Online Labor Redistributions Entry Reference Guide

Contents:
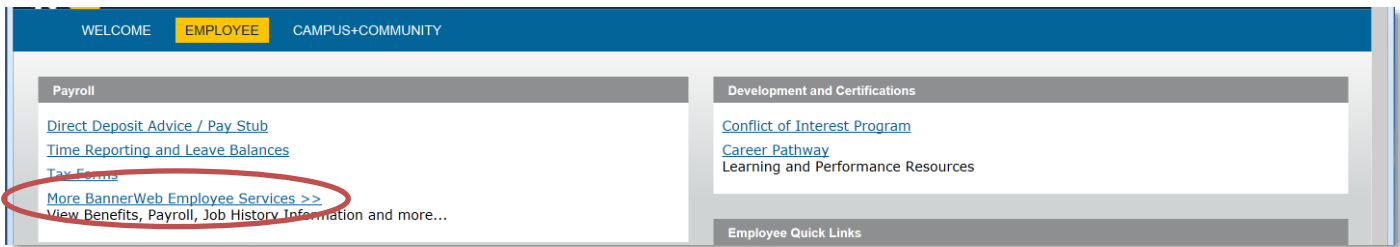
Overview:

- The on-line labor redistribution function provides an automated function to revise prior pay event labor and fringe costs.
- The redistribution voids and reissues the entire paycheck for the employee; however, there is no impact on employee pay.
- To make labor distribution changes on current employee records, or to make future dated changes, use the Electronic Personnel Action forms for Job Labor Changes.

Submitting a Labor Redistribution

1. Log in to DrexelOne (http://one.drexel.edu)

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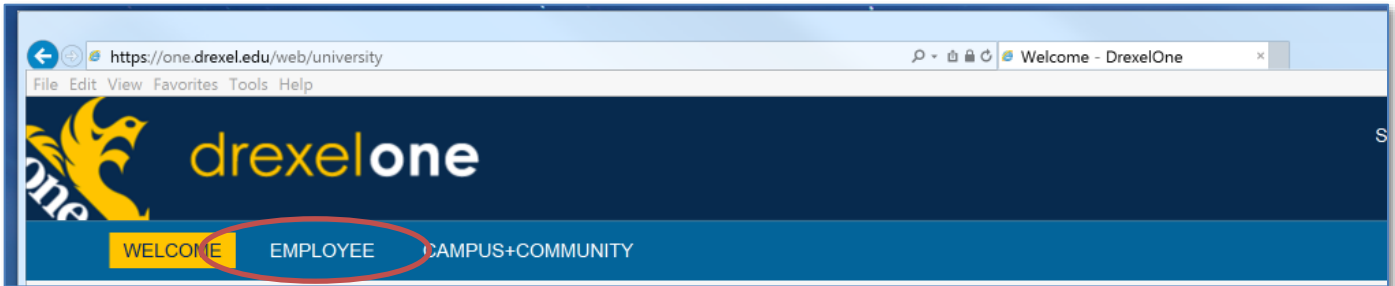
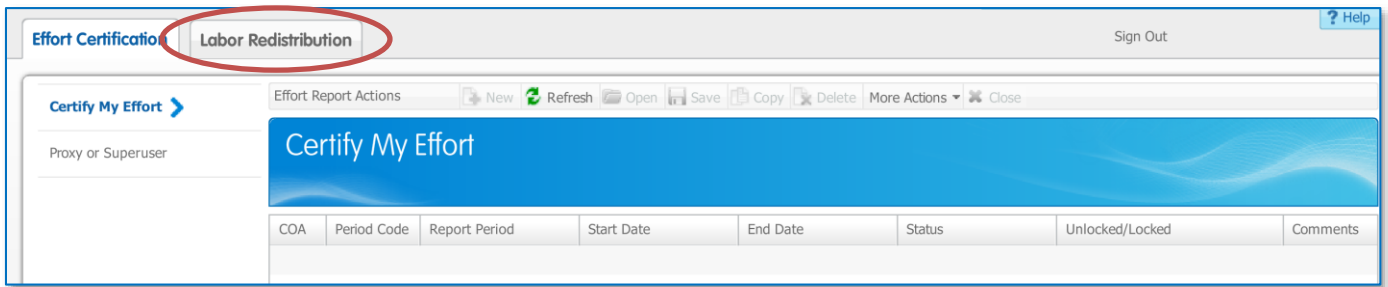3. Select **More Banner Web Employee Services** under the Payroll heading

4. Select **Labor Distribution**

5. Select the **Labor Redistribution** tab

6. Enter information in the **Person Search** fields and select the **Go** button to search for an employee. Search by pay event(s) or ID. You can search by ID or by ID or name, Pay Event, Pay ID, and Year.
   Click on Go [Go] to execute the search.

