

Banner Labor/Salary Redistribution

Date: July 2023

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1.0 WHAT IS LABOR REDISTRIBUTION

Labor Redistributions are defined as re-allocations of labor expense. The purpose of a Labor Redistribution is to change or correct the labor distribution on salary and wages previously paid to an employee within the current fiscal year using Banner using Banner Employee Self-Service. Benefits tied to salary and wages will also be redistributed. It cannot be used to change an employee's labor for future payrolls. A designated group has been identified to initiate Labor Redistributions with the proper security access. If your job responsibilities require you to have access, contact the Director of Finance of Academic Affairs in the Provost's office.

2.0 WHY IS SALARY REDISTRIBUTION NEEDED?

- Typographical error made on appointment for employees.
- Errors when loading job FOAPAL.
- Change in grant award start or end date.
- Salary reallocation based on effort.
- Effort listed on the award budget is incorrect.

2.1 WHAT CAN BE CHANGED

- FOAPAL/account code changes.
- Reallocation of effort percentage.

2.2 WHAT CANNOT BE CHANGED

- Position number, Earnings Code or Payroll ID.
- Pool Positions and non-benefit eligible positions will not be eligible. Those should be handled through adjustment timesheet.
- **Locked Effort Certification Record** – a '**Request to Unlock Effort Certification Record**' form must be submitted and approved prior to a Labor Redistribution can be created. Form can be found on the Research and Innovation Resources [Post Award Toolbox](#) Page.
- **Future Job Labor Distribution** a '**Job Labor Distribution Change Request**' form must be submitted to change Job Labor for future payrolls. Form can be found on the Research and Innovation Resources [Post Award Toolbox](#) Page. (This form should be submitted to make required updates to NBAJOBS.)

2.3 WHAT IS REQUIRED TO MAKE CHANGES

- Effort Certification must be Unlocked.
- Employee's Banner UID.
- Pay Period Year and Pay Period Number.
- Updated FOAP for Labor Redistribution and associated percentages.
- Justification to support the Labor Redistribution.

3.0 ACCESSING THE LABOR REDISTRIBUTION MODULE

1. Login to the mymemphis.edu portal.
2. Click on the **Employee** tab.
3. In the Banner Employee Dashboard channel, click on the **Employee Portal** link.
4. Click on **Labor Redistribution** under 'My Activities' right side of page.



3.1 HOW TO CHANGE SALARY LABOR DISTRIBUTION

1. Enter the criteria of the employee's ID (Banner ID).
2. Pay ID – click on the drop-down arrow and select either **MN** or **BW** payroll types only.

3. From Pay Year - click on the drop-down and select the Pay year. Always filter the Pay Year to be the current Calendar Year to select the payroll period you are redistributing.
 - a. You can reduce the number of records returned by entering Pay ID, From Pay Year, From Pay Number, To Pay Year and To Pay Number.
4. Click **GO**.

The screenshot shows the 'Person Search' interface of the University of Memphis. The 'Advanced Search' window is open, displaying several search criteria fields. The 'ID' field is highlighted with a red box and contains the value 'U00393329'. The 'From Pay Year' dropdown is also highlighted with a red box and shows '2022'. Other fields include 'Last Name', 'First Name', 'Pay ID' (set to 'MN'), 'From Pay Number', 'To Pay Year', 'To Pay Number', and 'Disposition' (set to 'Select a Disposition'). At the bottom right, there are 'Clear', 'Close', and 'Go' buttons. A red arrow points to the 'Go' button.

3.2 SELECT RECORDS TO REDISTRIBUTE

1. Double click anywhere on the line of the desired pay event to open or select the check box next to the pay event line(s) and click on **OPEN**.
2. Only disposition '**70, Complete**' records can be redistributed.

THE UNIVERSITY OF
MEMPHIS

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Person Search
Proxy Super User
Advanced Search

[Person Search](#)
[Approvals](#)

Additional Criteria
Find Replace
Open

Person Search Results

Select	Batch ID	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>		Smeltzer, Matthew P.	U00393329	2022	MN	1	4	48, Pre-Approve Update
<input type="checkbox"/>		Smeltzer, Matthew P.	U00393329	2022	MN	2	2	70, Complete
<input type="checkbox"/>		Smeltzer, Matthew P.	U00393329	2022	MN	3	2	70, Complete
<input type="checkbox"/>		Smeltzer, Matthew P.	U00393329	2022	MN	4	0	70, Complete

- The Pay Period & Earn Codes panel located in the right sidebar displays the different earn codes for which the employee was paid in the selected pay event. In some cases, each record listed in the Pay Period & Earnings Code panel will need to be independently updated.
- If not the correct pay event, click on the **X** to close and return to action area.
- Click on the **Pencil** Icon to Edit and begin redistribution.

