



**Banner Self-Service
Electronic Labor Redistribution (ELR)
Process for acting as a Proxy**

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. Click on the **Proxy or Superuser** link.
8. In the **Act as Proxy For** section, select name of individual that you are a Proxy for from the drop down list provided.
9. Click the **Save** button.
10. Select the **Approvals** tab.
11. Double click the desired labor transaction line to open it (or select the line, then click the **Open** button).
12. Review **Current Distributions** and **Updated Distributions**.
13. Verify answers to questions in the **Comments section**, Reference →
14. 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.
15. Only click the **Approve** button if all information is correct.
 - To send the ELR back to the initiator, click the **‘Return for Correction’** button and provide a comment for clarification.
16. To add a comment (optional), click on **Comments** tab.
17. Click the Close icon [X] to close the redistribution.
18. Remember to **Sign out** of the ELR system.

Earn Codes that cannot be redistributed on an Electronic Labor Redistribution:

Earn Code	Description	Earn Code	Description
ALP	Annual Leave Pay Out	MV2	Non-Taxable Moving Reimb.
BSK	Basketball Discount – Taxable	NCA	Non-Cash Allowance – Taxable
CAR	Univ Furnished Car – Taxable	NPD	Student Per Diem
DFP	Deferred Pay Out	PHC	Picacho Hills CC Membership
DOC	Docked Pay	REC	Pay Recovery
FTB	Football Discount – Taxable	RGZ	No Pay
GLF	Golf Membership Disc- Taxable	RST	Pay Recovery – Student
IND	Insurance – Dental DP	SLP	Sick Leave Pay Out
INH	Insurance – Health DP	TP2	Tips – Taxable Report-Only
LNP	Leave Without Pay	TP4	Tips – Students Report only
LWB	Leave Without Pay w/Benefits	TPD	Taxable One-Pay Per Diem
MOV	Moving Reimb. – Taxable	TUI	Tuition Waiver - Taxable

Refer to the ELR Approver Manual for more information.

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.

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

Note: For assistance, contact your Fiscal Monitor.