



Online Labor Redistributions Approvals Reference Guide

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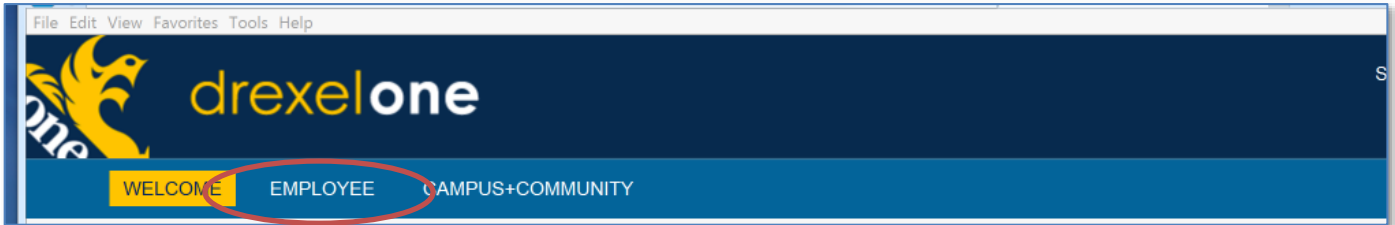
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Approving/Acknowledging a Labor Redistribution

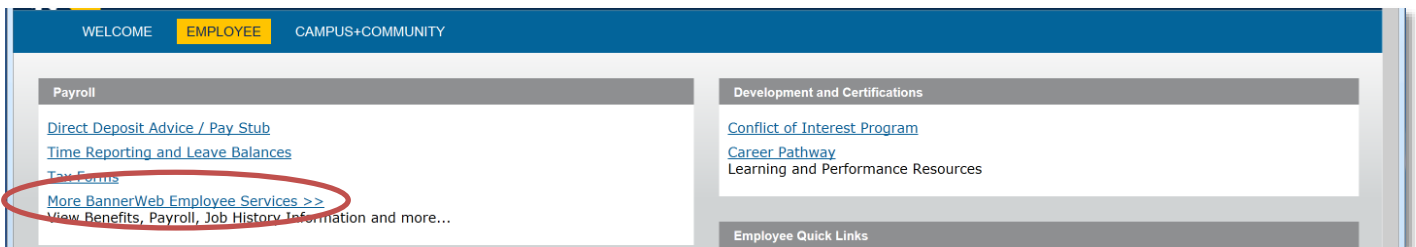
Approvers and Acknowledgers will receive an email notification when a redistribution has been submitted for their approval or review.

All Principal Investigators are automatically inserted as approvers if the Labor Redistribution is initiated on their award.

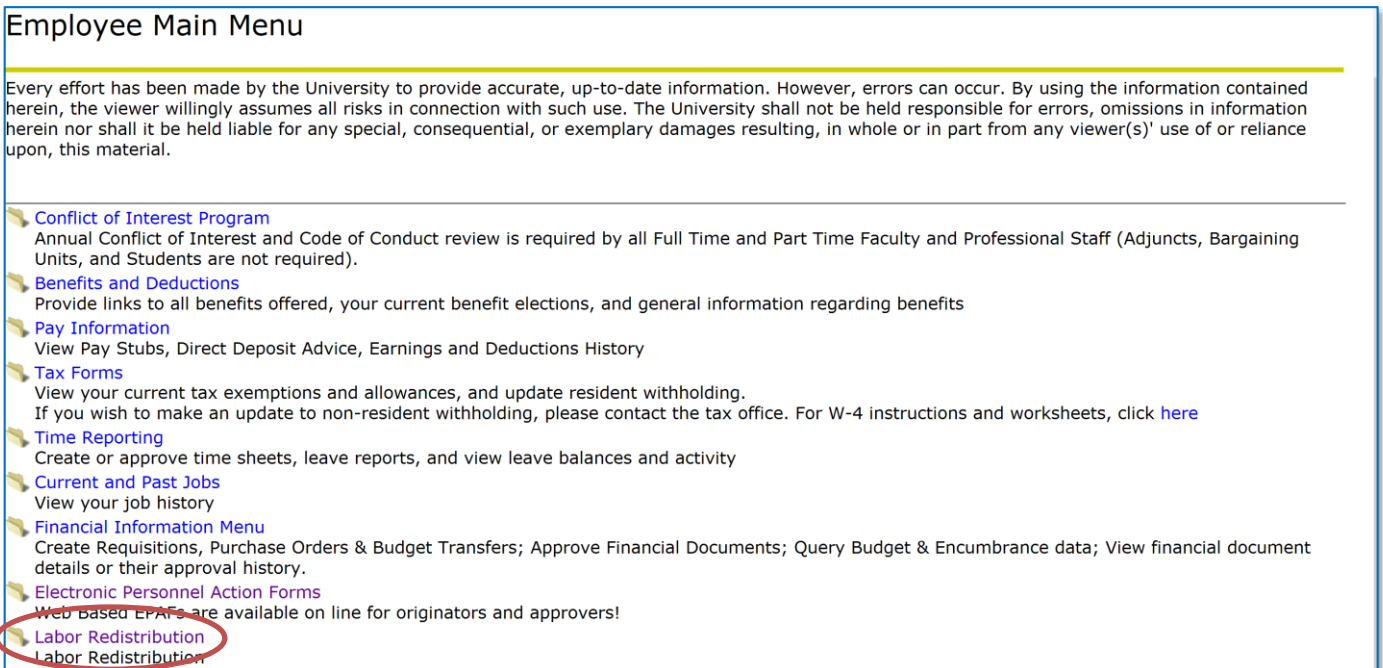
1. Log in to DrexelOne (<http://one.drexel.edu>)
2. Select the **Employee** tab



