

University of Alaska Statewide Labor Redistribution Procedures

Purpose

The labor redistribution is used to transfer labor charges from one labor account to another. The labor redistribution (LR) process is also used to correct all fund, organization, account, and program code errors for labor charged.

Revised timesheets are not required to process the labor transfer to another fund or org. Therefore, all labor redistribution transfer requests must be properly completed and include the appropriate signature approvals.

Entry Schedule

Labor redistributions are entered by the regional payroll offices and are processed in weekly adjustments run by Statewide Human Resources. The adjustment schedule is available through the department Payroll/Personnel Assistant (PPA) or the regional Payroll Technician. Usually, labor redistributions are only allowed within the same fiscal year. In addition, there are cut off dates for processing labor reallocations from the prior calendar year.

Each payroll adjustment (ADJ) run is limited to specific pay runs (i.e. R16 – R19) each run must be processed separately. The less current the pay run, the less frequently the adjustment process is done. Therefore, it is very important to process labor redistributions as soon as an error is identified. Contact the Payroll Clerk at SW Human Resources if you need to know when a particular payroll run will be included in an ADJ run.

Labor Redistribution Form

Please see the attached form used to process all labor redistributions. Normally, journal vouchers (JVs) **cannot** be used to redistribute labor because it is important for both the Banner HR system and Banner Finance to reflect the same information. Labor redistributions made in Banner HR feed over to Banner Finance but journal voucher entries in Banner Finance do not feed over to Banner HR.

The redistribution process is not to be used for the following:

1. Revised time reporting for additional hours to be paid to an employee. This requires a revised timesheet.
2. Overpayment of an employee or overcharged department funds. This requires a revised timesheet.
3. Leave hours or default fund hours not recorded, recorded in error, or recorded under the wrong earnings code. This requires a revised time sheet.
4. Change of position control number (PCN). This process must be routed through the regional Personnel and Payroll offices.
5. To change staff benefits rates. Staff benefit charges are automatically transferred when labor redistributions are processed in Banner HR. Errors in staff benefit charges/redistributions should be forwarded to the Benefit Technician in Statewide Human Resources.

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Completing the form (always complete form in pen):

1. Identify the labor distribution error. Labor information can be reviewed on the NHIDIST form in Banner.
2. Obtain a labor redistribution form from your department Payroll Personnel Assistant or from the Payroll Clerk in SW Human Resources. Forms are also available online at the Human Resource website.
3. Prepare the labor redistribution form; include the following information (see attached Labor Redistribution form):

Header Block

- a. Circle the MAU/Major Administrative Unit – This is the regional campus.
- b. Check distribution – Provide TKL (Time Keeping Location) or TSO (Timesheet Organization); number used to designate specific University departments; leave field blank if unknown.
- c. Employee Name – Last name, first name, and middle initial. Must match time sheet.
- d. Employee Social Security Number
- e. Employee's work phone (optional)

PHAREDS Block

- f. FY (fiscal year) – Designate the fiscal year in which the LR will be processed.
- g. Begin Year – Beginning calendar year in which the original labor charges to be corrected were processed.
- h. Begin Pay No – Beginning pay period in which the original labor charges to be corrected were processed.
- i. End Year – End calendar year in which the original labor charges to be corrected were processed.
- j. End Pay No - End pay period in which the original labor charges to be corrected were processed.
- k. Posting Date – The date the labor redistribution will process in Banner HR.
This is to be completed by SW Cost Analysis.

Selection Criteria Block

The information entered in this section should reflect the funds and codes that were originally entered for the employee. For each pay period, there may be more than one earnings code that needs to be redistributed. If this is the case, enter the first earnings code to be corrected in the EC block (m); specify any other earnings codes in the margin to the left of the run number block in the next section (see example on attached form).

- l. Position – The position control number (PCN) of employee for labor charges to be redistributed.
- m. EC – The earnings code used to identify the type of earnings to be redistributed (labor hours).

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- n. Fund – The six-digit fund code that was originally charged for the labor charges.
- o. Orgn – The five-digit organizational code that was used in the original labor distribution.
- p. Acct – The four-digit labor account code that was used in the original labor distribution.
- q. Prog – The seven-digit program code that was used in the original labor distribution. If a program code is set-up incorrectly or the program code for an employee's labor distribution is incorrect in the system, contact Statewide Cost Analysis and the regional personnel office to make the necessary changes.

Earnings Labor Distributions Block

The information entered in this section includes the original charges and the changes that will be processed in the redistribution in Banner HR. Changes for more than one pay period or for more than one earnings code should be noted in the left-hand section of this portion of the form (see example on attached form).

