



**Banner Self-Service
Electronic Labor Redistribution (ELR)
Initiators Quick Reference Guide**

Electronic Labor Redistribution (ELR) 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. Enter your search criteria into the **Advanced Search** fields then select the **Go** button.
7. Double click the labor transaction line that matches your search criteria to open it (or select the line, then click the **Open** button).
8. **Create** the Electronic Labor Distribution within the guidelines of the ELR Initiator Manual.
9. Select the **OK Changes** button to review your redistribution.
10. Click the **Save** button before adding the comments.
11. Answer the required questions in the **Comments** section. Reference **E)**→
12. Click the **Add Comment** button to add the comment(s) to the ELR.
13. **Submit** button to route the redistribution for approval.
14. Click the Close icon [**X**] to close the redistribution.
15. Remember to **Sign out** of the ELR system.

System Tips: *NEW* Do not erase 'zeroed out' lines

- **Save** before adding comments
- **Submit** before viewing routing queue
- Be sure to **Close** the transaction
- Be sure to **Sign Out** of the system

Electronic Labor Redistribution Decision Checklist:

- A) What is the effective date of the change?
 - Future dated change?
 - No ELR needed; prepare and submit a Labor Personnel Action Form (LPAF) to HR at NMSU.
 - Date is within current pay period?
 - Wait until payroll posts and then process the ELR
- B) Does the disposition code reflect “70, Complete”?
 - If yes, it is ok to redistribute the transaction
 - If no, this transaction cannot be redistributed
- C) What change is needed to redistribute the labor?
 - Verify all indices and funds
 - Account Code: STOP! Account codes cannot be changed.
- D) Which earn codes are being affected by the change?
 - Refer to Appendix A & B of the ELR Initiator Manual for earn codes that can/cannot be redistributed.
- E) In the **Comments** section of the ELR, answer questions 1 and 2 if the transfer is within 90 days of the pay date; answer all 4 questions 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.

{ELRs over 90 days will route to the Controller for approval}

Note: For assistance, contact your Fiscal Monitor