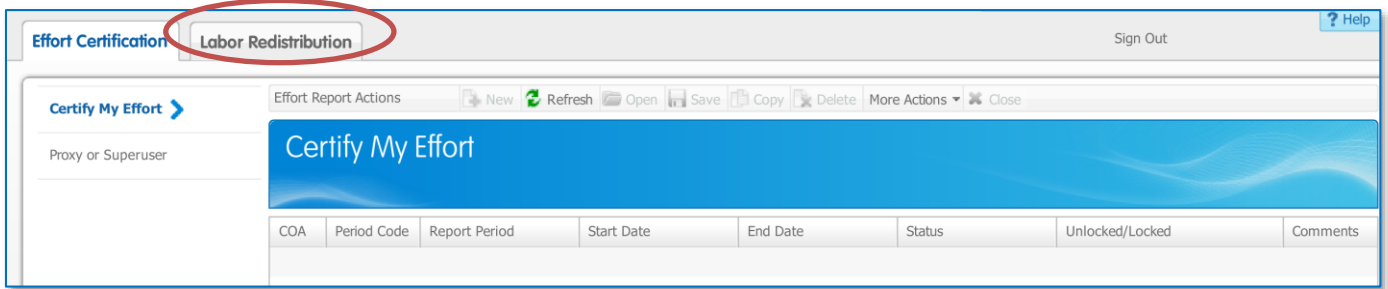
3. Select **More Banner Web Employee Services** under the Payroll heading