   - Enter ID.
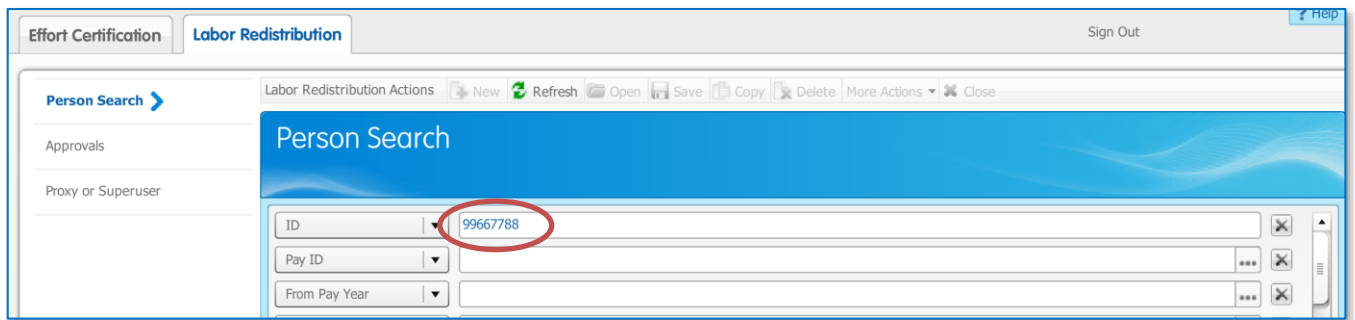
   - Name or ID, Pay Event, Pay ID, and Year
     To search by name, the search criteria must include both first and last names. You can search by a partial name. The search criteria least the first two characters of each name followed by a percentage sign (%).

   - Use the Select Attribute button [Select Attribute ▼] to select the options for First and Last Name.
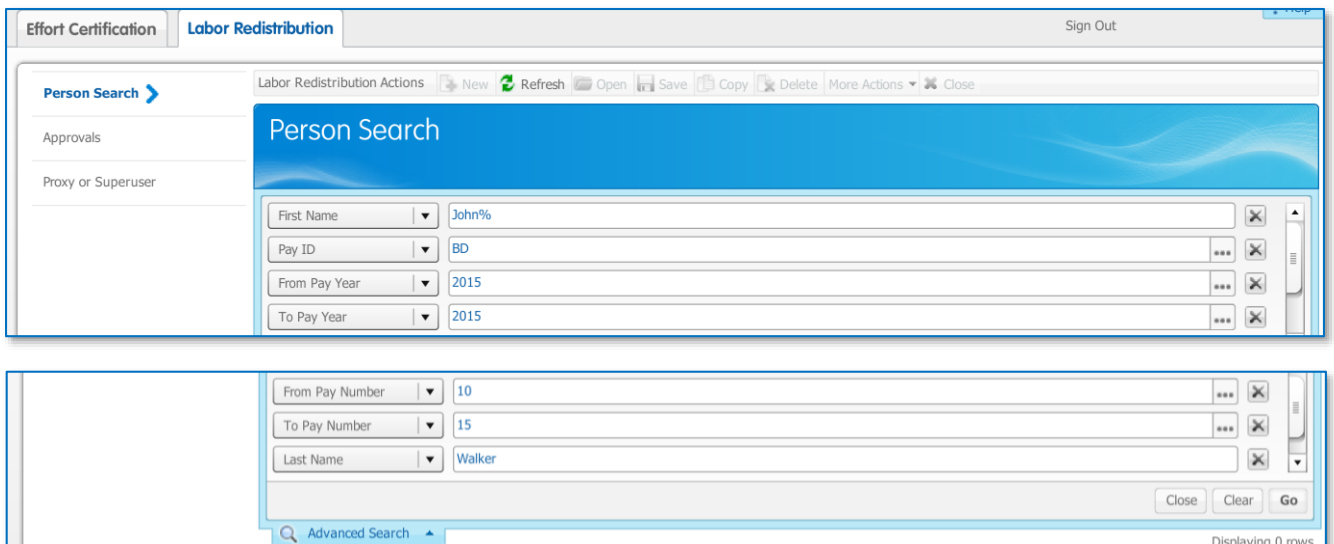
Tips:

