td>FMLA</td>
<td>Family Medical Leave Act</td>
<td>TIP</td>
<td>TipCash</td>
<td>Tips-Taxable Cash</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday</td>
<td>Holiday Leave</td>
<td>TP3</td>
<td>TipCash</td>
<td>Tip-Student Cash</td>
</tr>
<tr>
<td>HWK</td>
<td>HidayWK</td>
<td>Holiday Worked</td>
<td>TSF</td>
<td>REGULAR</td>
<td>Taxable Student Flat Earnings</td>
</tr>
<tr>
<td>HWP</td>
<td>Holiday</td>
<td>Holiday Worked Premium-PSL</td>
<td>TGR</td>
<td>REGULAR</td>
<td>Taxable Graduate Earnings</td>
</tr>
<tr>
<td>HWR</td>
<td>Holiday</td>
<td>Holiday Worked Regular -PSL</td>
<td>UNP</td>
<td>UNIONPAY</td>
<td>NMSU Paid Union Time</td>
</tr>
<tr>
<td>LWP</td>
<td>Leavpay</td>
<td>Leave With Pay</td>
<td>UNT</td>
<td>UNIONTIM</td>
<td>Union Negotiating Time</td>
</tr>
<tr>
<td>OCP</td>
<td>ON CALL</td>
<td>On-Call Pay</td>
<td>VCB</td>
<td>Veh Call</td>
<td>Vehicle Callback Event</td>
</tr>
</tbody>
</table>

*Note: The DFA earn code cannot be moved by itself. It can only be moved in conjunction with REG earnings.*
# Appendix B

**Earn Codes that cannot be redistributed on an Labor Redistribution**

<table>
<thead>
<tr>
<th>EARN CODE</th>
<th>SHORT DESC.</th>
<th>LONG DESC.</th>
<th>EARN CODE</th>
<th>SHORT DESC.</th>
<th>LONG DESC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALP</td>
<td>AL Pay</td>
<td>Annual Leave Pay Out</td>
<td>MV2</td>
<td>MovNoTax</td>
<td>Non-Taxable Moving Reimbursement</td>
</tr>
<tr>
<td>BSK</td>
<td>Tax BB</td>
<td>Basketball Discount – Taxable</td>
<td>NCA</td>
<td>NCALLOW</td>
<td>Non-Cash Allowance – Taxable</td>
</tr>
<tr>
<td>CAR</td>
<td>Vehicle</td>
<td>Univ Furnished Car – Taxable</td>
<td>NPD</td>
<td>Per Diem</td>
<td>Student Per Diem</td>
</tr>
<tr>
<td>DFP</td>
<td>Def Pay</td>
<td>Deferred Pay Out</td>
<td>PHC</td>
<td>Tax PHCC</td>
<td>Picacho Hills CC Membership</td>
</tr>
<tr>
<td>DOC</td>
<td>Docked</td>
<td>Docked Pay</td>
<td>REC</td>
<td>Pay Rec</td>
<td>Pay Recovery</td>
</tr>
<tr>
<td>FTB</td>
<td>Tax FB</td>
<td>Football Discount – Taxable</td>
<td>RGZ</td>
<td>NO PAY</td>
<td>No Pay</td>
</tr>
<tr>
<td>GLF</td>
<td>Tax GLF</td>
<td>Golf Membership Disc- Taxable</td>
<td>RST</td>
<td>Pay Rec</td>
<td>Pay Recovery – Student</td>
</tr>
<tr>
<td>IND</td>
<td>Tax Ins</td>
<td>Insurance – Dental DP</td>
<td>SLP</td>
<td>Sck Pay</td>
<td>Sick Leave Pay Out</td>
</tr>
<tr>
<td>INH</td>
<td>Tax Ins</td>
<td>Insurance – Health DP</td>
<td>TP2</td>
<td>TipRptg</td>
<td>Tips – Taxable Report-Only</td>
</tr>
<tr>
<td>LNP</td>
<td>LWOP</td>
<td>Leave Without Pay</td>
<td>TP4</td>
<td>TipRptg</td>
<td>Tips – Students Report only</td>
</tr>
<tr>
<td>LWB</td>
<td>LWOP</td>
<td>Leave Without Pay w/Benefits</td>
<td>TPD</td>
<td>Per Diem</td>
<td>Taxable One – Pay Per Diem</td>
</tr>
<tr>
<td>MOV</td>
<td>Mov/Table</td>
<td>Moving Reimbursement - Taxable</td>
<td>TUI</td>
<td>Tuition</td>
<td>Tuition Waiver - Taxable</td>
</tr>
</tbody>
</table>
Appendix C

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.

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>47 Pre-Balance Update</td>
<td>LRF Pending Action</td>
</tr>
<tr>
<td>48 Pre-Approve Update</td>
<td>LRF Pending Approval</td>
</tr>
<tr>
<td>50 Awaiting Update</td>
<td>Payroll Update is Pending</td>
</tr>
<tr>
<td>60 Finance Extract</td>
<td>Action is Complete and Payroll History is Updated</td>
</tr>
<tr>
<td>62 Finance Interface</td>
<td>Action is Complete and Pending Feed to Finance</td>
</tr>
<tr>
<td>70 Complete</td>
<td>This event is eligible for redistribution</td>
</tr>
</tbody>
</table>
Appendix D

Glossary

**Earn Codes**: used to record the type of hours worked by an employee. Example: REG to record regular pay
- Refer to Appendix A & B for earn code listings

**Shift**: the shift in which the employee worked the time or is requesting leave (example: swing, grave, etc.). 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 1 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 5.00: 1st level approval – Dean/VP/CC Pres or designee
   - Sequence 10.00: Fiscal Monitors for Restricted funds
   - Sequence 11.00: Agency
   - Sequence 12.00: Unexpended Plant
   - Sequence 13.00: Renewal & Replacement
   - Sequence 14.00: Unexpended Plant (unrestricted)
   - Sequence 15.00: Fiscal Monitors for Unrestricted funds
   - Sequence 16.00: Gifts & Endowments
   - Sequence 20.00: Controller, if over 90 days

   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 C for disposition codes