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Labor Redistribution (LRD) User Guide

Purpose

In the Banner Payroll system, Labor is defined as the FOAP that will be or has been charged for an employee’s payroll cost. The purpose of a labor redistribution is to change the FOAP for pay periods that have already been paid and posted to the ledgers. It cannot be used to change an employee’s FTE, salary, or title. It also cannot be used to change an employee’s labor for future payrolls. The updated online system replaces the Labor Redistribution Form and the older system.

There are many reasons why a labor redistribution may need to be processed. Here are a few examples:

- When reviewing the payroll history for your department, you notice that an employee has been paid from an incorrect funding source.
- Your department has received a new grant fund number but the payroll has already processed for employees that should be paid from the new grant.
- During the effort certification process, you realize that an employee has not been paid according to the effort worked on a grant.
- During the fiscal year the department experiences funding issues requiring that an employee’s pay be moved to an alternate funding source.

Information Needed Before Processing an LRD

- **Employee’s R-ID number**
  There are several reports that will assist you in finding the employee’s R-ID number. The Budget Office suggests this report:
  - Human Resources>Department Users>Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report

- **Pay Year, Pay ID, Pay Number, Sequence**
  These items are critical to ensure that the correct payroll will be redistributed. The Labor Redistribution System will present you with a list of all payrolls that have occurred for an employee. In order to choose the correct payroll, you will need to know which pay year, pay ID, pay number and sequence to be redistributed.

  The Pay Year in the Labor Redistribution System is the calendar year in which the payroll occurred. This does not always correspond to a fiscal year. Example:
  - To redistribute a MN payroll that occurred in fiscal year 21 for November 1-30, you would choose pay year 2020 and pay number MN12.
To redistribute a SM payroll that occurred in fiscal year 21 for March 1-15, you would choose pay year 2021 and pay number SM06.

See Appendix B for examples of full payroll calendars.

- **Position Number, Position Suffix, Earn Code**
  An employee is paid from multiple earn codes and some employees are paid from multiple position numbers or position suffixes. The labor redistribution will present you with all position numbers, position suffixes and earn codes that an employee has been paid on. You will need to choose which one needs to be redistributed. The Report mentioned before should also have this information:
  - Human Resources>Departmental Users> Payroll Reports>RPT_PAYDIST_002 – Payroll Distribution Report
  - See Appendix A for a definition of earn codes that you may see in the Labor Redistribution System.

- **Labor Redistribution FOAP or Updated Distribution FOAP**
  There are a variety of Finance and Budget Cognos reports containing FOAP information and available balances in each FOAP. Funding should be in place before an LRD is submitted. Below is a list of three reports that provide this information:
  - HSC El Paso Finance>Finances Relative to Budget >Budget Account Code Summary report
  - Budget>Budget Financial Reports>RPT_BAVL_005 – Available Balance by Organization (BAVL)
  - Budget>Budget Financial Reports>RPT_OPAL_005 – Operating Ledger

- **Percentage or Amount to be paid from each FOAP**
  The Labor Redistribution System has the ability to redistribute based on percentage dollar amount, or hours to be paid from each FOAP. If percentage is used, please be aware that the system will only allow up to 2 decimal places.

- **Justification as to the reason for the Labor Redistribution**
  The comment section of the Labor Redistribution System will be used to enter the justification as to the reason for the redistribution. **All labor redistributions will be required to have an adequate justification.** Please see the Comments/Justification section of this document for questions that must be answered. Appendix C contains examples of what constitutes adequate justification.
Tips for Using the System

- Do not use the BACK button from the browser. Data may not save.
- Follow the steps listed in this manual. The Budget Office has tested the system and developed these steps to make using the system as easy as possible.
- Please sign out of the system when you finish your work rather than use the ‘X’ on the browser. This will ensure that you do not lock an employee’s record.

Getting Started

Security

Employees who are granted access as an ePAF Originator are automatically granted access to the Labor Redistribution System. If you unable to perform a search within the Labor Redistribution System you will need to contact the Organization Manager for your department.

