



## Banner Self-Service Labor Redistribution FYI Acknowledgment

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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. FYI participants should follow steps listed below to acknowledge labor redistribution within one week.

### Logon 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. A list of transactions awaiting acknowledgement will be displayed. If not click on the **Approvals** link.
9. Select desired transaction and click on the **Open** button or **Double Click** to open the transaction.
10. Review Current and Updated distributions.
11. 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.
12. Click on **Acknowledge**.
13. To add a comment, click on **Comments** located on the left hand navigation menu. This is optional.
14. To close transaction click the **Close** button.
15. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

### Remember....

- Be sure to close transaction by clicking on **Close** button.
- Be sure to **Sign Out** when finished