4. Select **Labor Distribution**

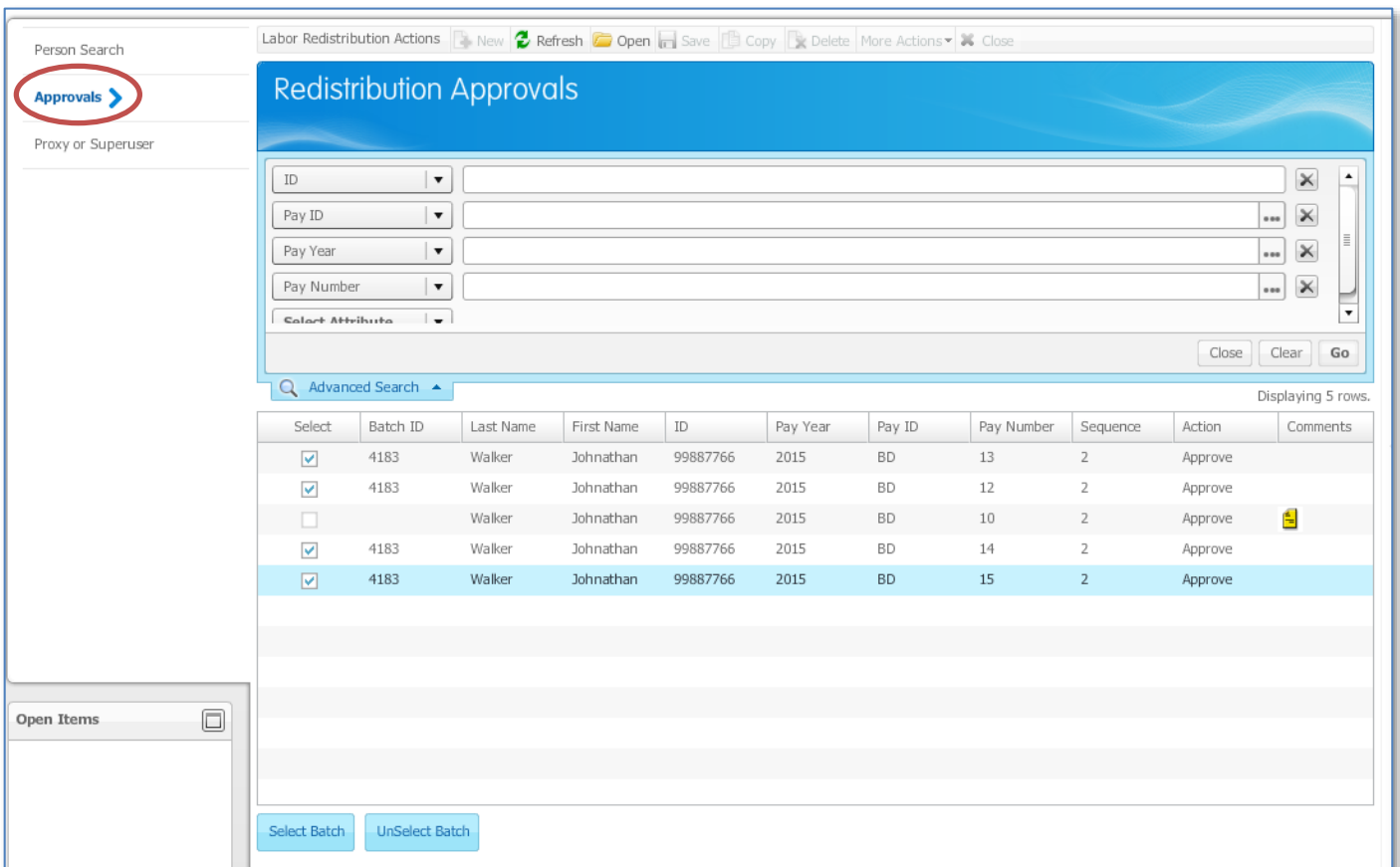


5. Select the **Labor Redistribution** tab




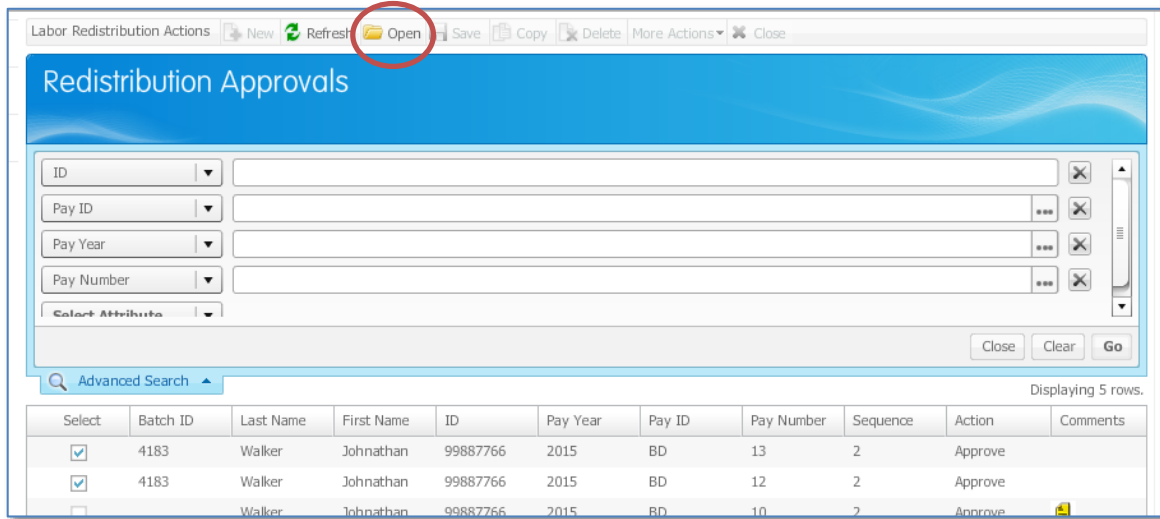
6. Click on **Approvals**. A list of transactions awaiting approval will be displayed.

- This icon appears in the **Comments** column  if there is a comment on the Redistribution
- A batch number appears in the Batch ID column to indicate that this action included multiple pay periods with identical actions.