Initiator Comments Routing Queue

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		32.50	20.00%	\$1,583.21
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.61
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Pay Periods & Earn Codes

2022 MN 2, Sequence 2

016161 - 01, Regular Shift 1 Effective 12/01/2021
 016161 - 01, Accrual Shift 1 Effective 12/01/2021
 016161 - 01, Long Rvw Shift 1 Effective 12/01/2021

Redistribution Details

2022 MN 2, Sequence 2 02/01/2022 - 02/28/2022

Disposition 70, Complete

Status Approved

Hours 162.50

Amount \$7,916.07

Percent 100.00%

Originator Zhang, Xiufeng

Posting Date 04/19/2022

Delete Updates Erase Save Submit

3.3 UPDATE DISTRIBUTIONS

1. The posting date will default to the current date. This is the date the records will be posted. This date can be overridden but should **NEVER** be backdated or future dated.
2. Select the '**Change All**' check box. This allows multiple earning codes within the selected pay event to be changed with one entry if the distribution index and allocation are identical.

COA: U

Posting Date: 12/20/2022

☒ Change All

Index	Fund*	Orgn*	Account*	Program*	Hours	Percent	Amount
▼ Epidemiology and Biostatistics213530	110001	276300	61210	2000	32.50	20.00%	1,583.21
<div> <div>Index: 540811</div> <div>Fund*: 229903</div> <div>Orgn*: 276308</div> <div>Account*: 61210</div> <div>Program*: 2602</div> <div>Hours: 32.5</div> <div>Percent: 20</div> <div>Amount: 1583.21</div> </div> <div> <div>Activity:</div> <div>Location:</div> <div>Project:</div> <div>Cost:</div> </div>							
▼ Resected lung cancer540953	227819	276308	61210	2602	16.25	10.00%	791.61
▼ TN SCD Surveillance Program540954	227818	276308	61210	2602	32.50	20.00%	1,583.21

5. Change All applies only for FOPAL (e.g., fund, organization, account, program, activity and location) fields or percentages under the same job code. (e.g., if a faculty member has a secondary appointment, the distributions will not change using the “Change All function).
6. Change All is applicable to a single-pay event or selected records.
7. Click on the down arrow to expand and display the detail record(s) you need to redistribute.

COA: U

Posting Date: 12/20/2022

☐ Change All

Index	Fund*	Orgn*	Account*	Program*	Hours	Percent	Amount	
▼ Epidemiology and Biostatistics213530	110001	276300	61210	2000	32.50	20.00%	1,583.21	
▼ RE-HASH Smeltzer540811	229903	276308	61210	2602	32.50	20.00%	1,583.21	
▼ Resected lung cancer540953	227819	276308	61210	2602	16.25	10.00%	791.61	
▼ TN SCD Surveillance Program540954	227818	276308	61210	2602	32.50	20.00%	1,583.21	
▼ TN SCD Surveillance Program (Opt)541155	227617	276308	61210	2602	19.50	12.00%	949.93	
▼ SCDC Covid Supplement541156	227616	276308	61210	2602	21.12	13.00%	1,029.10	
▼ IASLC Survey 2021-22560900	257835	276308	61210	2602	8.13	5.00%	395.80	
Current Summary :		Hours: 162.50	Percentage: 100%	Amount: \$7,916.07	Updated :	Hours: 162.50	Percentage: 100.00%	Amount: \$7,916.07

8. Detail Record(s) Open.

Index	Fund*	Orgn*	Account*	Program*	Hours	Percent	Amount
540843	227920	214142	61210	2602	42.25	26	2119.98
Activity	Location	Project	Cost				

- If moving 100% of the charge to another index, click in the index field and enter the index to be charged and wait for the search to complete and select from the drop down and click '**OK Changes**'. Continue with [Section 3.4 Complete Transaction](#).
- To distribute between indexes, scroll down and click the **Add Line** to add a new distribution. By Add Line, the current remains visible to be reentered in the new distribution.
- Enter the index to be charged on the new line and wait for the search to complete and select from the drop-down. You can add as many lines as needed to redistribute the salary amount.
- Enter the Account Code from the original labor distribution. Wait for the search to complete and select from drop-down. All labor account codes begin with 61XXX.
- On the Original distribution record, change the percentage. **The percentages** will be used rather than hours and amounts.
- Enter the Percent to be reallocated on the new distribution line. Total percentages must equal 100% distributed for all records.

