

University of Alaska
Labor Redistribution Procedures

Purpose

The labor redistribution (LR) process is used to correct all fund, organization, account, and program code errors for labor charged in the current fiscal year.

Revised timesheets are required for non-exempt employees 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 UAF Finance & Accounting and are processed in adjustment runs by Statewide Human Resources. Look for them [ex. – **ADJ99 (CY12 R15 – R26)**] on the HR Processing Calendar which is available at:

<http://www.alaska.edu/hr/hr-procedures/reference/>

****Labor redistributions are only allowed within the same fiscal year. For prior year labor changes please contact Finance & Accounting.****

There are cut off dates for processing labor reallocations from the prior calendar year. Grant funds must be open and active for keying and processing.

Each payroll adjustment (ADJ) run is limited to specific pay runs (i.e. R16 – R19). The less current the pay run, the less frequently the adjustment process is done and can sometimes be only once a month. It is critical to process labor redistributions immediately when as soon as an error is identified and as soon as possible after the pay period ends.

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 following errors cannot be corrected by labor redistribution. Please contact your campus HR office to correct them:

- Additional hours due to an employee.
- Overpayment to an employee or overcharged department funds.
- Leave hours not recorded, recorded in error, or recorded under the wrong earnings code.
- Change of position control number (PCN).
- 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 use enterable form on UAF Finance & Accounting website):

- Identify the labor distribution error. Labor information can be reviewed on the NHIDIST form in Banner or DSD.
- Obtain a labor redistribution form from the Finance & Accounting website. Forms are also available online at the Human Resource website.
- Prepare the labor redistribution form; include the following information.

MAU/Major Administrative Unit – This is the regional campus.

Check distribution – Provide TKL (Time Keeping Location) number used to designate specific University departments. It will be a “T” followed by a 3 digit number. This can be found on the timesheet or on the NBIJLST form in Banner.

Employee Name – Last name, first name, and middle initial. It must match Banner.

Employee Banner ID number – This is found in Banner

Employee’s work phone – **Not required**

FY – Designate the fiscal year in which the LR will be processed.

Begin Year – Beginning calendar year in which the original labor charges to be corrected were processed.

Begin Pay No – Beginning pay period in which the original labor charges to be corrected were processed.

End Year – End calendar year in which the original labor charges to be corrected were processed.

End Pay No - End pay period in which the original labor charges to be corrected were processed.

Posting Date – **Not required**

Position – The position control number (PCN) of employee for labor charges to be redistributed.

EC – Not required but can be used if only one earnings codes will be moved. If more than one earnings codes is moved, use the earnings code field next to each row to indicate what each earnings code is.

Fund – **Not required.**

Orgn – **Not required.**

Acct – **Not required.**

Earnings Code – Use this field when you are moving more than one earnings code to indicate

the earnings code for each line.

Run No. – Indicate the payroll run number for the original charges. It specifies which run the original charges were processed.

Change – OLD lines are what is currently in Banner. Enter the new distribution on the NEW lines.

PLEASE ONLY USE ONE OF THE FOLLOWING – Hours, %, or Amount (whichever is appropriate for each situation)

Hours – Enter original hours charged on OLD lines. NEW lines should equal the OLD lines. (Usually moving hours for an hourly employee)

% (Percentage of effort) – Enter original percent charged on OLD lines. NEW lines should always equal the OLD lines. (Usually for exempt employees or those charging a certain percentage to a match or grant)

Amount – Enter original amount charged on OLD lines. NEW lines should always equal the OLD lines. (Usually used for closing out a match or grant)

PLEASE FILL IN THE FOLLOWING

Fund, Orgn, Acct – The OLD numbers should reflect the FOA that were originally charged for the labor. The NEW numbers should reflect where the labor should be charged in Banner HR.

Prog – **DO NOT ENTER A PROG.** If you have an activity code that needs added or changed, please type it in this field.

Reason for change – Include full explanation for the redistribution (This is not a “what” question. This is a “why” question. Please be clear why the labor is being moved). Attach a separate sheet if more room is needed.

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 and OFA does this step).
4. Person completing the Labor Redistribution form. This is not a signature. The name should be clearly handwritten or typed and a phone number listed. This will be used if questions arise about the labor redistribution.

Backup Required

- Attach a copy of NHIDIST print-screens or other appropriate back-up showing the employee's name and the run number.

- Attach a new “REVISED” employee timesheet with correct information, signed by employee and supervisor or copy of the original timesheet if the original timesheet was correct.
- Revised effort reports are not required after CY12 R22 for exempt employees. Once the exempt employee’s effort is certified, labor cannot be moved.

*** * * * If the labor to be moved is more than 60 days past the month the pay run posted, and you are moving labor to or from a restricted fund, you must attach a 60 day cost transfer memo. The template is located at <http://uaf.edu/ogca/resources/forms/> . Click on Post-Award Forms and scroll down to Award Closeout.**

Routing

Send all to uaf-budget@alaska.edu.

Do not send labor redistributions to anyone specifically in the Finance & Accounting Office.

All labor redistributions that require a 60 day cost transfer memo should be sent with appropriate backup directly to Office of Finance & Accounting. We will forward, as needed, to Grants & Contracts for approval.

All labor redistributions that are less than 60 days or are moving only unrestricted labor should be sent with appropriate backup to Finance & Accounting.

Contacts

Sky Cook – Finance & Accounting ext. 6236

Budget staff – uaf-budget@alaska.edu