- r. Run No. – Indicate the payroll run number for the original charges. It specifies which run the original charges were processed
- s. Hours – The total hours charged for each earnings code/fund/org/acct/prog. Complete for both the original hours charged (old) and the hours to be redistributed (new). Since additional or less hours cannot be modified in the labor redistribution process, the old and new hours should be identical.
- t. % (Percentage of effort) – The percentage of time distributed to specific fund. Complete for both the original % charged (old) and the new distribution of that %.
- u. Amount – The dollar amount to be redistributed. Again, the old and new amounts should be identical.
- v-y. Fund, Orgn, Acct, Prog (FOAP) – The old numbers should reflect the FOAP that were originally charged for the labor. The new numbers should reflect where the labor should be charged in Banner HR.
- z. Reason for change – Include short explanation for the redistribution

Signature Block

Required Signatures for Form:

1. Employee (or PI on grants and contracts).
2. Supervisor or department head – This is the person that signs the time sheet as supervisor.
3. UAF Grants & Contracts approval (restricted funds only).
4. Regional payroll supervisor (responsibility of regional payroll office).

Back-up information to be submitted with form (include one of the following):

1. Copy of NHIDIST print-screen.
2. Copy of employee timesheet.
3. Copy of the Payroll Register report for specific employee.

If necessary, contact your department PPA for information about these items.

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LABOR DISTRIBUTION FORM



**University of Alaska
Labor Redistribution**

MAU/Major Administrative Unit (circle one)			Check Distribution
<input type="checkbox"/> UAA	<input type="checkbox"/> UAF	<input type="checkbox"/> UAS	<input type="checkbox"/> SW
Last Name		First	M.
YOUNGBERG,		BRIAN	L
Social Security Number		Work Phone	
151-51-5152			

PHAREDS FY

Pay ID	Begin Year (calendar)	Begin Pay No	End Year (calendar)	End Pay No	Posting Date (run date)
<input type="text" value="BW"/>	<input type="text" value="2000"/>	<input type="text" value="15"/>	<input type="text" value="2000"/>	<input type="text" value="15"/>	<input type="text" value="Date posted to system"/>

Selection Criteria

Position	Suffix	Effective Date	EC	COA
<input type="text" value="10XXXX"/>	<input type="text" value="(default)"/>	<input type="text" value="(default)"/>	<input type="text" value="010"/>	<input type="text" value="B"/>
Fund	Orgn	Acct	Prog	
<input type="text" value="101010"/>	<input type="text" value="89015"/>	<input type="text" value="1401"/>	<input type="text" value="0166GA"/>	

Earnings Labor Distributions

Run No.	Change	Hours	%	Amount	Fund	Orgn	Acct	Prog
<input type="text" value="15"/>	Old	64	100	3076.92	101010	89015	1401	0166GA
	New	64	100	3076.92	101010	89015	1201	0166GA
	Old							
	New							
	Old							
	New							
	Old							
	New							
	Old							
	New							

Reason for Change:

I certify the above changes are true and correct. I authorize the transfer of labor and benefits to the accounts designated.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completed by / Phone Number	Date	Grants & Contracts Approval (if applicable)	Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee or Principal Investigator (required)	Date	Supervisor or Principal Investigator (required)	Date

For Office Use Only

Approved by	Date	Entered by	Date
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FormB240 (12/97)

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System Screens/Forms

NHIDIST

The following screens show the detail included on the NHIDIST form on Banner HR. To query labor information, enter the beginning date (From Date) and end date (To Date) for a specific period. Tab to the fund, organization, account, program, activity, and location fields. Type in the original distribution in order to see all pay runs that may have been charged incorrectly. You may enter information in one or all of the fields, except Activity and Location.

Use Ctrl Page Down to go to the next block. Execute the query using the “execute query” icon or F8. This will display all postings made to the specified distribution by earnings code and employee ID. Tab across the distribution block to view all pertinent information and “screen print” each page for backup documentation.