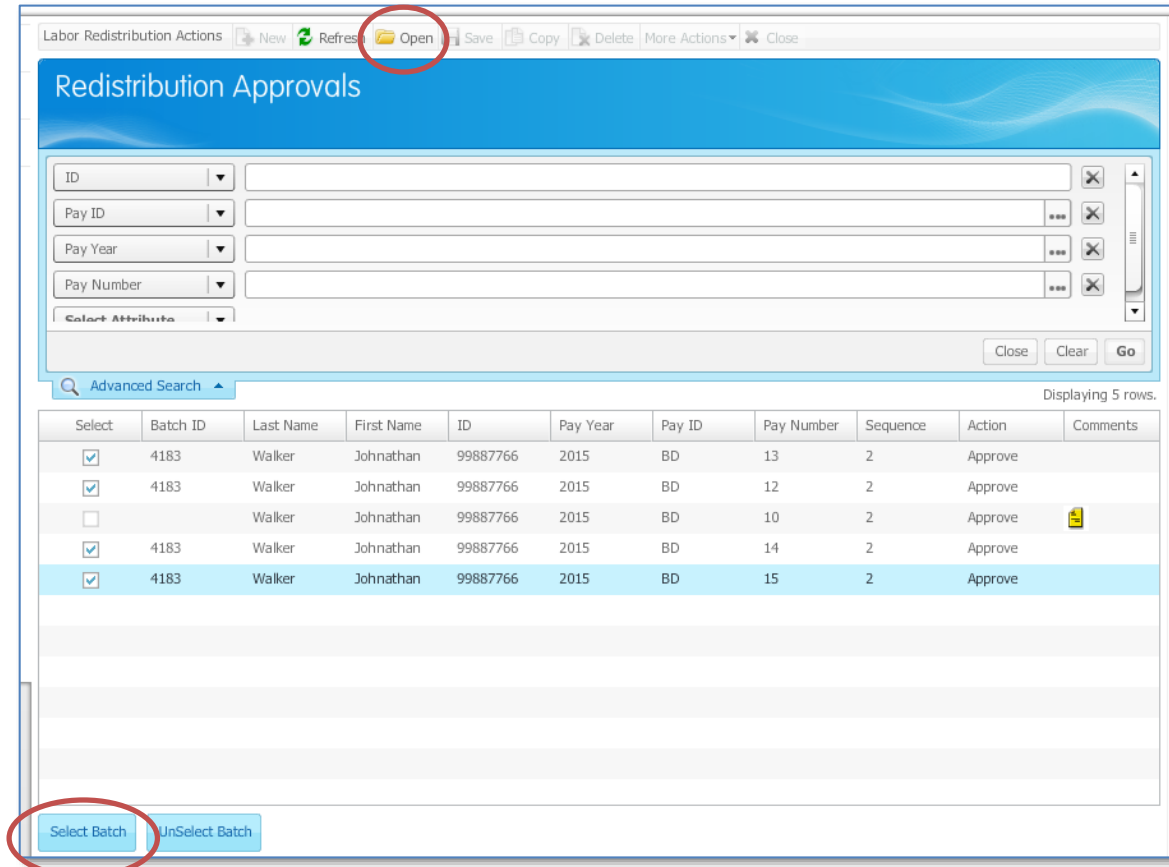


7. Select the records for approval.

- Single Record: Select the desired transaction(s) and **Double Click** to open the transaction or select the **Open** icon. 




- Batch:
 - a. Click on a record within the batch
 - b. Then click on **Select Batch**
 - c. Then click on Open



Click on **Unselect Batch** to remove the check marks from the Select box.

8. Audit and review **Current** and **Updated** distribution

The current and updated distributions will appear. The first pay period will display in a new window. The other pay periods can be viewed and selected from the in the Pay Period & Earn Codes box.

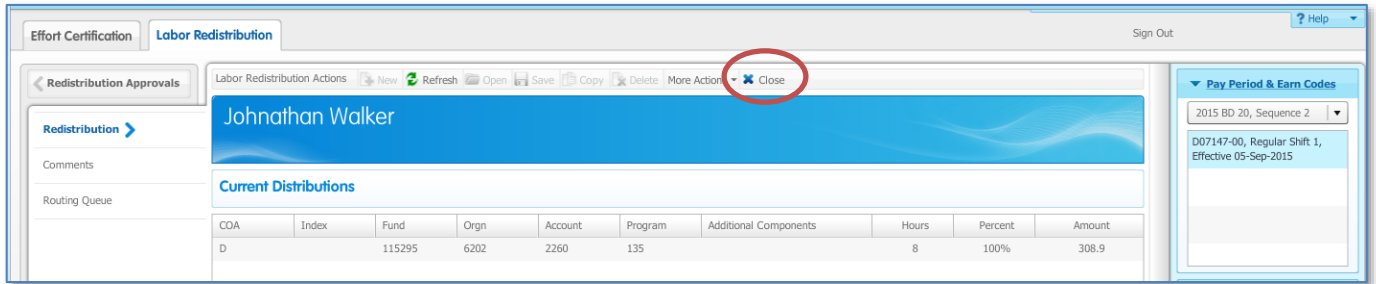
Use the down arrow  to display the other selected pay events

9. Approve or Return the transactions.

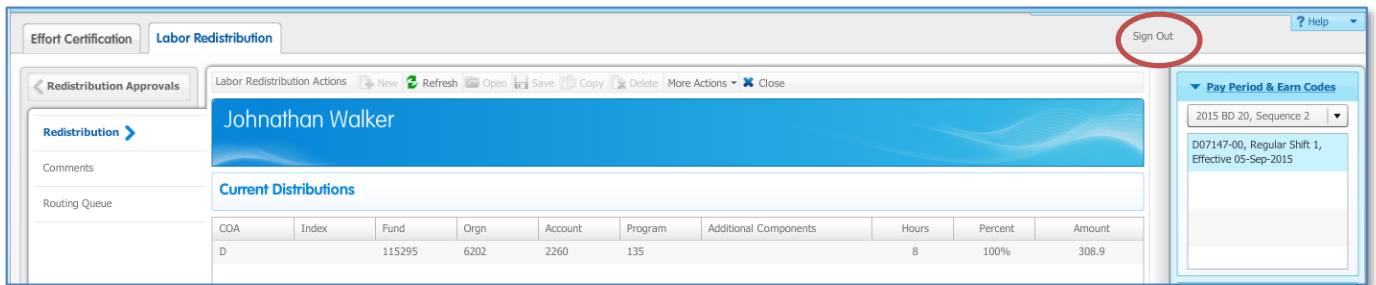
- To Approve: Select **Approve** or **Acknowledge** (for a single transaction) or **Approve or Acknowledge All** (for batch transactions)
- To Return the Transactions: Select Return for Correct (for a single transaction) or **Return All for Correction** (for batch transactions).