The Organization Manager will need to use the TEAM application and grant security to the HR Security Role titled “Electronic Personnel Action Form (ePAF) Originator”. A video tutorial titled “TeamApp: Granting Security for an ePAF Approver” gives detailed instructions on how to grant ePAF approver security but you will just select originator instead of approver. This video can be found at: [https://www.depts.ttu.edu/dmfr/resources/video-tutorials.php](https://www.depts.ttu.edu/dmfr/resources/video-tutorials.php)

How to Access the New online Labor Redistribution System

Webraider Portal

From the Webraider portal click on the HSC Finance El Paso page. Within the Budget section click on the link titled Labor Redistribution.
Employee Dashboard

This link will take you to your Employee Dashboard. Click the "HSC Labor Redistribution" link. This is the same Employee Dashboard that you can get to from the Employee Page.
Step by Step to Complete a Labor Redistribution

Step 1: Search for an Employee

Upon opening the LRD System, the “Advance Search” box is automatically opened. To search an employee, input the R number in the field marked “ID” (highlighted below) and select go.

The system will display all payrolls related to an employee, starting with the earliest and listing all the results and pages at the bottom.

NOTE: Sorting is per page and not for all the results.
Column Heading Definitions

- **Name** – First Name Middle initial Last Name
- **ID** – Employee R #
- **Pay Year** – Calendar year that the pay occurred in
- **Pay ID**
  - MN – Monthly payroll for exempt employees
  - SM – Semi-monthly payroll for non-exempt employees
- **Pay Number**
  - Sequential payroll number for the pay year and pay ID.
  - Corresponds to a payroll pay period
  - By using the mouse to hover over the pay number, the system will display the pay period in which the payroll occurred (this feature works in Google Chrome, but not Internet Explorer).
- **Sequence** – sequential number used to track changes to a payroll
  - Sequence 0 is always the original payroll
  - A sequence other than 0 indicates that the payroll has been adjusted through Payroll or has already been redistributed
- **Disposition** – steps that occur during a payroll process
  - 47, Pre-Balance Update – Indicates that a labor redistribution has been entered and saved but not submitted or that the labor redistribution has been returned. A labor redistribution must be submitted to begin the approval process.
  - 48, Pre-Approve Update – The labor redistribution has been submitted and is waiting on approval from the Budget Office.
  - 60, Finance Extract – The labor redistribution has been approved by the Budget Office and will post during the night.
  - 70, Complete – The payroll is complete and a new labor redistribution can be processed on this payroll.

<table>
<thead>
<tr>
<th>Pay ID</th>
<th>Pay Number</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM</td>
<td>October 1, 2020 - October 15, 2020</td>
<td>4</td>
</tr>
<tr>
<td>SM</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>SM</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>SM</td>
<td>17</td>
<td>0</td>
</tr>
</tbody>
</table>
Step 2: Select the Payroll to Redistribute

You have two options to select a payroll to redistribute:

1) Double click on the line that contains the pay year, pay ID and pay number you would like to redistribute.

2) Select the box that you would like to redistribute – the line will be highlighted. Then click the ‘Open’ button at the top of the window.

Step 3: Choose the Position, Suffix and Earnings Record to Redistribute

The panel on the right side of the system will display all positions, suffixes and earnings records associated with the employee for the payroll chosen. Click on the position, suffix and earnings record that you would like to redistribute. This will highlight the record.
The Current Distributions section of the screen displayed is based on the highlighted position, position suffix and earn code record.

**Step 4: Change the Labor Distribution**

To make a change to the Current Distribution, click on the pencil icon.

This will open up a new window titled “Update Distributions”.
The Update Distributions screen is where the actual labor redistribution is entered. From this screen you will have the ability to:

- edit the existing funding line for a specific earn code
- add a new line of funding for a specific earn code
- delete a line of funding for a specific earn code

Here are brief definitions of each updatable field:

