

Labor Redistribution Approvals

Purpose

This explains how to approve a Labor Redistribution in your queue.

Process

1. Go to [Banner Access](#) and login using your A# and password.
2. Navigate to the **Finance** tab and select **Labor Redistributions** from the options below.

Welcome to Self-Service Banner

All Users | Students | Financial Aid | Employees | **Finance**

Finance

- Finance Queries**
Create, view and share budget availability, encumbrance and payroll queries.
- My Journals**
Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**
Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- Labor Redistributions**
Redistribute the labor costs for the institution.

3. This will open a new tab in your browser. The default screen that opens in the Person Search section to start a redistribution. Close out the search box and select Approvals in the top left area.

Employee Dashboard • Labor Redistribution • Person Search

Person Search Proxy Super User Advanced Search

Advanced Search

ID: Enter ID x

Last Name: Enter Last Name x

First Name: Enter First Name x

PayID: Enter Pay ID

From Pay Year: Enter From Pay Year

From Pay Number: Enter From Pay Number

To Pay Year: Enter To Pay Year

To Pay Number: Enter To Pay Number

Disposition: Select a Disposition

Clear Close Go

[Employee Dashboard](#) • [Labor Redistribution](#)

Approvals

Person Search **Approvals**

4. Any approvals in your queue will show up below in a table format.
 - a. To open an individual approval line, you can either double click on that line or single click the line and then click on Open about the Approvals table.

Select Batch
Unselect Batch
Open

Redistribution Approvals

Select	Batch ID ^	
		Katherine Markman

- b. If there are approvals done as a batch: you can sort by batch ID, check one of the boxes, click on the button Select Batch which will select the remaining batches with the same ID, and click open. Batches allow you to approve multiple pay periods in one go.

Select Batch
Unselect Batch
Open

Redistribution Approvals

Select	Batch ID v	
<input checked="" type="checkbox"/>	7572	Jennifer Morgan
<input checked="" type="checkbox"/>	7572	Jennifer Morgan
<input checked="" type="checkbox"/>	7572	Jennifer Morgan
<input checked="" type="checkbox"/>	7572	Jennifer Morgan

- Once you open an approval, it will take you to another screen that will show you the employee's current distribution or pay allocation between accounts and the updated distributions or new pay allocation.

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	A50308	101164	E39959	615300	3030		12.20	8.17%	\$523.85
U	A51826	131543	E41434	615300	3030		25.13	16.83%	\$1,079.11
U	A54348	133184	E43922	615300	3030		29.87	20.00%	\$1,282.37
U	A53222	132613	E42821	615300	3030		14.93	10.00%	\$641.18
U	A50103	130498	E39755	615300	3030		67.20	45.00%	\$2,885.32

Updated Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	A50308	101164	E39959	615300	3030		12.20	8.17%	\$523.85
U	A51826	131543	E41434	615300	3030		25.13	16.83%	\$1,079.11
U	A55805	134371	E45350	615300	3030		29.87	20.00%	\$1,282.37
U	A53222	132613	E42821	615300	3030		14.93	10.00%	\$641.18
U	A50103	130498	E39755	615300	3030		67.20	45.00%	\$2,885.32

- Review the changes in the updated distributions to make sure they are okay to go through. You may need to review multiple pay shifts to find what is being updated. You can find the pay shifts on the right. Click on the shift that you want to review and the current and updated distribution tables will update accordingly.

Pay Periods & Earn Codes ^

2022 SA 9, Sequence 2 v

999810 - 00, Regular Shift 1 Effective 08/01/2022

999810 - 00, Vacation Shift 1 Effective 08/01/2022

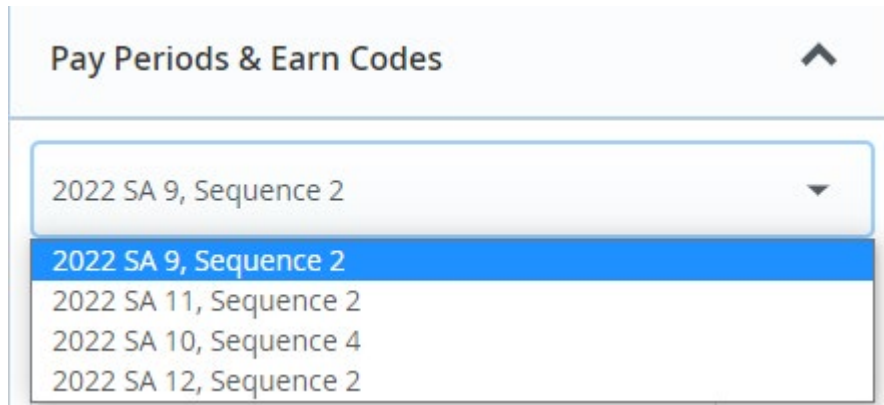
Z_COMM - 00, Com Allo Shift 1 Effective 08/01/2022

- Review the comments left by the individual who submitted the labor redistribution. You can find the Comments tab above the current distributions table.

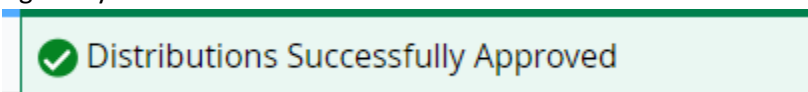
Redistribution
Comments
Routing Queue

Current Distributions

8. If you are reviewing a batch approval instead of a single approval, please review each pay period involved in the batch. You select which pay period to review from the drop down on the right side of the screen.



9. After reviewing the comments, return to the Redistributions tab. Scroll to the bottom to see the two buttons Return for Correction and Approve
 - a. If everything is in order after your review, click Approve (a batch will say Approve or Acknowledge all).
 - b. If a correction needs to be made, click on Return for Correction. A comment box will pop up and you may leave the reason you are returning the Labor Redistribution. After you enter your comment, click on Confirm in the bottom right of the comment box.
 - i. If you are going to return a redistribution, contact the individual who submitted it so they know it is coming back to them. This is helpful for them as the system only sends out one notification a day about returned redistributions which can be missed. You can find who submitted a redistribution on the right side in the Redistributions Details section. The submitter is called an Originator in this section.
10. After you approve or return a labor redistribution, you will get a notification about it in the top right of your screen.



11. Scroll to the top of the screen and there will be an X just below the notification. This will return you to your approval queue list where you can select a new approval to review.