The **Return for Correction** function will send the record back to the Originator. A comment window will appear. Comments are required to explain the reason for the return for correction.

10. To close the transaction, select the **Close** button in the top navigation bar.

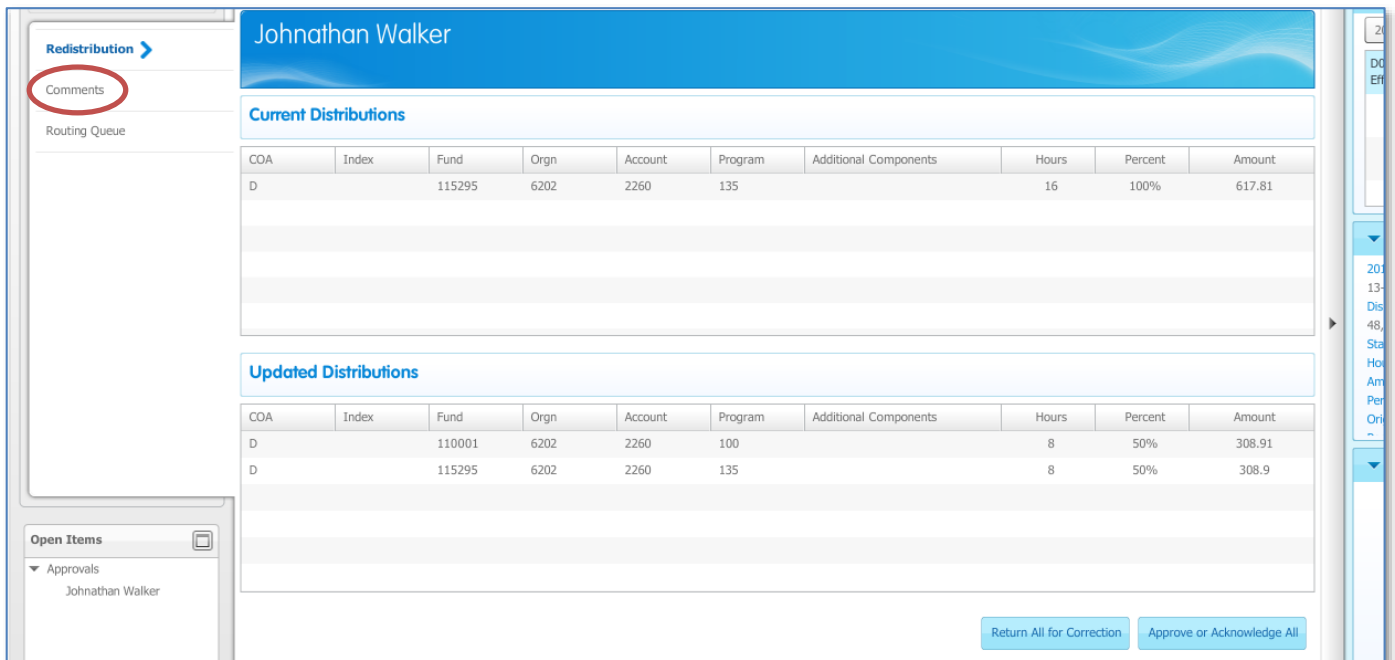


11. Exit the system by selecting **Sign Out** in the top right corner



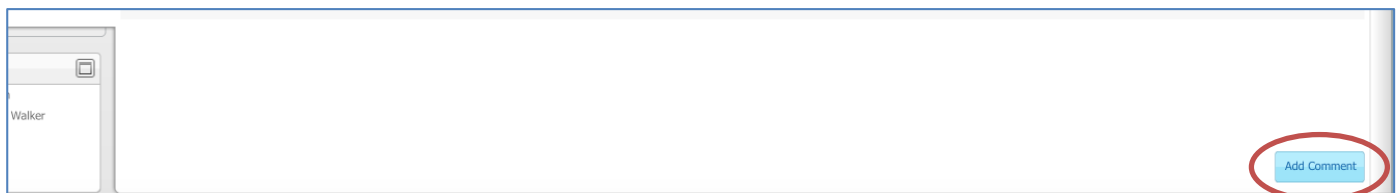
Important: You must close a record prior to signing out or the records that you are editing/viewing may be come locked

12. Optional: Select **Comments** in the left navigation bar to enter comments.

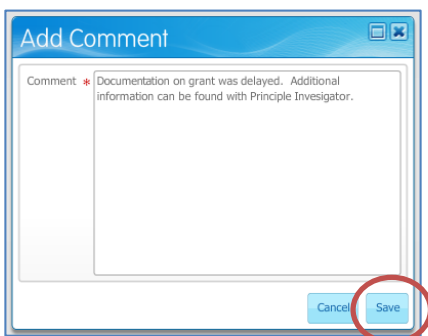


To enter a comment, select the **Add Comment** button in the bottom right corner.