- **Posting Date** – date the labor redistribution will post to the Finance system after Budget’s approval.
- **Change All** – Leave this box unchecked unless you are performing an advanced labor redistribution. See Appendix D of this guide titled "Advanced Labor Redistributions" for more information on using this feature.
- **Index** – not used at TTUHSC.
- **Fund** – Fund Code the labor should be posted to.
- **Organization** – Organization code the labor should be posted to.
- **Account** - **Do not change this field.** Account code is not a FOAP element that should be changed on a labor redistribution. This 6-digit account code rolls up to a 4-digit budget account code, this should not change.
- **Program** – Program code the labor should be posted to.
- **Hours** – Hours allocated to this FOAP. It is not necessary to input anything into this field. It will automatically calculate based on changes to the Percent or Amount.
- **Percent** – Percentage the employee should be paid from this FOAP. A change to the percentage will automatically update the hours and amount field.
- **Amount** – Amount the employee should be paid from this FOAP. A change to the amount will automatically update the hours and percentage field.
- **Activity, Location, Project, Cost** – not used at TTUHSC. Please do not input anything into these fields.
TIPS for Using the “Update Distributions” Screen

- You can either enter the fund number or search the title of the fund/orgn in the same text box.

- Tab/Enter key strokes are not functional for the FOAP fields in the Internet Explorer browser.
- Tab/Enter keys should be used between the Hours, Percent, and Amount fields to recalculate amounts based on changes.

Delete a Labor Distribution

To delete a labor distribution from an employee’s pay, the delete button can be used. This button is located to the right of each labor distribution line. Clicking this button will completely erase the line of funding.
Edit an Existing Line

To update an existing funding line, click on the down arrow icon. This will open up the screen allowing changes to be made.

Make a change by simply inputting the new fund, organization, program, percent or amount that should, then tab to the next field for the system to perform the calculations.

Add a New Labor Distribution Line

Click on the button to add a new funding source for the labor redistribution.

This will open up and add new line for data entry.
• Input the new Fund, Organization, and Program Code
• Copy the Account code from the previous line
• Input Hours, Percent, or Amount to be paid from this FOAP

  o If the “Updated” totals are not matching the “Current Summary”, click Round, if not, there is an error that will appear:

  ![Error Message]

  **Total new labor distribution amount must equal total old earn amount; Correct the amount or press ROUND.**

• When all changes have been inputted, click ‘Ok Changes’
OK Changes

After all data entry changes are made and the Updated totals and Current summary totals are matching, you are ready to save the changes for this earn code. Click the OK button in the bottom right corner of the Update Distributions screen, then you will be taken back to the main distributions page with a message that the changes updated successfully.

From here you can view both the Current Distributions and the Updated Distributions for the highlighted Earn Code.

Repeat the process for each earn code that should be redistributed.

Step 5: Verification

The next step is to verify that the labor redistribution changes are accurate for each earn code. Here is a list of things that should be checked.

- Verify the Fund, Organization and Program codes. Common mistakes are inverting numbers on the fund and organization codes.
• Ensure that if the employee is faculty and their regular salary is being redistributed, then the MPIPINS (MIN) earn code is also updated with the same change.

• Ensure that the correct pay year, pay ID, pay number and earn code is being redistributed. Use the ‘Pay Periods & Earn Codes’ panel on the right side of the screen.

• Earn Codes that have been updated will reflect an X before the position #.

• Compare the Current to Updated distributions by each highlighted earn code.
  
  o To view another, earn code, click the one you wish to view in the “Pay Periods & Earn Codes” panel on the right side of the screen.
Delete Updates

At this point, before saving, if you decide that these changes should not be made, or if you see a mistake and want to start this labor redistribution over, click the button. This will remove the labor redistribution record shown.

**Step 6: SAVE**

After the verification process, the labor redistribution is ready to be saved.

To save the labor redistribution click the button at the bottom of the screen. Clicking the save button will change the Payroll Disposition to 47. This is a way to visually see the labor redistribution flow through the payroll process. Disposition 47 means that the LRD changes have been saved to the database and the X will change to a P on all updated earn codes. See the Pay Periods & Earn Codes and Redistribution Details panel on the right side of the page.
Step 7: Adding Justification

This step must be completed. Labor redistributions with no Justification will be returned to the department.

Every labor redistribution must include adequate justification explaining why the labor redistribution is being submitted. The justification must answer these 3 questions:

1) Why was this payment not charged to the correct labor distribution?
2) What justifies redistributing this payment to the new labor distribution? Include the percent of effort on the fund being redistributed to and the time period as well.
3) What is being done to prevent this from occurring in the future?

