



## Banner Self-Service Labor Redistribution for Initiators

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### Electronic LRF 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. Select an employee.
9. Select desired transaction and click on the **Open** button or **Double Click** to open the transaction.
10. **Edit** the labor distribution.
11. **Save** the edits.
12. Enter **Comments**.
13. **Submit** transaction for approval.
14. Click on the **Close** button to close the transaction.
15. **Sign out** of the system.

### System Tips

1. **Save** before adding comments
2. **Submit** before viewing routing queue
3. Be sure to **Close** the transaction
4. Be sure to **Sign Out**

### Labor Redistribution Decision Checklist

1. What change is needed to labor distribution?
  - a. Account Code: STOP! Account codes cannot be changed.
  - b. Indices: Go to Step 2
2. Which Earn Codes are being affected by the change?
  - i. Refer to Appendix A & B of User Manual for earn codes which can/cannot be redistributed.
  - ii. If on the allowable list, go to step 3.
3. What is the effective date of the change?
  - a. Within current payroll period?
    - i. Wait until payroll closes and then process Labor Redistribution Form
  - b. More than 90 days past payroll event?
    - i. Provide justification for change and delay in processing the change in the comments
    - ii. Labor Redistribution Form will route to Controller for approval
  - c. Future date?
    - i. No Labor Redistribution Form needed; prepare and submit Labor Personnel Action Form (LPAF)
4. Is the disposition code on the pay event “70, Complete”?
  - a. If yes, ok to redistribute
  - b. If no, event cannot be redistributed

**Note:** For assistance, contact your Fiscal Monitor