Any user in the routing queue can add comments to the transaction. Once saved, the comments cannot be edited for deleted. The comment field can hold up to 4000 characters of text.



b. Enter comment text, and select the **Save** button.



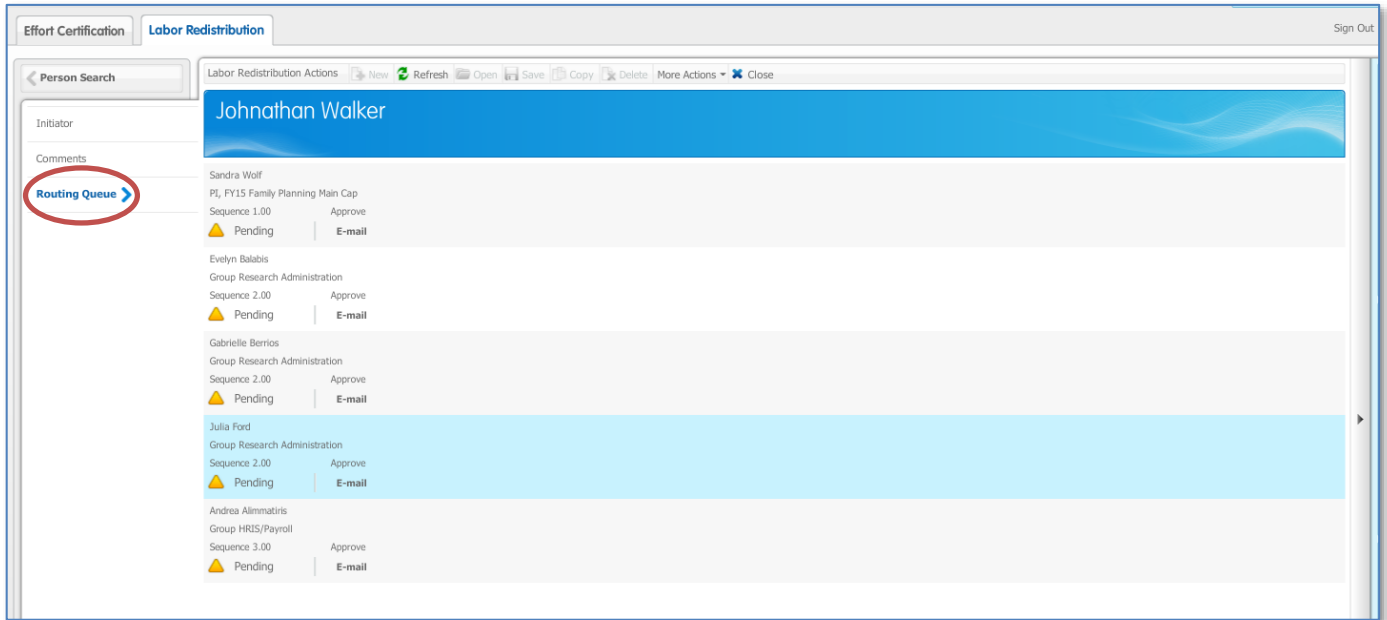
Important:

- In accordance with Research policy, justification for all grant redistributions must be included in the comments section.
- Any comment entered becomes part of the employees record.

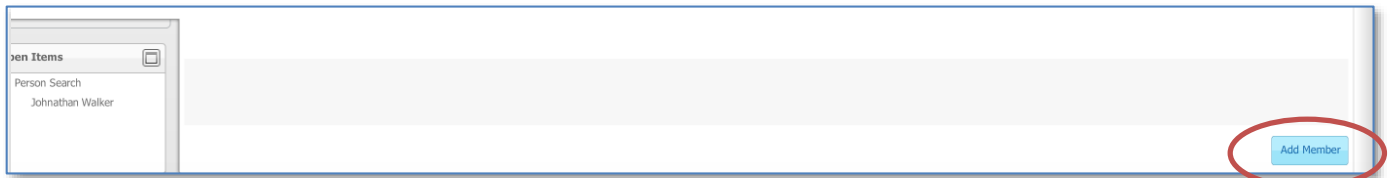
13. Optional: Select **Routing Queue** in the left navigation bar to add additional users to the routing queue.

Tips:

- Only one person in each routing approval level must take action. Multiple members of an approval queues may appear, but not all members are required to approve the redistribution.
- Additional approvers and acknowledgers are added for this transaction only. This is not a permanent change in approval routing.
- Once added, the approver or acknowledger for the transaction cannot be removed.



Select the **Add Member** button in the bottom right corner.



A new Window will appear:

Name: Type in the users first or last name and the system will suggest matches. Click on the name to make the selection.

Sequence:

Value	If there is a grant account	If there is not a grant account
0.01 to 0.99	Available for additional approvers prior to the Principle Investigator	Available for additional approvers
1.0	Do not use. This is reserved for Principle Investigators	
1.01 to 1.99	Available for approvers after the Principle Investigator and prior to Grant Research Approval	
2.0 and above	Do not use	Do not use

Action: Approve

Click on Initiator to return to the record.