- There are two reasons the search criteria would not return results:
    1. The wrong values were entered in the search. Select the Clear [Clear] button to remove the current criteria and then reenter the correct values.
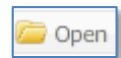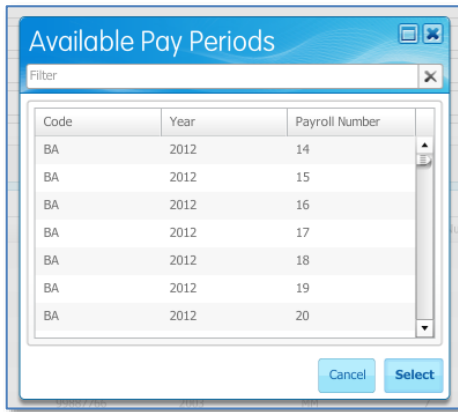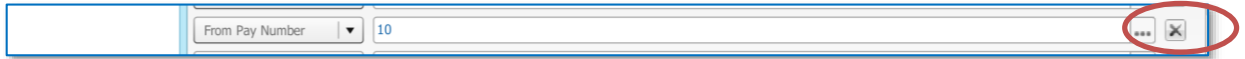   2. You do not have security access to the employee's record. Send a message to HRIS@Drexel.edu for assistance on resolving access to the record.

- The three dots at the end of a search line are a link to a search form. Clicking on those links will take you to a list of values for that field.

7. Select the desired transaction(s) and Double Click to open the transaction or select the **Open** icon.
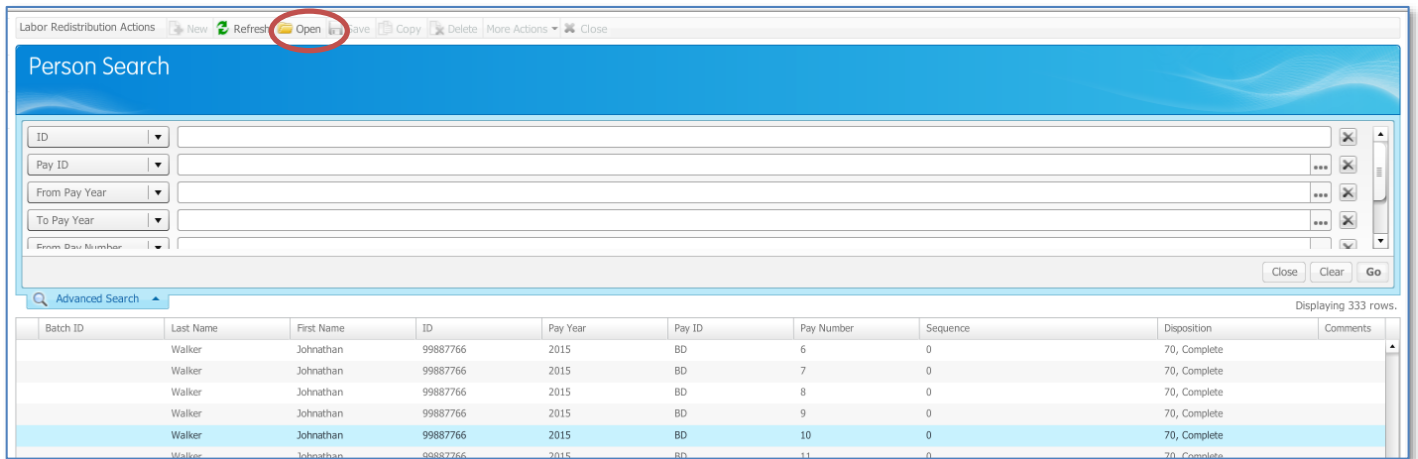
Tips:

- The columns can be sorted in ascending or decending order by clicking on the column headings.

