Banner Self-Service
Electronic Labor Redistribution (ELR)
FYI Acknowledgment

Process:

1. Open a web browser and launch my.NMSU.edu.
2. Enter your NMSU user name and password to logon.
3. Click on the Employee tab to view Banner Self Service.
4. In the Banner Self Service section, select the Employee link.
5. Select the Labor Redistribution link.
6. Close the Advanced Search fields.
7. Select the Approvals tab.
8. Double click the desired labor transaction line to open it
   (or select the line of information, then click the Open button).
10. Verify answers to questions in the Comments section, Reference D)
11. Multiple Pay Periods and Earn Codes may exist. Review each by
    clicking ‘Pay Period & Earn Codes” on the right sidebar.
    • If multiple shifts exist, they will be listed in the sidebar also.
      Select and review each shift in the Main Window pane.
12. Only click the Acknowledge button if all information is correct.
    • Click the ‘Return for Correction’ button to send the ELR back
      to the initiator so they can correct it.
13. To add a comment (optional), click on Comments tab.
14. Click the Close icon [X] to close the redistribution.
15. Remember to Sign out of the ELR system.

Remember….  

A) All Principal investigators are automatically FYI participants anytime an Electronic Labor Redistribution is initiated on their award.

B) 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.

C) If a transaction is not acknowledged within one week from the initial email, the system will automatically acknowledge on your behalf.

D) Verify that the Comments section of the ELR contains answers to questions 1 and 2 if the transfer is within 90 days of the pay date; all 4 questions should be answered if the transfer is over 90 days from the pay date.

Q1) Explain why the expense was originally charged to the index from which it is now being transferred.

Q2) Explain why the charge should be transferred to the proposed receiving index.

Over 90 days Q3) Explain why the cost transfer being requested is more than 90 days after the initial pay date of the original transaction.

Over 90 days Q4) Explain what action will be taken to avoid the JV’s from being over 90 days in the future.

• Click the ‘Return for Correction’ button if the Initiator is missing required answers or if the answers are incorrect.

Refer to the ELR Initiator Manual for ELR guidelines.

Note: For assistance, contact your Fiscal Monitor