If a Labor Redistribution is submitted past the deadline, please answer the following additional question:

4) Why is this labor redistribution submitted past the deadline?

See Appendix C for examples of an adequate justification.

Entering a Justification

Justifications will be entered as a comment to the labor redistribution. Comments are accessed by clicking on the comments link on the left side of the screen.

The comment section will display any comments previously made and a blank fillable comment box. Input your comment in the text box. Click the button to save the comment.

Please be sure to input a Justification for each separated pay period and position being redistributed and submitted.
Erase

After saving the LRD record, you still have the option to start over if an error is found, or if the transaction has been returned due to some error. Click on the **Erase** button, and the Labor Change and all comments will be erased. The LRD will go from disposition 47 back to disposition 70 and now available for changes.

Step 8: Submit

To submit the change of labor request, return to the main labor redistribution screen, click on the ‘Initiator’ link.

Click the “Initiator” link to return to the main page
From the main page you will submit the labor redistribution by clicking on the **Submit** button. This will change the Payroll Disposition to 48 – which means labor redistribution document has been submitted for approval.

![Redistribution Details]

**Step 9: Close the Labor Redistribution for this Employee**

In order to not lock this employee’s record, it is important to close out the record before leaving the system or inputting a labor redistribution for another employee.

To close this labor redistribution record, click the **Close** button at the top of the page.

![Close button]

This returns you to the list of payrolls for the employee. You may redistribute another payroll for this employee by repeating Steps 2 – 8. Otherwise click on “Advance Search” to begin a new search for a new employee.
**Step 10: Sign out of the system**

Once you have finished working in the Labor Redistribution System, click on the sign out icon at the top right of the page then you will have the option to select, **Sign Out**. It is important to Sign Out of the system rather than just close the browser. Closing the browser may cause the employee record you have just accessed to be locked.

**What Happens Next?**

After the labor redistribution has been submitted, the document will come to the Budget Office for review and approval. The Budget Office will check the following information:

1) Is there adequate funding for this labor redistribution?
2) Is the labor redistribution for the current fiscal year? (If not, other approvals may be necessary)
3) Is there adequate justification?
4) Is the FOAP valid and is the labor allowable on the FOAP?
5) Ensure the account code has not been changed.

The Budget Office will either Approve the Labor Redistribution or Return it for Correction. Once the labor redistribution is approved it will post that evening to the Finance and Human Resources systems.

If the Budget Office approves the labor redistribution via our interface designed by the IS Department the originator and Fund Managers should receive an email that it has been processed. If the Budget Office approves it within the Labor Redistribution System itself, there are NO automated emails notifying you that a labor redistribution has been approved. The originator has the ability to view the labor redistribution record and see that the disposition has changed to 60 (Finance Extract), or 70 (Complete). You can also view the *RPT_PAYDIST_002 – Payroll Distribution Report* to confirm that the redistribution was processed.

**NOTE:** There was a new report created to verify labor redistributions located here:

*Team Content > Human Resources > Departmental Users > Payroll Reports > RPT_PAYDIST_004 – Labor Redistribution History Report*
## Appendix A: Earnings Code Definition

