

# University of Alaska

## 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 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 Financial Services and are processed in adjustment runs by Statewide Human Resources. The adjustment schedule (payroll calendar) is available through the department Payroll/Personnel Assistant (PPA) or on the UAF Human Resources website:

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.

### 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.

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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.

Completing the form (always complete form in pen or use enterable form on UAF Financial Services website):

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 the Financial Services website. Forms are also available online at the Human Resource website.
3. Prepare the labor redistribution form; include the following information.

### Header Block

- a. Circle the MAU/Major Administrative Unit – This is the regional campus.
- b. Check distribution – Provide TKL (Time Keeping Location) 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 Banner ID number
- e. Employee's work phone

### 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 data entry personnel.**

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### **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).
- 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.

### **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).

- q. Run No. – Indicate the payroll run number for the original charges. It specifies which run the original charges were processed
- r. 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.
- s. % (Percentage of effort) – The percentage of time distributed to specific fund. Complete for both the original % charged (old) and the new distribution of that %.
- t. Amount – The dollar amount to be redistributed. Again, the old and new amounts should be identical.
- u-v. 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 full explanation for the redistribution.

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### **Signature Block**

Required Signatures:

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. Grants & Contracts approval from appropriate MAU (restricted funds only).
4. Person completing the Labor Redistribution form.

Back-up information to be submitted:

1. Copy of NHIDIST or NHIEDST print-screens.
2. New “REVISED” employee timesheet with correct information, signed and dated with current date by employee and supervisor or copy of the original timesheet if this is a keying error by payroll. If the labor to be moved is more than 60 days past the month charged you must attach a 60 cost transfer memo if restricted funds are to be charged.

### **Fairbanks Contacts**

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