8. Select in the upper right corner to edit the labor distribution.

9. The Update Distributions Window will appear.
   - Enter the current date in the **Posting Date.**
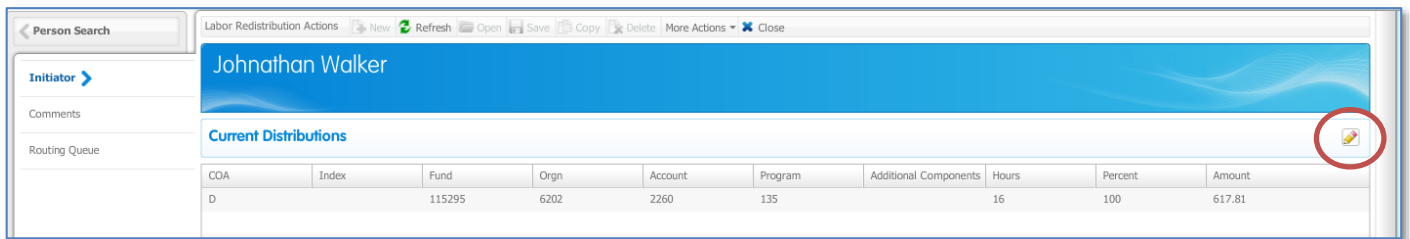   *Important:* This is the date used for interfacing to Finance. If a date is entered for a closed finance period (past or future), the system will change the date to the system date prior to posting.

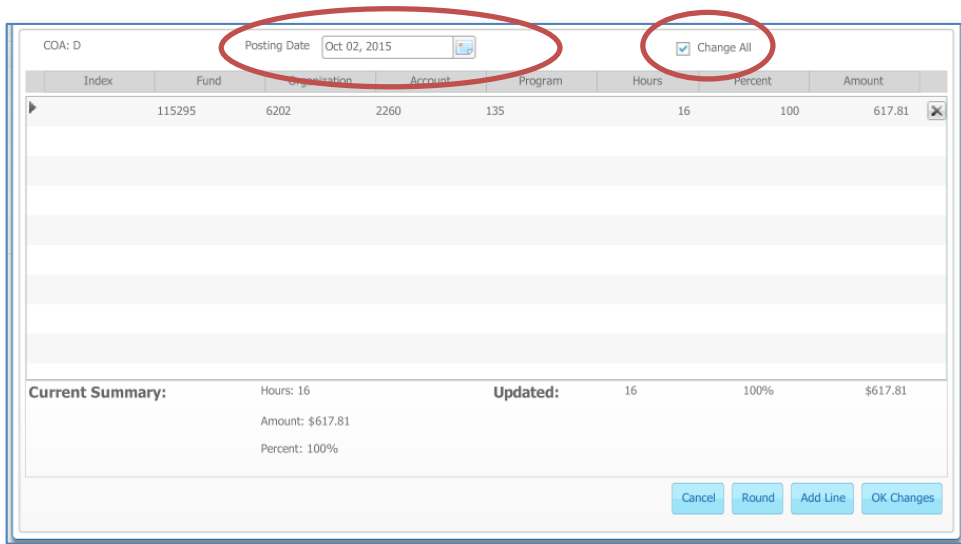   The date must be entered. You cannot select it from the calendar.

   - Optional: Select the **Change All** checkbox.
     Important: The "Change" all indicators will update all records in the pay event that matches the labor distribution values selected for update.

     Examples:
     The earnings codes of sick and regular time will have the same labor distribution. If "Change All" is selected on the update of sick or regular time then both codes will be updated.

     On-call pay has a different labor distribution. . If "Change All" is selected when updating regular pay, then the on-call pay *will not* be updated. The on-call earnings code must be updated separately.

10. Click on the carrot ▶ to expand the record so you can change the labor distribution line


Important:

- Look at the information in the upper right hand of the screen. If there are multiple earnings for this pay period, the earnings will be listed separately.

  If all the earnings codes will have the same labor distribution then you can use the "Change All" option so that all earnings codes are included in the redistribution.

  Click on the detail of the earnings code in this window to move between the records.
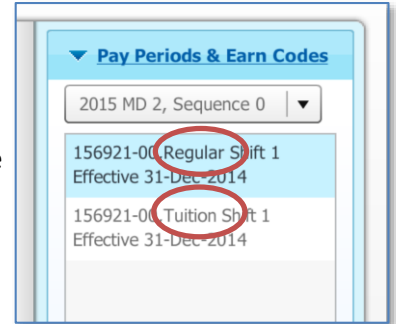
- If there are multiple position numbers, and all have the same labor distribution, you can use the "Change All" option. Otherwise each position will need to be updated separately.