Add or Remove Proxy

1. Log in to DrexelOne (<http://one.drexel.edu>)
2. Select the **Employee** tab
3. Select **More BannerWeb Employee Services** under the Payroll heading
4. Select **Labor Distribution**
5. Select the **Labor Redistribution** tab
6. Select **Proxy or Superuser** in the left navigation bar
7. Select the **Add Proxy** button in the bottom right corner

The screenshot shows the 'Proxy or Superuser' interface. The left navigation bar has 'Proxy or Superuser' selected. The main content area has a blue header 'Proxy or Superuser'. Below the header, there are three sections: 'Superuser' with a checkbox 'Act as a Labor Redistribution Superuser', 'Proxy' with a dropdown 'Act as Proxy For:' set to 'Self, SL159', and 'Update Proxy' which is a table with columns 'Person Name' and 'Remove'. The table contains one row: 'Frances Conlan, FC25' with a 'Remove' checkbox. At the bottom right, there are two buttons: 'Add Proxy' and 'Save'. The 'Add Proxy' button is circled in red.

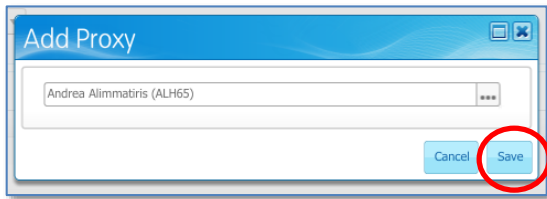
Person Name	Remove
Frances Conlan, FC25	<input type="checkbox"/>

8. An **Add Proxy** window will appear.

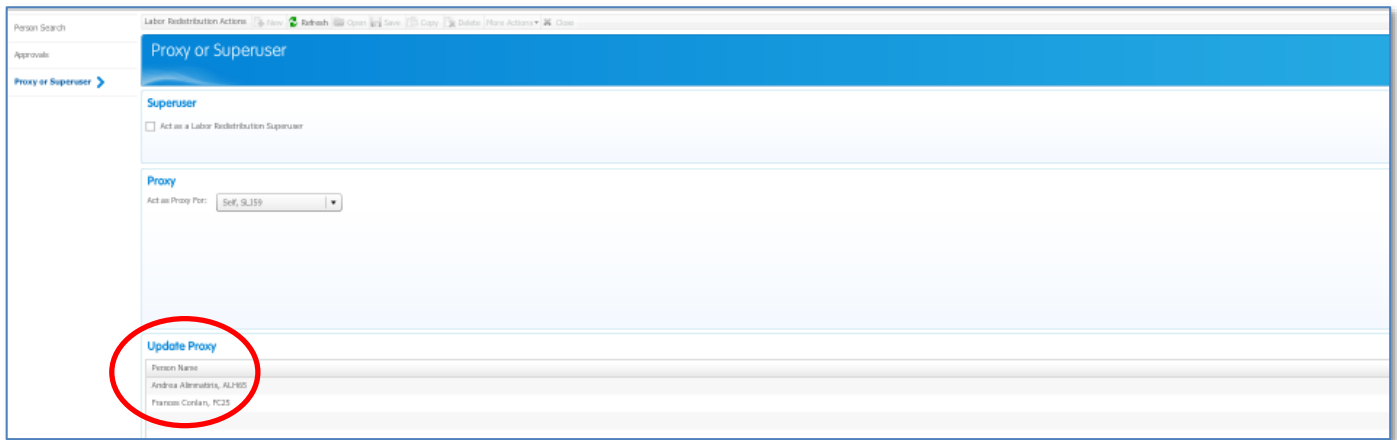
Type in the users first name, last name or user ID and the system will suggest matches.

Click the user's name to select them from the list.

Click on the **Save** button.

