

DATE: June 18, 2018  
TO: Banner Finance Users  
FROM: Sponsored Projects Accounting  
SUBJECT: Electronic Labor Redistribution (ELR) Deadline

**ACTION REQUIRED: For review and information**

To ensure posting of Electronic Labor Redistributions (ELR's) for FY2018, please *initiate* all ELR's no later than **June 22<sup>nd</sup>**. Initiating the ELR in a timely manner will allow time for coordination and review by all approvers for completion by **noon on June 29<sup>th</sup>**. This will require that you monitor your ELR submissions closely to ensure all required approvals are obtained, working with approvers listed on the ELR queue as necessary. To comply with the allowability and allocability requirements of the Uniform Guidance, cost transfers should be done within 90 days of the original charge. Refer to Appendix D of the [ELR Initiator Manual](#) for further information on the status of approval level sequences.

If you should have any questions please feel free to contact SPA at [spa\\_sysadmin@nmsu.edu](mailto:spa_sysadmin@nmsu.edu).