  Click on the detail of the position numbers/earnings codes in this window to move between the records.
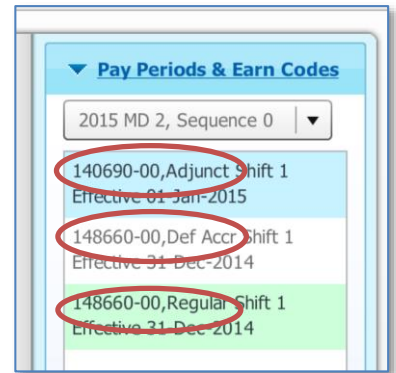
11. Edit the Labor Distribution. All associated fringe charges will be redistributed with this change in labor charges.
   - To update the record, overtype the displayed values.
   - To delete the line of labor distribution, click on the "x".
   - To add Line to labor distribution, click on the **Add Line** button.
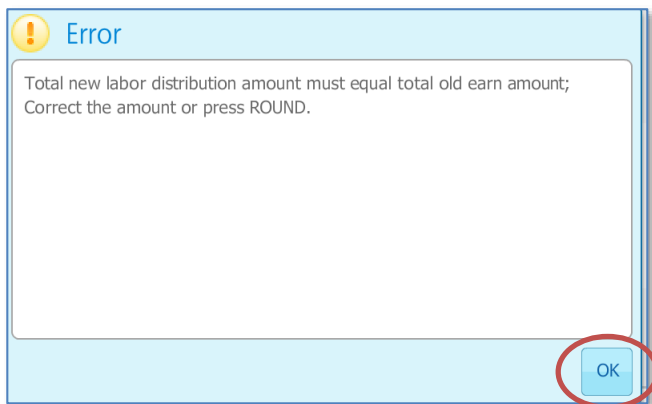
   Once you are finished editing the labor distribution, select the **OK Changes** button. The update window will close and your changes will be displayed under the **Updated Distributions** header.
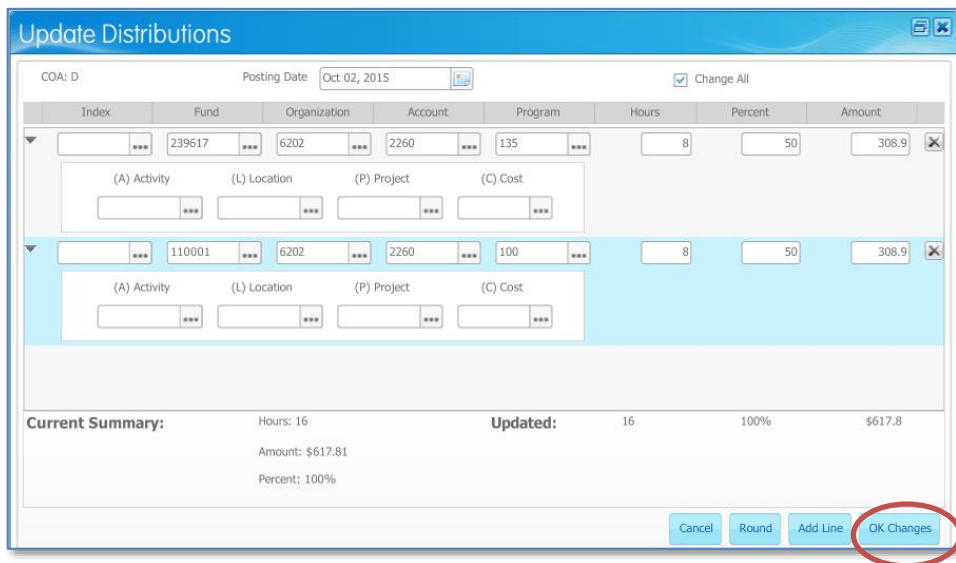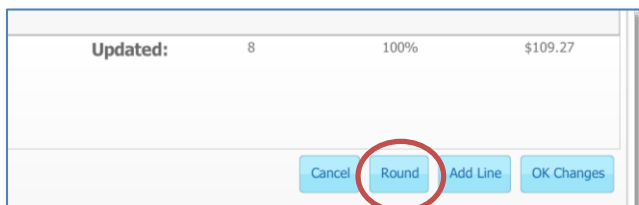

If the totals do not add up to 100% an error window will appear
   - Click on **OK**.

   - Once the Update Distribution Page is displayed you can update the values or click on **Round** to have the system suggest values for you.