COA

U

Posting Date

12/20/2022

Change All

Index	Fund*	Orgn*	Account*	Program*	Hours	Percent	Amount
213530	110001	276300	61210	2000	16.25	10	791.61
RE-HASH Smeltzer540811	229903	276308	61210	2602	32.50	20.00%	1,583.21
Resected lung cancer540953	227819	276308	61210	2602	16.25	10.00%	791.61
TN SCD Surveillance Program540954	227818	276308	61210	2602	32.50	20.00%	1,583.21
TN SCD Surveillance Program (Opt)541155	227617	276308	61210	2602	19.50	12.00%	949.93
SCDC Covid Supplement541156	227616	276308	61210	2602	21.12	13.00%	1,029.10
IASLC Survey 2021-22560900	257835	276308	61210	2602	8.13	5.00%	395.80
245105	110001	217100	61210	2000	16.25	10	791.6
<div> <div>Current Summary :</div> <div>Hours: 162.50</div> <div>Percentage: 100%</div> <div>Amount: \$7,916.07</div> </div> <div> <div>Updated :</div> <div>Hours: 162.50</div> <div>Percentage: 100.00%</div> <div>Amount: \$7,916.07</div> </div>							

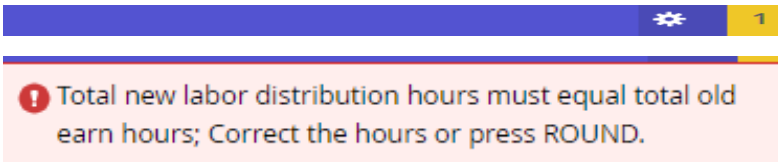
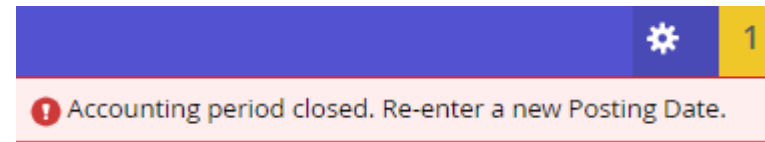
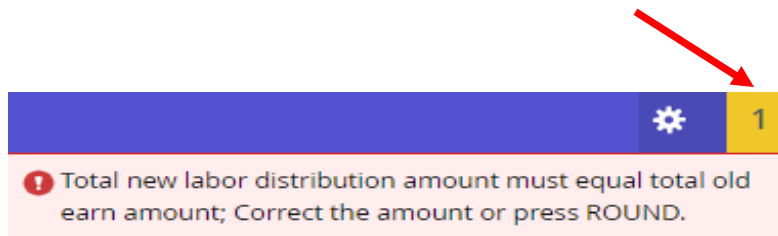
Cancel

Round

Add Line

OK Changes

- Select the Round Icon and the system will recalculate the remaining fields based on the field that is populated.
- When the changes are complete click '**OK Changes**' to continue. The 'OK Change's button will transfer the changes to the Labor Redistribution action window.
- Error messages: If the Current Summary does not equal the Updated totals, an error message will display top of the form. Close the message by clicking on the error number top right. Usually clicking the 'Round' button will recalculate the distribution. If not, make the adjustments noted and click 'OK Changes'.



3.4 COMPLETE TRANSACTION

3.4.1 SAVE CHANGES

1. Review the Updated Distributions to verify the change.
2. Effected earn codes will display an "X" in front of the position.
3. If this is not correct, scroll to the bottom and click on the '**Delete Updates**' button and start over by selecting the Edit button Section 3.2.
4. If everything has been completed and accurate, **Scroll** to the bottom and click '**SAVE**'.

Initiator
Comments
Routing Queue

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		32.50	20.00%	\$1,583.21
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.61
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Updated Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		16.25	10.00%	\$791.61
U	245105	110001	217100	61210	2000		16.25	10.00%	\$791.60
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.61
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Pay Periods & Earn Codes

2022 MN 2, Sequence 2

X, 016161 - 01, Regular Shift 1 Effective 12/01/2021
X, 016161 - 01, Accrual Shift 1 Effective 12/01/2021
X, 016161 - 01, Long Rvw Shift 1 Effective 12/01/2021

Redistribution Details

2022 MN 2, Sequence 202/01/2022 - 02/28/2022

Disposition70, Complete

StatusApproved

Hours162.50

Amount\$7,916.07

Percent100.00%

OriginatorZhang, Xiufeng

Posting Date04/19/2022

Delete Updates
Erase
Save
Submit

- The Save button will save the changes requested without routing for approval. Data will not be lost by exiting at this time.
- Once you Save, the redistribution has started and will enter '**Disposition 47**'.

