

Some caveats about the batching process regardless of whether you use PHAREDS or SSB.

1. The Change All function tends to update one Jobs ID at a time. You'll need to repeat the steps if this happens.
2. The Change All function updates all pay periods affected to the same allocation you entered. If you need to have a different allocation per pay period, then you will not be able to do a batch.

Batching in PHAREDS.

Step 1: Pull up all the pay periods you need to change and select any period for the Jobs ID you need to adjust.

Earnings History and Labor Distribution						
Earnings History and Labor Distribution		Edit Labor Distribution	Search and Replace	Comments		
EARNINGS HISTORY						
Status	Effort Certification Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date
	<input type="checkbox"/>	2021	10	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	10	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	10	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	11	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	11	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	11	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	12	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	12	0	997490-00	08/01/2021
	<input type="checkbox"/>	2021	12	0	997490-00	08/01/2021

Step 2: Go to Edit Labor Distribution. Update the posting date if you need to. Before you begin making changes to accounts, make sure you check the Change All box. Then make the changes you need to and save. You should get a notification that multiple lines were changed.

Earnings History and Labor Distribution		Edit Labor Distribution
EDIT LABOR DISTRIBUTION		
Posting Date	05/26/2022	
Status		
Year	2021	
Payroll Number	10	
Sequence Number	0	
OLD EARNINGS LABOR DISTRIBUTIONS		
Hours	Percent	Amount
165.33	100.00	4,453.50
165.33	100.00	4,453.50
NEW EARNINGS LABOR DISTRIBUTIONS		
<input checked="" type="checkbox"/> Change All		
Hours	Percent	Amount
165.33	100.00	4,453.50
165.33	100.00	4,453.50

Transaction completed - 9 sets of labor distributions marked as changed.

Back on the Earning History Tab, you should see in the Status column an X on every line that was changed.

Earnings History and Labor Distribution		Edit Labor Distribution	Search and Replace	Comments
EARNINGS HISTORY				
Status	Effort Certification Locked	Year	Payroll Number	S
X	<input type="checkbox"/>	2021	10	
X	<input type="checkbox"/>	2021	10	
X	<input type="checkbox"/>	2021	10	
X	<input type="checkbox"/>	2021	11	
X	<input type="checkbox"/>	2021	11	
X	<input type="checkbox"/>	2021	11	
X	<input type="checkbox"/>	2021	12	
X	<input type="checkbox"/>	2021	12	
X	<input type="checkbox"/>	2021	12	

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Step 3: Proceed to submit the labor redistribution as normal at this point.

Batching in SSB.

Step 1: Select all pay periods you need to change and click on open.

Additional Criteria Find Replace **Open**

Person Search Results


Select	Batch ID		ID	Pay Year	Pay ID	Pay Number
<input checked="" type="checkbox"/>		Michael Ballif	A00367920	2021	SA	10
<input checked="" type="checkbox"/>		Michael Ballif	A00367920	2021	SA	11
<input checked="" type="checkbox"/>		Michael Ballif	A00367920	2021	SA	12


Step 2: Click on the pencil to open up the Update Distributions popup. Update the posting date if needed. Check the Change All box before you make any edits.

Update Distributions

COA U	Posting Date 05/26/2022	<input checked="" type="checkbox"/> Change All
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Step 3: After you make the edits to the labor redistribution, click on Ok Changes. When you look at the Pay Periods and Earn Codes Section, you should see an X by each shift that was updated.

Pay Periods & Earn Codes 

2021 SA 10, Sequence 0 

X, 997490 - 00, Regular Shift 1 Effective 08/01/2021
X, 997490 - 00, Vacation Shift 1 Effective 08/01/2021
X, 997490 - 00, VacPrior Shift 1 Effective 08/01/2021

2021 SA 11, Sequence 0

X, 997490 - 00, Regular Shift 1 Effective 08/01/2021
X, 997490 - 00, Vacation Shift 1 Effective 08/01/2021
X, 997490 - 00, VacPrior Shift 1 Effective 08/01/2021

2021 SA 12, Sequence 0

X, 997490 - 00, Regular Shift 1 Effective 08/01/2021
X, 997490 - 00, SickPrio Shift 1 Effective 08/01/2021
X, 997490 - 00, Vacation Shift 1 Effective 08/01/2021

Step 4: Proceed to submit the labor redistribution as normal at this point.