Banner Self-Service Electronic Labor Redistribution
Initiator 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.
- 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.
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.

Users in the Initiator role, who have attended training and successfully completed an open-book assessment covering the business rules, will be granted access. Authorized approvers and their designees are determined by the Signature Authority Database in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual.

The primary advantage of the electronic process is the ability to track the form in the approval process through the Routing Queue.

Roles & Responsibilities

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

The requirements to become an initiator are...

- Must be a regular employee, grade 4 or above
- Must complete Electronic Labor Redistribution Initiator Training course
  - Must pass open-book end of course assessment with a score of 90 or above
- Must submit a computer security access form to ICT

Approver: an individual with security access to approve labor redistributions; usually a Dean/VP/Community College President or designee. Approvers are assigned at sequence 5. Additional approvers may be added on a transaction-by-transaction basis.

Fiscal Monitors: second level approvers. For restricted funds, transactions route to SPA. For unrestricted funds, transactions route to AFR.

Principal Investigators: Principal Investigators receive FYI copies of labor redistributions and should acknowledge the redistribution within the system within 1 week.

Controller: The University Controller approves all labor redistributions over 90 days old.

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

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 **Username** 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 link, the following screen will be displayed.

6. Click on Labor Redistribution tab.
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 Aggie ID (Banner ID) or using additional search parameters to search by:

- Last and First Name: search criteria must include both names or at least the first three characters of each followed by an asterisk (*).
- Pay Event, consisting of Pay Year, Pay ID and Pay Number; any combination of the Pay Event can be used as long as a range is specified.

**Note:** Using some advanced search fields may require including other search criteria (i.e. choosing a Pay ID as a search criteria will require the use of Year and either Name or ID to be added as additional search criteria).

1. Type ID (Aggie ID) in the ID field or enter additional parameters in the appropriate fields.
2. Use the scroll bar to see additional parameters.
3. Press Enter key or click the Go button.
4. Payroll transactions for the person selected will be displayed.
Clearing a Search
To begin a new person search, perform the following steps.

1. Click on the down arrow on the Advanced Search Tab.

2. Click the Clear button.
3. All search parameters will be cleared. Enter new search parameters and click Go to view search results.
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”.
   a. Note: only transactions with a disposition code of “70, Complete” can be redistributed.
2. Click the Open icon or double click the transaction.
3. The selected transaction will be displayed.

The Find Replace button is not recommended for use since it will only replace the index on the selected transaction; it cannot be used to change distribution percentages, hours or amounts and does not change multiple transactions.

Columns can be sorted in ascending or descending order by clicking on the column headings.
The Labor Redistribution window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.

The numbers on the window below correspond to the descriptions in the following table.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tabs (also known as Modules)</td>
<td>The main tabs at the top of the workspace allow you to access different types of information. The <strong>Labor Redistribution</strong> tab allows you to access the Labor Redistribution module.</td>
</tr>
<tr>
<td>2</td>
<td>Links</td>
<td>The left navigation pane contains a series of navigational links.</td>
</tr>
<tr>
<td>3</td>
<td>Main Window</td>
<td>This is the main workspace window. Lists and detailed information can be viewed here.</td>
</tr>
<tr>
<td>4</td>
<td>Sidebar</td>
<td>Contains context-specific panels such as Pay Period &amp; Earn Codes, Redistribution Details, and Proxy.</td>
</tr>
<tr>
<td>5</td>
<td>Help</td>
<td>Contains system help for the current open view.</td>
</tr>
<tr>
<td>6</td>
<td>Buttons</td>
<td>Context-specific buttons can appear below the main workspace window if applicable.</td>
</tr>
<tr>
<td>7</td>
<td>Scroll bars</td>
<td>If more information is available than can be displayed in the workspace window, horizontal and/or vertical scroll bars are available.</td>
</tr>
<tr>
<td>8</td>
<td>Expansion Bar</td>
<td>The arrow on the expansion bar feature allows you to open or close the sidebar when you would like to view the main workspace window in a larger view.</td>
</tr>
</tbody>
</table>
Updating the Labor Distribution

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 most 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.
Use the Update Distributions view to make required changes to a distribution.

2. The **Posting Date** should default to today’s date. If it shows a different date, change the date to today’s date.  
   **Note:** When changing the Posting Date to today’s date if the error message states: ‘Accounting Period closed, re-enter a new Posting Date’, type the date into the Posting Date field. If the Posting Date was typed, use the calendar to change the date.

3. 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.

4. Enter the **Index number** for the new distribution. Tab to populate Fund, Organization & Program values.

5. Enter **Account number** from the original labor distribution.  
   **Note:** All labor account codes begin with 61XXXX.

6. Enter a value for any one of the Hours, Percent, or Amount fields.  
   **Note:** The system will calculate the remaining fields based on the field that is populated (i.e.; entering percent will calculate hours and amount).