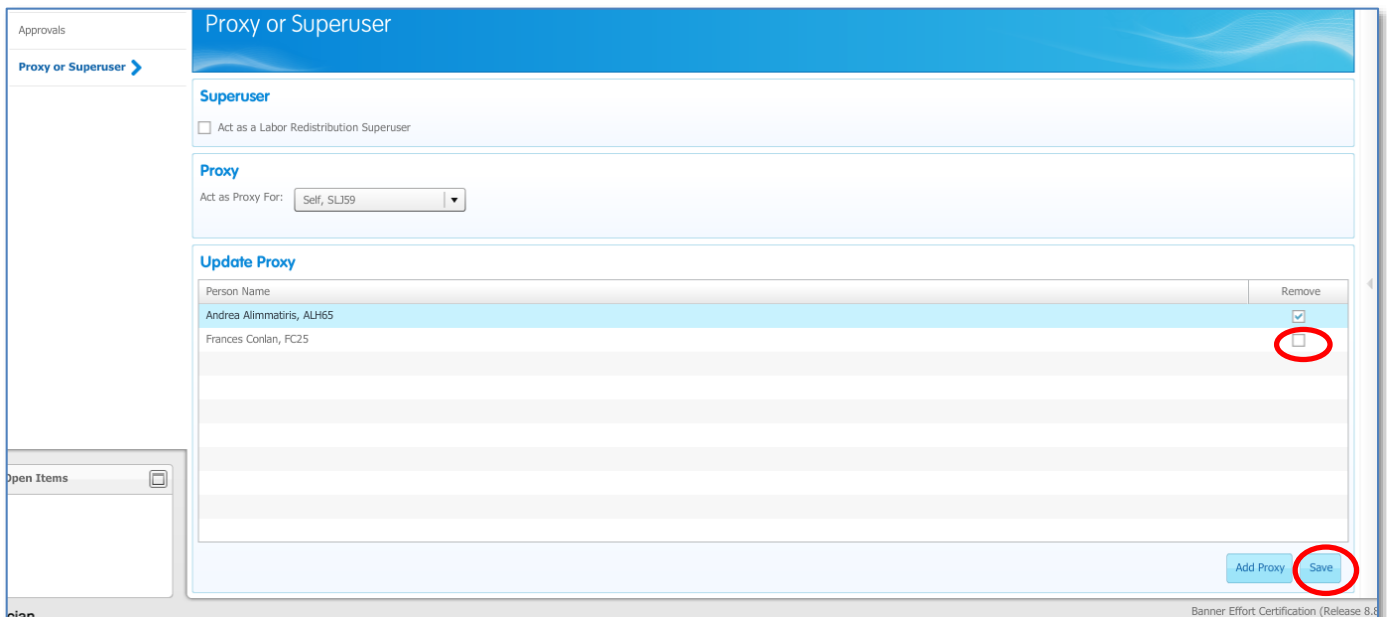


9. The name will appear in the Update Proxy section of the window.



To remove the proxy

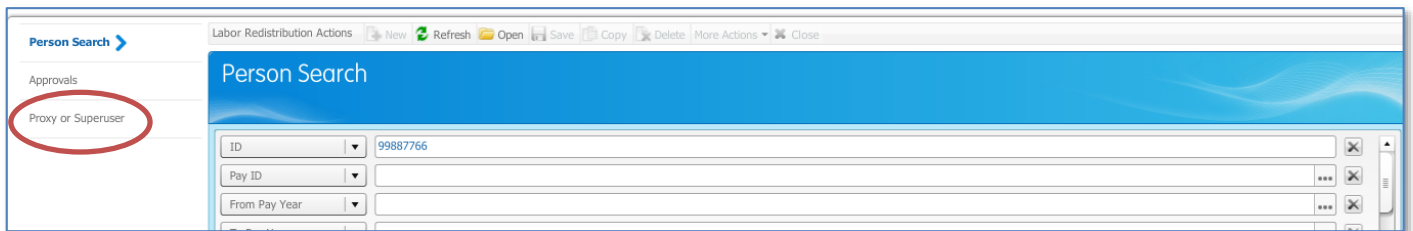
1. Select the **Remove** checkbox in the right column
2. Select the **Save** button in the bottom right corner



Acting as a Proxy

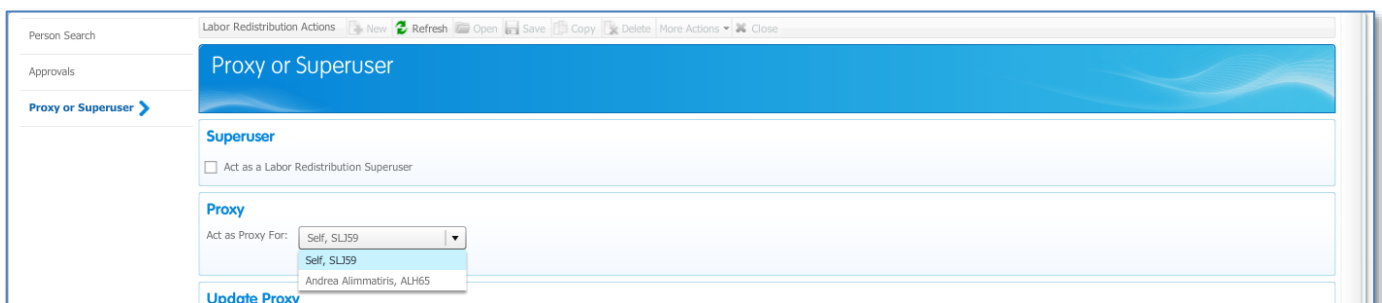
The user must first set you up with access to act as their proxy (see page 9).

1. Log in to DrexelOne (<http://one.drexel.edu>)
2. Select the **Employee** tab
3. Select **More BannerWeb Employee Services** under the Payroll heading
4. Select **Labor Distribution**
5. Select the **Labor Redistribution** tab
6. Select **Proxy or Superuser** in the left navigation bar



7. Under the **Act as a Proxy For** heading, select the drop down menu to display the users for whom you can act as a proxy. Select the name of the individual for whom you are proxying.

Note: Users can add a proxy. Users cannot set themselves up to proxy for another user.



8. Follow the instructions from the Approval section of this document.

Note: When you no longer need to be a proxy for this person come back to the Proxy or Superuser page and switch the **Act as Proxy For** back to self or **Sign Out** of system