12. Click on **Save** to prepare the records for submission.

Updated Distributions									
COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
D		110001	6202	2260	100		8	50	308.91
D		239617	6202	2260	135		8	50	308.9

Delete Updates Erase Save Submit

If the entry was entered in error, you can remove the record by clicking on **Delete Updates**

13. Once the record is saved, the options at the bottom of the page change to Erase and Submit.

14. Click **Submit** to forward the redistribution to the approvers for approval.

Updated Distributions									
COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
D		110001	6202	2260	100		8	50	308.91
D		239617	6202	2260	135		8	50	308.9

Delete Updates Erase Save Submit

At this time you can add comments and/or additional approvers. Instructions for those actions are on the following pages. If no additional actions are required, then close the record.

Important: Comments must be entered for any action involving grant funding.

15. To close the transaction, select the **Close** button in the top navigation bar
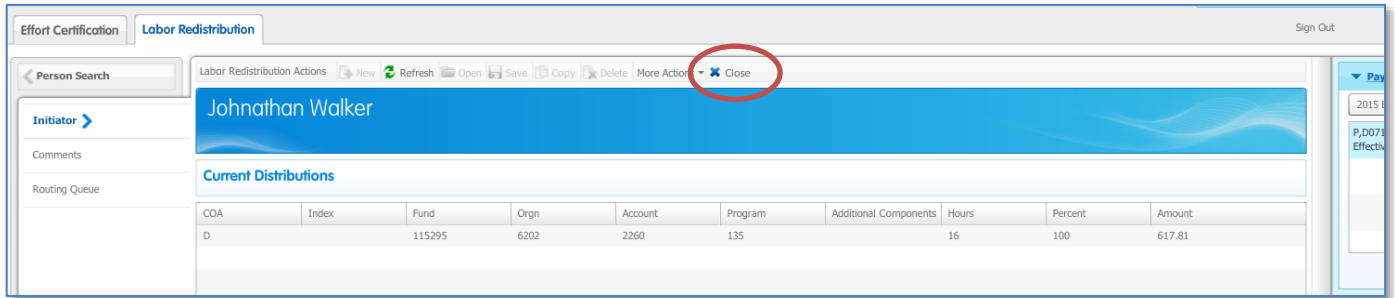
16. Exit the system by selecting **Sign Out** in the top right corner
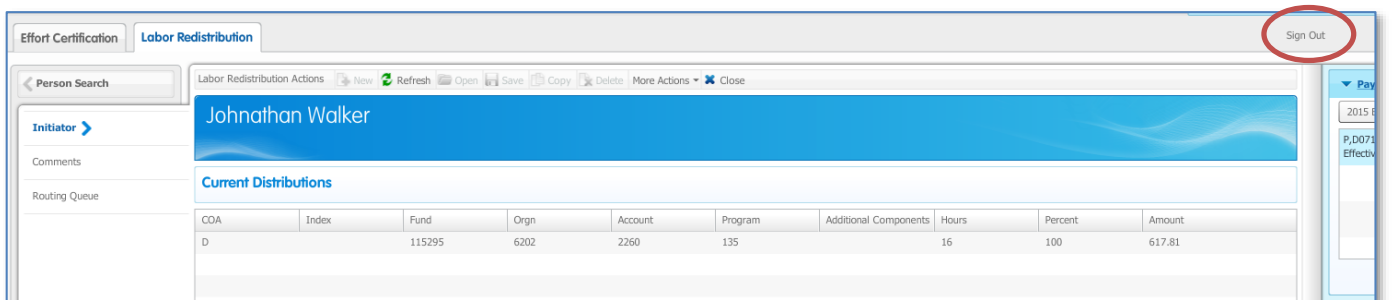
Important: You must close a record prior to signing out or the records that you are editing/viewing may be come locked