Initiator
Comments
Routing Queue

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		32.50	20.00%	\$1,583.21
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.07
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Updated Distributions

Pay Periods & Earn Codes

2022 MN 2, Sequence 4

P, 016161 - 01, Regular Shift 1 Effective 12/01/2021
P, 016161 - 01, Accrual Shift 1 Effective 12/01/2021
P, 016161 - 01, Long Rvw Shift 1 Effective 12/01/2021

Redistribution Details

2022 MN 2, Sequence 4

02/01/2022 - 02/28/2022

Disposition

47, Pre-Balance Update

Status

Started

Hours

162.50

Amount

\$7,916.07

Percent

100.00%

Originator

Postline Date

12/20/2022

9. Select the Comments Tab.

Initiator
Comments
Routing Queue

10. Enter reason for Salary/Labor Redistribution.

Initiator
Comments
Routing Queue

Enter your comments...

Remaining Characters : 4,000
Add Comment

11. Select the Add Comment Icon.

12. Select the Initiator Tab to review updates to reconfirm Updated Distributions are accurate.

3.4.2 SUBMIT CHANGES

Updated Distributions									
COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		16.25	10.00%	\$791.61
U	245105	110001	217100	61210	2000		16.25	10.00%	\$791.60
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.61
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Delete UpdatesEraseSaveSubmit

1. To submit for approvals, scroll to the bottom and click the **'SUBMIT'** button.
 - a. To remove all changes without submitting click the **Erase** button and you must start from the beginning to make changes.
 - b. Upon submitting, redistribution has been submitted for approval and will enter **'Disposition 48'**.
2. Message **'Changes Submitted Successfully'** will be displayed top right of the screen.
3. **Once submitted the labor redistribution cannot be removed by initiator.**

Smeltzer, Matthew P. - U00393329

Initiator Comments Routing Queue

Current Distributions

COA	Index	Fund*	Orgn*	Account*	Program*	Additional Components	Hours	Percent	Amount
U	213530	110001	276300	61210	2000		32.50	20.00%	\$1,583.21
U	540811	229903	276308	61210	2602		32.50	20.00%	\$1,583.21
U	540953	227819	276308	61210	2602		16.25	10.00%	\$791.61
U	540954	227818	276308	61210	2602		32.50	20.00%	\$1,583.21
U	541155	227617	276308	61210	2602		19.50	12.00%	\$949.93
U	541156	227616	276308	61210	2602		21.12	13.00%	\$1,029.10
U	560900	257835	276308	61210	2602		8.13	5.00%	\$395.80

Updated Distributions

Pay Periods & Earn Codes

2022 MN 2, Sequence 4

P, 016161 - 01, Regular Shift 1 Effective 12/01/2021
P, 016161 - 01, Accrual Shift 1 Effective 12/01/2021
P, 016161 - 01, Long Rvw Shift 1 Effective 12/01/2021

Redistribution Details

2022 MN 2, Sequence 4 02/01/2022 - 02/28/2022

Disposition 48, Pre-Approve Update

Status Submitted

Hours 162.50

Amount \$7,916.07

Percent 100.00%

Originator Williams, Colette B.

Posting Date 12/20/2022

4.0 PROXY APPROVAL, ROUTING APPROVAL QUEUES, & ADDING APPROVAL MEMBERS/PROXIES

Approval queues are based on Banner Financial Manager roles.

4.1 PROXY APPROVAL

1. Click on **Proxy as a Superuser** tab.
2. Select the Proxy form the Drop-down menu.
3. Select Navigate to Labor Redistribution Application.

Navigate to Labor Redistribution application

4. Select **Close** when the Advanced Search Screen pops up.
5. Select **Approvals**.
6. Select the Employee and Select the Open Icon.