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Labor Distribution Data Inquiry Form NHIDIST 5.1.1 (TRNX)

Finance Document Number:

COA: Fund: SW General Funds

Index: Organization: Human Resources (labor)

Hierarchy Roll Up Account:

From Date: Program:

To Date: Activity:

Category: Location:

ID	Last Name	First Name	MI	Earn	BDCA	Hours	Amount	D/C
888111111	Gilligan	Fac9mo	WJG	010		80.00	3961.54	D
559944883	Armstrong	Linda	M	010		64.00	1626.88	D
151515152	Youngberg	Brian	L	010		64.00	3076.92	D
@00000562	Tomasic	Trn3	J.	010		16.00	230.77	D
888222222	Gilligan	Exempt	WJG	010		64.00	1920.00	D
@00000548	Woods	Nancy	France	010		64.00	600.00	D
@00000562	Tomasic	Trn3	J.	010		48.00	692.31	D

Net:




Or




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Labor Distribution Data Inquiry Form NHIDIST 5.1.1 (TRNX)

Finance Document Number:


COA: 


Index: 


Hierarchy Roll Up


From Date:


To Date:


Category: 


Fund: SW General Funds 

Organization: Human Resources (labor) 

Account: 

Program: 

Activity: 

Location: 

Pay Event							Position			ECLS		Earn					BDCA		Hours		Amount		D/C
2000	BW	15	0	TS5747	00	F9	010			80.00			3961.54			D							
2000	BW	15	0	100209	00	XR	010			64.00			1626.88			D							
2000	BW	15	0	TS5555	00	EX	010			64.00			3076.92			D							
2000	BW	15	0	010101	00	EX	010			16.00			230.77			D							
2000	BW	15	0	TS5748	00	EX	010			64.00			1920.00			D							
2000	BW	15	0	010101	00	EX	010			64.00			600.00			D							
2000	BW	15	0	010101	00	EX	010			48.00			692.31			D							
Net:												400.00			12108.42								



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Labor Distribution Data Inquiry Form NHIDIST 5.1.1 (TRNX)

Finance Document Number:

COA: Fund: SW General Funds

Index: Organization: Human Resources (labor)

Hierarchy Roll Up Account:

From Date: Program:

To Date: Activity:

Category: Location:

RUCL	Fund	Orgn	Acct	Prog	Earn	BDCA	Hours	Amount	D/C
HGNL	101010	89015	1201	0166GA	010		80.00	3961.54	D
HGNL	101010	89015	1201	0166GA	010		64.00	1626.88	D
HGNL	101010	89015	1201	0166GA	010		64.00	3076.92	D
HGNL	101010	89015	1201	0166GA	010		16.00	230.77	D
HGNL	101010	89015	1251	0166GA	010		64.00	1920.00	D
HGNL	101010	89015	1401	0166GA	010		64.00	600.00	D
HGNL	101010	89015	1401	0166GA	010		48.00	692.31	D

Net:



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Labor Earnings Codes

Earnings Code	Description	Earnings Code	Description
010	Regular Pay	250	Non-Credit Biweekly Overload
020	Temporary - Hourly	255	Non-Credit Hourly Overload
025	Temporary - Biweekly	280	Non-Credit Biweek Summer Assgn
030	Temporary Faculty Pay	285	Non-Credit Hourly Summer Assgn
050	Student Hourly	300	Overtime Pay
055	Student Workstudy	301	Overtime-Premium Portion
060	Stipend-Graduate	305	Student Overtime Fica Exempt
061	Taxable Stipend-Graduate	320	Shift Differential
064	Stipend-NonGraduate	325	Shift Differential Overtime
065	Taxable Stipend-NonGraduate	340	Hazard Pay
070	Student Regular FICA Taxable	350	Emergency/Oncall
075	Student Workstudy FICA Taxable	621	Worker's Compensation
090	Sabbatical Pay	651	Leave Without Pay
095	Special Assignment	652	Leave of Absence Without Pay
105	CEA Call-in Pay	690	Retro Pay Group
110	CEA Union Standby Pay	695	Retro Pay Individual
115	CEA Tool Allowance	696	Retro Pay- Student Fica Exempt
140	Adjustments	700	Award
141	FT Adjustment	710	Bonus
142	Student non FICA Taxable Adj.	720	Commissions
145	Regular Exempt Multiple PCN	730	Flat Fee/Miscellaneous
150	Biweekly Additional Staff Assign	740	Housing
155	Hourly Additional Assignment	750	Out of Class Pay
200	Credit Biweekly Overload	760	Piece Rate - \$7.5/Unit
230	Credit Biweekly Summer Assign	765	Pay in Lieu

Statewide Contacts

Laura Morisky, x7952, 1st Floor PPA

Carol Pickett, x7718, 2nd Floor PPA

Dawn Wall, x5595, Cost Accountant, Statewide Cost Analysis

Cathy Earp, x6481, Payroll Clerk, Statewide Human Resources

Carol Holz, x2431, Asst. Director of Payroll/Benefits Accounting, Statewide Human Resources