<table>
<thead>
<tr>
<th>Code</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCOMP</td>
<td>ADC</td>
<td>Additional compensation pay</td>
</tr>
<tr>
<td>AWARD</td>
<td>AWD</td>
<td>Awards</td>
</tr>
<tr>
<td>CAR</td>
<td>CAR</td>
<td>Car allowance</td>
</tr>
<tr>
<td>CLOTHING</td>
<td>CLO</td>
<td>Clothing allowance</td>
</tr>
<tr>
<td>DOCKPAY</td>
<td>DOC</td>
<td>Dock pay</td>
</tr>
<tr>
<td>EMERG</td>
<td>EMG</td>
<td>Emergency Pay</td>
</tr>
<tr>
<td>ENDPREFS</td>
<td>EPR</td>
<td>Endowed Professor</td>
</tr>
<tr>
<td>FLDTRNG</td>
<td>FTO</td>
<td>Officer Training Pay (Police only)</td>
</tr>
<tr>
<td>FONCALL</td>
<td>FOC</td>
<td>Faculty on Call Pay</td>
</tr>
<tr>
<td>HAZ</td>
<td>HAZ</td>
<td>Hazardous Duty</td>
</tr>
<tr>
<td>HAZLNGNO</td>
<td>HLN</td>
<td>Not eligible for longevity pay</td>
</tr>
<tr>
<td>HAZLONG</td>
<td>HLD</td>
<td>Hazard or Longevity Eligible</td>
</tr>
<tr>
<td>HOLCOMP</td>
<td>HCP</td>
<td>HSC holiday compensation pay</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td>HOL</td>
<td>Holiday pay</td>
</tr>
<tr>
<td>JURYDUTY</td>
<td>JDY</td>
<td>Jury duty</td>
</tr>
<tr>
<td>LNGEVITY</td>
<td>LNG</td>
<td>Longevity pay</td>
</tr>
<tr>
<td>LUMP SUM</td>
<td>LSP</td>
<td>Lump Sum Pay</td>
</tr>
<tr>
<td>LWOP</td>
<td>LWP</td>
<td>Leave without pay</td>
</tr>
<tr>
<td>LWPFB</td>
<td>LWB</td>
<td>Leave without pay, with benefit</td>
</tr>
<tr>
<td>MOVING</td>
<td>MOV</td>
<td>Moving expense</td>
</tr>
<tr>
<td>MISC</td>
<td>MSC</td>
<td>Miscellaneous (fringes associated to a non-cash benefit or item)</td>
</tr>
<tr>
<td>MPIPINS</td>
<td>MIN</td>
<td>MPIP Insurance pay (non-cash pay: A labor redistribution will move associated fringes)</td>
</tr>
<tr>
<td>NLPOTPCA</td>
<td>NLP</td>
<td>Non-Pay Longevity for overtime calculations</td>
</tr>
<tr>
<td>NTTuitio</td>
<td>NTP</td>
<td>Nontaxable tuition pay</td>
</tr>
<tr>
<td>OTXBNFT</td>
<td>OTB</td>
<td>Other taxable benefit</td>
</tr>
<tr>
<td>OVERTIME</td>
<td>OTP</td>
<td>Overtime Pay</td>
</tr>
<tr>
<td>PAYBKADJ</td>
<td>PBA</td>
<td>Payback adjustment</td>
</tr>
<tr>
<td>REGHRLY</td>
<td>RGH</td>
<td>Regular hourly-non-exempt pay</td>
</tr>
<tr>
<td>REGSLRY</td>
<td>RGS</td>
<td>Regular salary-exempt pay</td>
</tr>
<tr>
<td>SALSUPRG</td>
<td>SSR</td>
<td>Salary Supplement Regular pay or Stipend pay.</td>
</tr>
<tr>
<td>SICK</td>
<td>SCK</td>
<td>Sick leave pay</td>
</tr>
<tr>
<td>SICKPOOL</td>
<td>SLP</td>
<td>Sick leave pool</td>
</tr>
<tr>
<td>SPAUG</td>
<td>SPA</td>
<td>Special Augmentation</td>
</tr>
<tr>
<td>SUPRETCP</td>
<td>SRC</td>
<td>Supplemental Retirement Compensation</td>
</tr>
<tr>
<td>VACATION</td>
<td>VAC</td>
<td>Vacation pay</td>
</tr>
<tr>
<td>WGETFIT</td>
<td>WEF</td>
<td>Wellness Get Fit</td>
</tr>
</tbody>
</table>
## Appendix B: Payroll Calendar Example

