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:

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Description</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALF</td>
<td>Annual Leave Pay Out</td>
<td>MV2</td>
<td>Non-Taxable Moving Reimb.</td>
</tr>
<tr>
<td>BSK</td>
<td>Basketball Discount</td>
<td>NCA</td>
<td>Non-Cash Allowance - Taxable</td>
</tr>
<tr>
<td>CAR</td>
<td>Univ Furnished Car -</td>
<td>NPD</td>
<td>Student Per Diem</td>
</tr>
<tr>
<td>DFF</td>
<td>Deferred Pay Out</td>
<td>PCH</td>
<td>Picacho Hills CC Membership</td>
</tr>
<tr>
<td>DOC</td>
<td>Docked Pay</td>
<td>REC</td>
<td>Pay Recovery</td>
</tr>
<tr>
<td>FTE</td>
<td>Football Discount</td>
<td>RGZ</td>
<td>No Pay</td>
</tr>
<tr>
<td>GLF</td>
<td>Golf Membership Disc.</td>
<td>RST</td>
<td>Pay Recovery - Student</td>
</tr>
<tr>
<td>IND</td>
<td>Insurance - Dental DP</td>
<td>SLP</td>
<td>Sick Leave Pay Out</td>
</tr>
<tr>
<td>INH</td>
<td>Insurance - Health DP</td>
<td>TP2</td>
<td>Tips - Taxable Report-Only</td>
</tr>
<tr>
<td>LNP</td>
<td>Leave Without Pay</td>
<td>TP4</td>
<td>Tips - Students Report only</td>
</tr>
<tr>
<td>LWB</td>
<td>Leave Without Pay w/Benefits</td>
<td>TPD</td>
<td>Taxable One-Pay Per Diem</td>
</tr>
<tr>
<td>MOV</td>
<td>Moving Reimb. - Taxable</td>
<td>TUT</td>
<td>Tuition Waiver - Taxable</td>
</tr>
</tbody>
</table>

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.