17. *Optional:* Select **Comments** in the left navigation bar to enter comments.
   ***Important:***
    - In accordance with Research policy, justification for any grant salary redistributions must be included in the comments section.
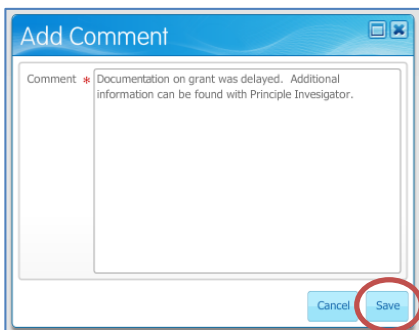   - Any comment entered becomes part of the employees record.
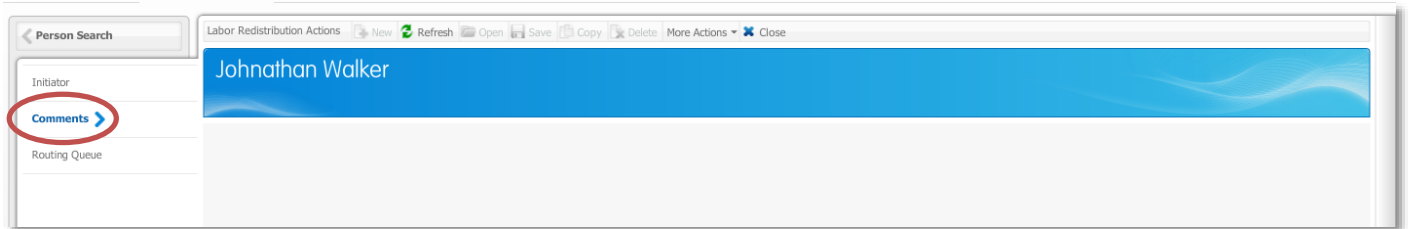
To enter a comment, select the **Add Comment** button in the bottom right corner.
Any user in the routing queue can add comments to the transaction. Once saved, the comments cannot be edited for deleted. The comment field can hold up to 4000 characters of text.
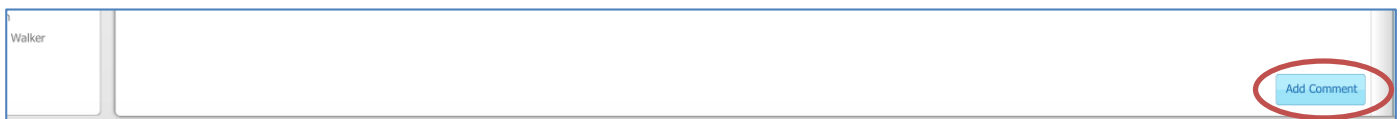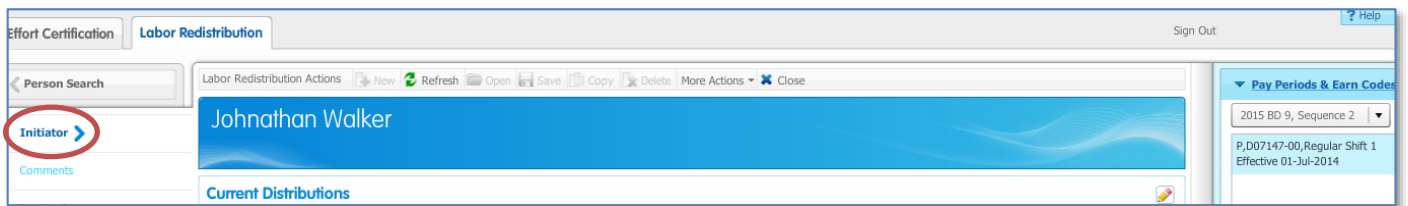

Enter comment text, and select the **Save** button.

.
If the entry was entered in error, you can remove the record by clicking on **Erase**

Click on Initiator to return to the record.

