



## Completing a Labor JV

There are two different types of journal vouchers (JV) for labor changes. Both changes occur after the fiscal year has closed and all labor redistribution dates have passed for the labor run. All are completed on the journal voucher form.

### JSPC:

This Journal voucher type is for unrestricted funds. Use this journal voucher type (JV type) if you need to move grant labor charged from a previous fiscal year to this FY unrestricted funds. These are sent to OFA but will eventually be approved and keyed by SW Finance. In rare situations, this also could be between unrestricted funds if completed at year end after the LR process has been discontinued.

### JPAY:

This journal type is for restricted funds only. Use the journal voucher type (JV type) if you need to move labor charges from a previous fiscal year to AND from a restricted fund. These are sent to OFA where they will be approved and keyed. This should be extremely rare and must have OGCA's approval.

### RULE OF THUMB:

The JV type will be JSPC if includes one or more fund 1 lines. The JV type will be JPAY if it ONLY has restricted funds.

### PROCEDURES:

- Fiscal Year - Please use the fiscal year on the JV that it will be keyed in. This is not the fiscal year the labor charges were in.
- Fill in the fund, org, acct, activity code, and amount of where the labor charges are currently.
- Use the correct D/C indicator.
- Your description should be in this format: ○ Fiscal year the labor charges, first initial, last name, run number Example: FY20, A Smith, R08
- Fill in the fund, org, account, activity code, and amount of where to move the labor charges to.
- Your explanation must be detailed and thorough. More information is better in the explanation. Explain why the labor did not get moved with a labor redistribution during the fiscal year it was charged.
- There should be lines on the JV for each account code used in the original labor charge. With an LR, the benefits move with the labor. With a JV, labor and benefits must be moved individually.
- Use the NHIDIST screen in Banner to find the information for the JV. Please attach a copy of that screen, showing the name of the employee and the year and pay run you're moving.

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**From Date:**  

**To Date:**  

○ NHIDIST parameters:

- Use the beginning of the pay period you are moving as the 'From Date' and today's date as the 'To Date.' This will ensure you see all activity for this pay run.
- Enter the fund and org where the labor currently is.

**Fund:**  

**Orgn:**  

- Hit 'Go' OR Alt+PgDn
- Enter the Employee ID or Name
- You can either push F8 or 'Go' again, or you can narrow your search further. If you choose F8/Go, please labor the print screen with any information not showing. You can use the drop down menu under 'Add Another Field' if you choose to narrow your search further. This may be helpful if the employee is occupying more than one PCN/suffix.



- Print your results screen and make sure it has the name of the employee and the pay run number on it (even if you have to include it on your own).
- The person preparing the JV should type or print their name and phone number on the JV and should not be the one approving the JV. An additional approver is necessary for internal controls.
- Required Back up for **Non-Exempt** employees:
  - Attach a copy of NHIDIST print-screens or other appropriate backup showing the employee's name and the run number
  - Attach a new revised timesheet with correct information, signed by employee and supervisor, or copy of the of the original timesheet if the original was correct
  - The HR Coordinator/Fiscal Officer may sign on behalf of an unavailable employee
  - Attach a 60 day cost transfer memo (CTM) to the LR for any labor moving to or from restricted funds that is more than 60 days old (PI must sign LR form as well as CTM)
  - The template is on the OGCA website under "Post-Award Forms"
  - Send the LR form, all back up and 60 day CTM directly to the Budget and Cost Records team (not a specific individual); we will route it to OGCA for approval after our review.
- Required back up for **Exempt** employees:
  - Attach a copy of NHIDIST print-screen or other appropriate backup showing the employee's name and the run number
  - PI must sign LR form for ANY Exempt restricted funds movement of exempt employee labor

- Attach a 60 day cost transfer memo (CTM) to the LR for any labor moving to or from restricted funds that is more than 60 days old (PI must sign LR form as well as CTM)
  - The template is on the OGCA website under “Post-Award Forms”
  - Send the LR form, all back up and 60 day CTM directly to the Budget and Cost Records team (not a specific individual); we will route it to OGCA for approval after our review.
- **Effective January 1, 2024:**
    - **Once the restricted funds labor effort has been certified (by GEC timeframes), labor is not movable! Pay attention to Certification Deadlines.**
      - Summer 2024 (R11-R17)**
        - Time: May 5, 2024-August 10, 2024
        - Printing: August 19, 2024
        - Certification Statement Deadline: September 20, 2024
      - Fall 2024 (R18-R02)**
        - Time: August 11, 2024-January 11, 2025
        - Printing: January 20, 2025
        - Certification Statement Deadline: February 24, 2025
      - Spring 2025 (R03-R10)**
        - Time: January 12, 2025-May 3, 2025
        - Printing: May 19, 2025
        - Certification Statement Deadline: June 16, 2025
      - Summer 2025 (R11-R17)**
        - Time: May 4, 2025-August 9, 2025
        - Printing: August 18, 2025
        - Certification Statement Deadline: September 22, 2025
      - Fall 2025 (R18-R02)**
        - Time: August 10, 2025-January 10, 2026
        - Printing: January 19, 2026
        - Certification Statement Deadline: February 23, 2026
      - Spring 2026 (R03-R10)**
        - Time: January 11, 2026-May 2, 2026
        - Printing: May 18, 2026
        - Certification Statement Deadline: June 22, 2026
    - This has been in effect since CY12 R22 - Revised effort reports have not been required since that time for exempt employees.
    - Note: A 60 Day Cost Transfer Form is not required if the only change being affected is Activity Codes or Account Codes.
  - **Missed GEC Deadline??**
    - If you have grant labor to move for a PAST GEC period, you must submit a request to the OGCA Director for an exception to the GEC deadline via email.
      - In the subject line - include the wording "LR or JPAY Approval"
      - In the body of the email include -
        - Individual Name(s)
        - Run numbers
        - Hours
        - Amounts
        - From: fund/org To: fund/org
        - Reason why you could not meet the deadline and if you are trying to move to another restricted fund, why it should be allowed to post there

- If you receive an approval in the email, this is attached to the rest of your backup documentation to send to [uaf-budget@alaska.edu](mailto:uaf-budget@alaska.edu).
- Send all documentation to [uaf-budget@alaska.edu](mailto:uaf-budget@alaska.edu).
  - Each JPAY/JSPC should have ALL of the documents attached in one PDF. The JV form and all backup should be all one PDF prior to entering it into DocuSign.

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