<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAY PERIOD</th>
<th>PAY ID</th>
<th>PAY NUMBER</th>
<th>Final ePAF/New Employee Packet to HR Note 1</th>
<th>Final Departmental Approval for WEB TIME ENTRY/Gateway CUTOFF 6:00 PM (CENTRAL)</th>
<th>Final EXEMPT LEAVE REPORT CUTOFF 11:59 PM (CENTRAL)</th>
<th>STANDARD WORKING HOURS FOR PAY PERIOD</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2019</td>
<td>12/16 - 12/31</td>
<td>SEMI-MONTHLY</td>
<td>01</td>
<td>12/21</td>
<td>1/3/2020</td>
<td></td>
<td>96</td>
<td>11/10/2020</td>
</tr>
<tr>
<td></td>
<td>12/1 - 12/31</td>
<td>MONTHLY</td>
<td>01</td>
<td>12/18</td>
<td></td>
<td></td>
<td>96</td>
<td>1/2/2020</td>
</tr>
<tr>
<td>January 2020</td>
<td>1/1 - 1/15</td>
<td>SEMI-MONTHLY</td>
<td>02</td>
<td>1/13</td>
<td>1/17/2020</td>
<td></td>
<td>88</td>
<td>1/24/2020</td>
</tr>
<tr>
<td></td>
<td>1/16 - 1/31</td>
<td>SEMI-MONTHLY</td>
<td>03</td>
<td>1/29</td>
<td>2/4/2020</td>
<td></td>
<td>96</td>
<td>2/10/2020</td>
</tr>
<tr>
<td></td>
<td>1/1 - 1/31</td>
<td>MONTHLY</td>
<td>02</td>
<td>1/18</td>
<td></td>
<td></td>
<td>2/3/2020</td>
<td></td>
</tr>
<tr>
<td>February 2020</td>
<td>2/1 - 2/15</td>
<td>SEMI-MONTHLY</td>
<td>04</td>
<td>2/12</td>
<td>2/18/2020</td>
<td></td>
<td>80</td>
<td>2/25/2020</td>
</tr>
<tr>
<td></td>
<td>2/1 - 2/29</td>
<td>MONTHLY</td>
<td>03</td>
<td>2/18</td>
<td></td>
<td></td>
<td>3/2/2020</td>
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<td>3/1 - 3/31</td>
<td>MONTHLY</td>
<td>04</td>
<td>3/18</td>
<td></td>
<td></td>
<td>4/15/2020</td>
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<tr>
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<td>4/1 - 4/30</td>
<td>MONTHLY</td>
<td>05</td>
<td>4/18</td>
<td></td>
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<td>5/15/2020</td>
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<tr>
<td>May 2020</td>
<td>5/1 - 5/15</td>
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<td>5/13</td>
<td>5/19/2020</td>
<td></td>
<td>88</td>
<td>5/22/2020</td>
</tr>
<tr>
<td></td>
<td>5/1 - 5/31</td>
<td>MONTHLY</td>
<td>06</td>
<td>5/18</td>
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<td>6/1/2020</td>
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<td>6/16 - 6/30</td>
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<td>6/1 - 6/30</td>
<td>MONTHLY</td>
<td>07</td>
<td>6/18</td>
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<td>7/15/2020</td>
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<tr>
<td>July 2020</td>
<td>7/1 - 7/15</td>
<td>SEMI-MONTHLY</td>
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<td>7/13</td>
<td>7/17/2020</td>
<td></td>
<td>88</td>
<td>7/24/2020</td>
</tr>
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**NOTE**: If monthly ePAF to HR cut off falls on a weekend of holiday, the due date is last working day before the holiday.
Appendix C: Adequate Justification Examples

Adequate Justification is Required for All Labor Redistributions.

The following questions must be answered to provide adequate justification.

1) Why was this payment not charged to the correct labor distribution?
2) What justifies redistributing this payment to the new labor distribution? Include the percent of effort on the fund being redistributed to and the time period as well.
3) What is being done to prevent this from occurring in the future?
4) Why was this LRD submitted after the deadline? (This is only needed when the LRD is submitted after the deadlines in OP 50.20)

Below are some examples of labor redistribution justifications, why these justifications are not adequate, and how the justification can be improved to meet the requirements.

Example #1:
- **Submitted Justification:**
  - Moving labor to new grant because grant wasn’t set up in time.
- **Problem with Justification:**
  - The justification does not explain why the grant was not set up in time. It also does not justify why the employee should be paid on the grant. Nor does the justification address how this could be prevented in the future.
- **Acceptable Justification:**
  - The start date of this grant is March 1st; however, the fund was not established until March 28th due to missing paperwork required by the granting agency. Dr. Jones worked 10% of her time from this grant for the month of March, therefore we need to move labor to this grant to reflect the time worked. The department will ensure that all paperwork is submitted in a timely manner to receive information from the granting agency so that the budget can be set up by the begin date.
Example #2:

- **Submitted Justification:**
  - Employee should have been paid from this funding source all year.