**Team Tip:**

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.
7. To modify or delete a funding distribution, click the drop down arrow of the distribution.

8. Make the appropriate changes to the distribution or
9. Click the **Delete** icon to remove the distribution.
10. 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.

11. 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.

12. Click the **OK Changes** button to continue.

**Tip:** The OK Changes button will transfer the changes to the Labor Redistribution action window. Exiting the system at this time will lose all changes.
13. Review the Updated distribution to verify the change.
14. Effected earn codes will display an “x” in front of the position. If changes need to be made to additional earn codes, click on the earn code and **follow steps 1 - 13 above for each earn code needing to be changed**.
15. Click **Save** when all changes are made correctly.

**Note:** You must **Save** your work before you will be able to enter comments.

**Team Tip:**

The Save button will save the changes requested without routing for approval. Data will not be lost by exiting at this time.

**Team Tip:**

The Delete Updates button can be used to delete changes prior to saving. After saving the transaction, the Erase button can be used to reverse the changes and revert back to the original transaction.
Adding Labor Redistribution Comments

For audit purposes comments must be made to document reasons for the labor redistribution change. Any member of the routing queue can add comments for a transaction. Comments cannot be deleted or updated. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date. Comments are required by the approver when a labor redistribution is returned for correction.

Below are requirements that must be addressed in the comments section of the electronic labor redistribution depending on the age of the transfer. The justification written will vary depending on the individual situation:

If a transfer is made within 90 days, requirements 1 and 2 apply; if over 90 days, requirements 1 through 4 apply.

1. Explain why the expense was originally charged to the index from which it is now being transferred.
2. Explain why the charge should be transferred to the proposed receiving index.
3. Explain why the cost transfer being requested is more than 90 days after the initial pay date of the original transaction.
4. Explain what action(s) will be implemented which would allow these corrections to be completed within the required time.

Note: You can add up to 4000 characters of text.

1. Click on the Comments link.
2. Click the **Add Comment** button.

**Note:** You can also click **More Actions** to select the **Add Comment** window.
3. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date.

4. Once the comment section is completed, click on the **Save** button.

5. Click the **Cancel** button to return to the Labor Redistribution without saving the comment.

6. Click **Initiator** to return to the transaction page.
Submitting a Labor Redistribution for Approvals

1. Review changes and comments
2. Click the Submit button to route the redistribution for approval or
3. To remove all changes without submitting click the Erase button

**Note:** After submitting, the Routing Queue will be accessible to view the approvers. Prior to submitting your work, you will not be able to view or add to the routing queue.

![Routing Queue Diagram]

**Tip:** The Routing Queue link can be used to track the approval process. The email link in the Routing Queue can be used to email individual approvers.
Adding Members to the Routing Queue (Optional)

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 within the transaction follow the steps listed below. Refer to the Selecting a Transaction section of this manual for steps 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.

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.

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 on 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. **Sign Out** of system.

**Note**: Failure to Sign Out of system properly may lock the employee’s labor transactions; making them unavailable to others.
Change All

The change all function can be used in two ways – to redistribute multiple earn codes on one pay period and to redistribute multiple pay periods. In either case, the distributions (indices and percentages) must be the same on all transactions to be changed.

Changing multiple earn codes on one pay period

When all earn codes on a pay period need to be redistributed, the change all function can be used provided the indices and percentages are identical on all earn codes. If any earn codes are allocated to different indices or the percentages are different, you will need to update each earn code separately prior to submitting the labor redistribution.

To begin using the change all function to redistribute multiple earn codes, open the pay period to be redistributed following the instructions on pages 3-9.

1. Review the Index and Percentage for each earn code.
2. To switch between earn codes, click the earn code in the Pay Period & Earn Codes panel.
3. Click the Edit icon.
4. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today’s date.

   **Note:** When changing the Posting Date to today’s date if the error message states: ‘Accounting Period closed, re-enter a new Posting Date’, type the date into the Posting Date field. If the Posting Date was typed, use the calendar to change the date.

5. Click the **Change All** checkbox.

6. Update the distributions following instructions on pages 11-14.
7. Updated distributions will be indicated by an X in front of the earn code in the Pay Period & Earn Codes panel. Any earn codes without an X will need to be updated separately prior to completing the labor redistribution.

8. Once all earn codes have been updated as appropriate, click Save and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.
Changing Multiple Pay Periods

It is sometimes necessary to make the same change to more than one pay period. This can be accomplished with the **Change All** function. The change all function can only be used on pay periods having the same distributions. To begin using the change all function on multiple pay periods, perform a search for the employee using instructions on page 6.