Person Search Approvals

Select Batch Unselect Batch Open






7. Review Labor Redistribution for accuracy, if accurate select **Approve** icon. If not accurate see step 10.
8. Email Post-Award Accountant or grants@memphis.edu and let them know that the Salary Redistribution ready for review and approval. (If Job Labor Distribution Change is required, please attach that form to the email notification.
https://www.memphis.edu/research/researchers/manage_award/post-award-toolbox.php)
9. After all departmental approvals have been received, sponsored account changes will route to **Grants Accounting** and non-sponsored changes will route to **Financial Reporting** for final approval.
10. Select Return for Correction and enter justification. (This will return Disposition to 47.)

Return for Correction Approve

11. Email requestor and to let them know that the item has been returned for corrections.

4.2 APPROVAL QUEUES

1. Click on **Routing Queue** tab after submission to ensure that the Labor Redistribution will be routed to the correct queue member.
2. After all departmental approvals have been received, sponsored account changes will route to **Grants Accounting** and non-sponsored changes will route to **Finance Reporting** for final approval.

Initiator	Comments	Routing Queue
Emmert, Gary L. Department, DEPT Sequence 10.00	Approve	 Pending E-mail
Williams, Colette B. Department, DEPT Sequence 10.00	Approve	 Pending E-mail
Archie, Kathy C. Group Final, FINAL Sequence 30.00	Approve	 Pending E-mail
Moore, Cheryl A. Group Final, FINAL Sequence 30.00	Approve	 Pending E-mail
Heide, Linda M. Group Final, FINAL Sequence 30.00	Approve	 Pending E-mail
Add Member		

4.3 ADD MEMBER FOR APPROVAL OR FYI

Additional members may be added to the routing queue as an approver or just to receive an FYI. All approvers must approve to finalize transaction.

1. To add additional members
 - a. Click on the '**Routing Queue**' tab.
 - b. Scroll down and click '**Add Member**'.
 - c. Search for the member by name and select the new queue member.
 - d. Enter the sequence number and the action (identify the member as approve for FYI).
 - e. Click **Save**.

f. The new queue member will show as an **'On the fly Member'**.

2. When submitted, the next approver may also add additional members.

The screenshot displays the Banner HR system interface. On the left, the 'Routing Queue' tab is active, showing a list of members pending approval. Each entry includes the member's name, department, sequence, and a status of 'Pending | E-mail'. At the bottom of this list, there is a red-bordered button labeled 'Add Member'. Overlaid on top of the routing queue is a modal window titled 'Add Member'. This window contains three input fields: 'Name*' with a dropdown menu showing 'HKENDALL', 'Sequence*' with the value '60', and 'Action*' with a dropdown menu showing 'Approve'. Below these fields are 'Cancel' and 'Save' buttons. To the right of the routing queue, there are two panels. The top panel, 'Pay Periods & Earn Codes', shows a dropdown for '2022 MN 3, Sequence 2' and two lines of text: 'P, 016421 - 00, Regular Shift 1 Effective 07/01/2021' and '016421 - 00, Long Rvw Shift 1 Effective 07/01/2021'. The bottom panel, 'Redistribution Details', shows a table with the following information:

2022 MN 3, Sequence 2	
Disposition	48, Pre-Approve Update
Status	Submitted
Hours	162.50
Amount	\$5,416.67
Percent	100.00%
Originator	Williams, Colette B.
Posting Date	12/07/2022

5.0 CONTINUE WITH ANOTHER EMPLOYEE'S REDISTRIBUTION

1. Click on the 'Person Search' on the menu.
2. Click on 'Advanced Search and continue with [Section 3.0](#).

The screenshot shows the Banner HR system interface. At the top, there is a 'Person Search' header. Below it, there is a navigation bar with two tabs: 'Person Search' and 'Approvals'. The 'Person Search' tab is currently selected. In the top right corner, there is a user profile icon labeled 'Proxy Super User' and a link to 'Advanced Search'.

6.0 DAILY PROCESSING

Labor redistribution transactions will be systematically processed in Banner on a daily schedule.

APPENDIX A: TIPS & TRICKS

Things to remember –

1. DELETE UPDATES removes the labor redistribution prior to **SAVE**.
2. ERASE removes labor redistribution prior to **SUBMIT**.
3. Scroll down the form to see the **SAVE** and **SUBMIT** buttons.
4. Remove the errors up in the right-hand corner by clicking on them – this works for any form in BANNER.

APPENDIX B: ROLES

Initiator – an individual with security access to originate a labor redistribution for employees with their organization.

Approver - an individual with security access to approve labor redistributions for their organization. Financial Managers and designees.

Grants Accounting – will review and approve sponsored account redistributions.

Financial Reporting – will review and approve E&G account redistributions.