- **Problem with Justification:**
  - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.

- **Acceptable Justification:**
  - The salary for Mr. Garcia was charged to the incorrect FOAP due to a clerical error in our department. This was only recently discovered when training a new employee to perform this clerical work. Mr. Garcia’s salary should be charged 100% on the MPIP fund instead of our designated fund per the FY 2011 budget for our department. Better training for clerical staff responsible for originating ePAFs, and reviewing the SM payroll is being implemented.

Example #3:

- **Submitted Justification:**
  - Need to use up these funds and I am submitting labor redistributions to do this.

- **Problem with Justification:**
  - The justification does not explain why the employee was paid on the incorrect funding source. It also does not give any justification as to why the employee should be paid from this funding source. Future prevention is not addressed.

- **Acceptable Justification:**
  - The department received additional E&G funding from the Dean’s Office last week. Labor redistribution on 5 employees that have not previously been paid from E&G funds are being submitted in order to efficiently use these funds. This is a one-time allocation of E&G funds that will not likely happen again in the future.

Example #4:

- **Submitted Justification:**
  - Paid too much on the contract and need to move expenses off per Accounting.

- **Problem with Justification:**
  - The justification does not explain why the too much was paid from the grant nor why the department is being asked to move the salary expense. It also does not give any justification as to why the employee should be paid from the new funding source. Future prevention is not addressed.

- **Acceptable Justification:**
  - The department received an email from Accounting today requesting that $2,000 of salary expenditures be moved from this grant. A late amendment to the contract changed the award amount from $55,000 to $50,000. We had already expended $52,000 on the contract before the amendment was processed, therefore salaries must be moved to a backup funding source. The contract amendment was unusual in nature and could not have been prevented.
Example #5:

- **Submitted Justification:**
  - To charge a portion of the Research Assistant salary to the project.

- **Problem with Justification:**
  - The justification does not explain why the salary was not charged to the project. The justification should be expanded to include a description of the employee’s role on the project, the portion of their salary being moved, and how this was determined. Future prevention is not addressed.

- **Acceptable Justification:**
  - Redistribute 50% of the Research Assistant salary to Dr. Wang’s grant. This individual spent 50% of her time working directly with Dr. Wang documenting the outcome of each experiment. The effort coordinator was unaware that this employee was spending 50% of her time working on Dr. Wang’s project until Dr. Wang brought this to light during the effort certification process. We have met with all departmental PI’s asking that they keep the effort coordinators informed of changes in staff time worked on their projects.
Appendix D: Advanced Labor Redistributions

Advanced Features

There are features within the online labor redistribution that will allow you to do the following:

- Perform an advanced search to narrow down the pay events for an employee
- View only one earn code for an employee
- Change multiple earn codes with one click
- Change multiple pay periods and earn codes with a batch LRD submission

Advanced Search

The advanced search can be used to refine the search to return back specific labor distribution records. In order to not receive a search error, the Budget Office recommends searching on the following elements:

- ID – Enter the employee’s R-ID here
- Pay ID – Enter MN for monthly paid employees (exempt employees) and SM for semi-monthly paid employees (non-exempt).
- From Pay Year - Enter the payroll year you’d like to view

After filling in the search criteria, click on the Go button.

The system will only bring in payroll records matching the search criteria entered.
View only one Earn Code for an Employee

There may be instances where you know that you only want to move the salary related to one earn code for an employee. Examples:

- Allocating overtime pay to another FOP
- Moving longevity only to another FOP
- Change labor distribution for regular pay only

To view only one earn code, highlight the payroll record you wish to change and click the button.

The system will bring up the following “Additional Criteria” search box and auto populate the position, suffix, and effective date. You will need to input the earn code you wish to view in the
Earning Code field and the COA, it will always be “E” for TTU Health Sciences Center El Paso. A list of earn codes can be found in Appendix A. Then click the Go button.