1. Select the pay events to be redistributed. Note that the pay number may not be in sequential order.
   a. To select sequential pay periods, click the first pay period. Hold the **shift** key and click the last pay period to be redistributed.
   b. To select non-sequential pay periods, click the first pay period. Hold the **CTRL** key and click on the remaining pay periods to be redistributed.
2. Click **Open**. The first pay period will be open.
3. Click the drop-down box in the Pay Period & Earn Codes panel to view open pay periods. Review each pay period and associated earn codes.

4. Click the Edit icon.
5. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today’s date.

   **Note:** When changing the Posting Date to today’s date if the error message states: ‘Accounting Period closed, re-enter a new Posting Date’, type the date into the Posting Date field. If the Posting Date was typed, use the calendar to change the date.

6. Click the **Change All** checkbox.

7. Update the distributions following instructions on pages 11-14.

9. Updated distributions will be indicated by an X in front of the earn code in the Pay Period & Earn Codes panel. Check each pay period and all associated earn codes by clicking on the drop-down box in the Pay Period & Earn Codes panel.

   **Caution:** Because the change all function is used to change multiple pay periods and multiple earn codes, it is critical that you check all earn codes to ensure the proper changes were made.

10. Once all pay periods and earn codes have been updated as appropriate, click **Save** and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.
11. The **Batch ID** column on the Person Search window will show a batch number next to the pay periods that have been redistributed using the **Change All** function.

12. Click on the **Close** button to close the transaction.

13. **Sign Out** of system.

   **Note:** Failure to **Sign Out** of system properly may lock the employee’s labor transactions; making them unavailable to others.
Reverting a Labor Redistribution to the Original Status of “70 Complete”

It may be necessary to return a Labor Redistribution back to its original disposition of “70 Complete” prior to processing by payroll (i.e. due to errors or changes in status). This process can be completed as long as the Labor Redistribution is in the status of “47 Pre-Balance Update” or “48 Pre-Approve update”. Locate the Labor Redistribution by using the Person Search option. If the disposition displays “48 Pre-Approved Update”, open the Labor Redistribution and view the Routing Queue to determine the pending approvers. Contact the approver in the level which it resides (i.e. at the departmental approver or fiscal monitor approval) and request that the Labor Redistribution be Returned for Correction. Once the disposition displays “47 Pre-Balance Update follow the steps below to cancel the update and revert the transaction to its original state.

First perform a Person Search to locate the desired Labor Redistribution.

1. Select desired transaction disposition of “47 Pre-Balance Update” this indicates the transaction is accessible for initiator action.
2. Click the Open icon or double click the transaction.
The Labor Redistribution window will be displayed.

3. Click on the **Erase** button to revert back to its original state.

4. Notice the transaction reverts back to Current Distributions and is now in the “70 complete” disposition.

5. Click on the **Close** button to close the transaction.
6. **Sign Out** of system.

*Note:* Failure to Sign Out of system properly may lock the employee’s labor transactions; making them 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>AnnLeave</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>
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<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>10ShfDif</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>
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<td>DL8</td>
<td>DL8</td>
<td>SCA H&amp;W-Student (Hlth &amp; Wlf)</td>
<td>SLT</td>
<td>SckTaken</td>
<td>Sick Leave Taken</td>
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<tr>
<td>FML</td>
<td>FMLA</td>
<td>Family Medical Leave Act</td>
<td>TIP</td>
<td>TipCash</td>
<td>Tips-Taxable Cash</td>
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<tr>
<td>HOL</td>
<td>Holiday</td>
<td>Holiday Leave</td>
<td>TP3</td>
<td>TipCash</td>
<td>Tip-Student Cash</td>
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<tr>
<td>HWK</td>
<td>HidayWK</td>
<td>Holiday Worked</td>
<td>TSF</td>
<td>REGULAR</td>
<td>Taxable Student Flat Earnings</td>
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<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>
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<td>UNIONPAY</td>
<td>NMSU Paid Union Time</td>
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<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</td>
<td>Pre-Balance Update</td>
</tr>
<tr>
<td></td>
<td>LRF Pending Action</td>
</tr>
<tr>
<td>48</td>
<td>Pre-Approve Update</td>
</tr>
<tr>
<td></td>
<td>LRF Pending Approval</td>
</tr>
<tr>
<td>50</td>
<td>Awaiting Update</td>
</tr>
<tr>
<td></td>
<td>Payroll Update is Pending</td>
</tr>
<tr>
<td>60</td>
<td>Finance Extract</td>
</tr>
<tr>
<td></td>
<td>Action is Complete and Payroll History is Updated</td>
</tr>
<tr>
<td>62</td>
<td>Finance Interface</td>
</tr>
<tr>
<td></td>
<td>Action is Complete and Pending Feed to Finance</td>
</tr>
<tr>
<td>70</td>
<td>Complete</td>
</tr>
<tr>
<td></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 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 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