



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).
9. Review **Current Distributions** and **Updated Distributions**.
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