You will receive either a Notification or Error message.

Notification Message
This message means that there is an OTP earn code for the payroll selected. The system is telling you to open the record to display the labor for this earn code.

Now you can click the button to view this record.
Redistribute this labor record per the instructions in Steps 4-9 of this users guide.

Error Message
This Notification message is informing you that the earn code you have chosen does not exist for the highlighted payroll record.

Next click the button to remove the earn code from the search.

To close the Additional Criteria search box, click the or the button and return to the list of payrolls.

IMPORTANT TIP
Be aware that anything you enter in the “Additional Criteria” search box will be used on all subsequent employee records until you clear out the search criteria with the button.
Change Multiple Earn Codes with One Click

There are instances where you may need to move the entire payroll for a pay period from one FOP to another.

- A semimonthly employee is paid their regular salary, sick pay, and vacation pay. All pays need to be moved to another FOP.

- A faculty employee is paid regular pay and MPIP insurance. The MPIP insurance is a non-cash payment, but is taxable. Therefore, fringes related to this type of payment should be moved. This is accomplished by processing a labor redistribution on the MPIPINS earn code.

The “Change All” feature may be used to move all earn codes to another FOP.

TIPS for Using the Change All feature:

- The Change All feature only works if the Labor Distribution is the same for each earn code.

- The Change All feature does NOT work for the Longevity (LNGEVIY) earn code. Longevity must be redistributed on its own because the 6-digit account code is different.

Processing a Labor Redistribution on Multiple Earn Codes

Example: An employee is paid from 5 earn codes. HAZLONG does not carry an amount.

- The Labor for 4 of the earn codes is the same, REGHRLY, HOL COMP, SICK, VACATION.
- With the Change All feature the system will make the same change to all 4 earn codes.
- See below – all earn codes have the same labor.
Use the ‘Change All’ check box to change a fund for all earn codes

After clicking the “Change All” check box the labor redistribution entered will be applied to all earn codes for this payroll EXCEPT longevity. Longevity must be redistributed separately.

Redistributing Multiple Pay Periods and Earn Codes
There are also instances where you may need to redistribute several payrolls and earn codes for one employee.
Using the Change All Feature with a LRD Batch

The first step in changing multiple payroll records is to select each payroll that you would like to redistribute from the employee payroll listing. Then click the button to view the earn codes and labor for these payrolls.

Use the drop-down box in the pay period and earn code box to view the earn codes for each pay period.

Select an earn code to change to view the Current Distribution for that earn code. Then click on the icon to open up this Labor Distribution for editing.
Next click the Change All box and edit the labor distribution.

Verify that all payrolls and earn codes were updated by clicking on each one in the pay period and earn code panel. Look at the Updated Distributions to ensure all changes were made.
After verifying all payrolls were changed correctly, save the record.

Next, input a justification in the comment section. When working a group of LRDs, you only need to add one comment and it will save for all pay periods that are linked together. This is why it is best that the changes are all the same in this type of LRD, so that the comments match the changes. Click on the comment link to add a new comment.

After inputting the justification, click the submit button to submit the labor redistribution in a batch. The batch will move together to disposition 48 for budget approval. If the transaction is returned, the batch will no longer move together as one group and this process will need to be restarted to be able to resubmit the group of LRDs. To restart, you will need to click to bring the pay period back to disposition 70.

TIPS for using the Change All feature

- The Change All feature will NOT work to update the Longevity earn code.
- The Change All feature will only change the FOAPs, percents and amounts that EXACTLY match the record you changed.
  - For example, the payroll records have a labor distribution as follows:
    - MN 1  121741-511843-612511-20  100%  $1500.00
    - MN 2  121741-511843-612511-20  50%  $750.00
      181184-511843-612511-20  50%  $750.00
    - MN 3  121741-511843-612511-20  100%  $1500.00
  - In this example if you highlighted the MN 1, 2, and 3 from the payroll listing, and check the change all box when changing the MN 1, only the MN 1 and MN3 records would change. The MN 2 record would not change because the FOAP, percent’s and amounts do NOT match the MN 1 record that the change all box was checked on.