Banner Self-Service Labor Redistribution Acting as a Proxy

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

Process

1. Open a web browser.
2. Go to my.NMSU.edu.
3. Logon screen will appear. Enter User name and Password.
4. Click on the **Employee** tab.
5. Under Banner Self Service, click on **Employee.**
6. Click on the **Effort Certification** and **Labor Redistribution** link.
7. Click on the **Labor Redistribution** tab.
8. Click on the **Proxy or Superuser** link
9. Locate **Act as Proxy For**. Click on the drop down list to display names and select name of individual that you are Proxying for.
10. Click on the **Save** button.
11. Click on **Approvals** link.
12. A list of transactions awaiting approval will be displayed.
13. Select desired transaction and click on the **Open** button or **Double Click** to open the transaction.
14. Audit and review current and updated distributions.
15. Multiple Pay Period and Earn Codes may exist. If they do, they are located in the side bar on the right hand side titled **Pay Period & Earn Codes**. If applicable, select the distribution to display in the Main Window pane.
16. Select **Return for Correction** or **Approve** button.
17. To add a comment, click on **Comments** located on the left hand navigation menu. A comment is required if returning for correction.
18. To close transaction click the **Close** button.
19. Continue approving pending transactions or go back to **Act as Proxy For** and change role back to self. This is especially important if you have the role of an initiator.
20. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

Remember….

- Verify valid Indices for Redistribution.
- Verify account codes have not been changed.
- Look for Earn Codes that <u>cannot</u> be redistributed.
- Be sure to close transaction by clicking on **Close** button.
- Be sure to **Sign Out** when finished.

Earn Codes that <u>cannot</u> be Redistributed on a Labor Redistribution Form are listed below.

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

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