18. 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.
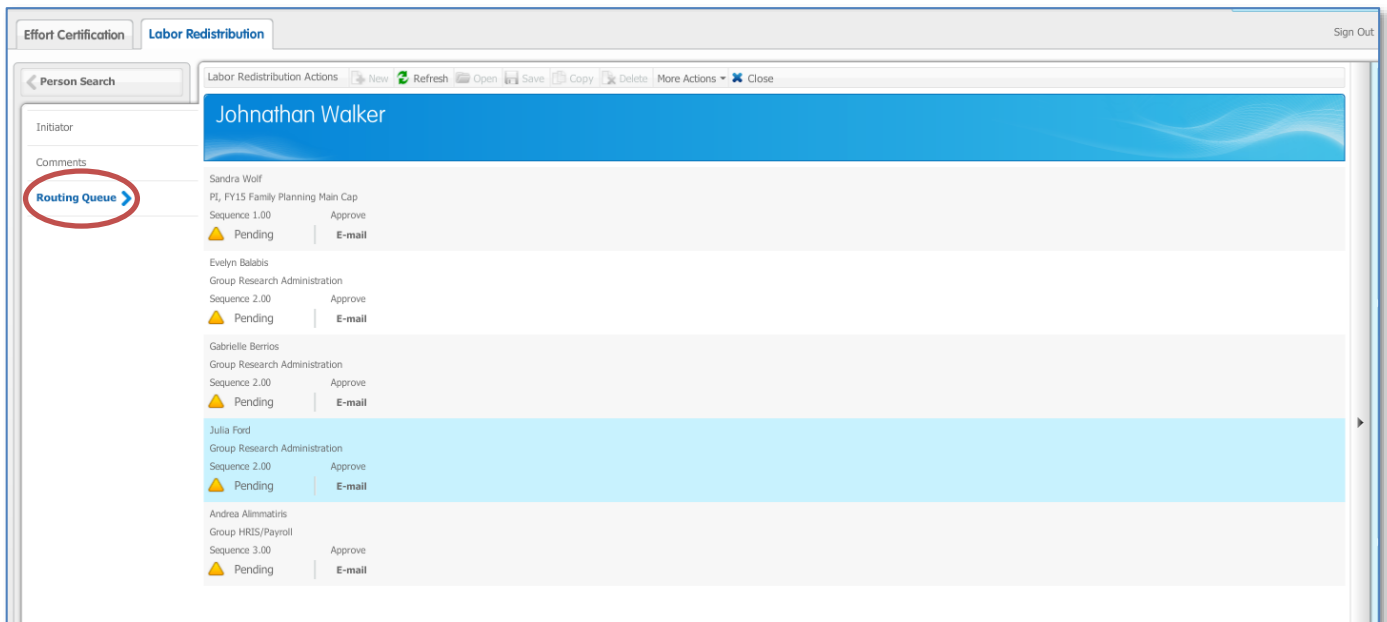
   Select the **Add Member** button in the bottom right corner.
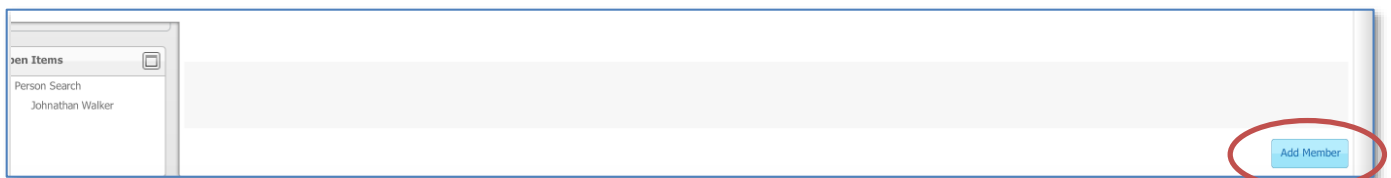
A new Window will appear:

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.

Changing Multiple Pay Periods

Using one of the two methods below creates a 'batch'. Approvers are sent one message per batch of redistributions. If one of these methods is not used, then the approvers will receive one email notification for each pay period changed.

Selecting a batch:
- To select sequential pay periods, click the first pay period. Hold the **shift** key and click the last pay period to be redistributed.
- To select non-sequential pay periods, click the first pay period. Hold the **CTRL** key and click on the remaining pay periods to be redistributed.

Entering Changes on a batch:
1. Open   Use this option to change each pay period selected independently or in mass.
2. Find Replace   The same change to specific funds, accounts and/or organization codes will be made on each pay period and each earnings within that pay period
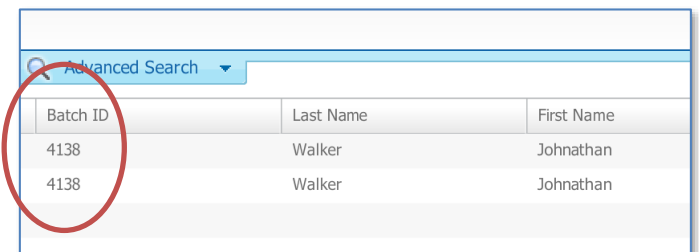
Important:
The system will allow you to make different changes on each pay period selected but don't do that. The goal of using the batch functionality is to have the same change made on each record. That way the initiator can make one change and the approver only has to approve once. Do not use the batch options if you are making different changes on each record.

Note:
If you have changed multiple pay events using the Change All or Find Replace option, then the changed events will display a batch ID. This ID groups the events for approvals.

Batch ID	Last Name	First Name
4138	Walker	Johnathan
4138	Walker	Johnathan

Open

1. Click **Open**.
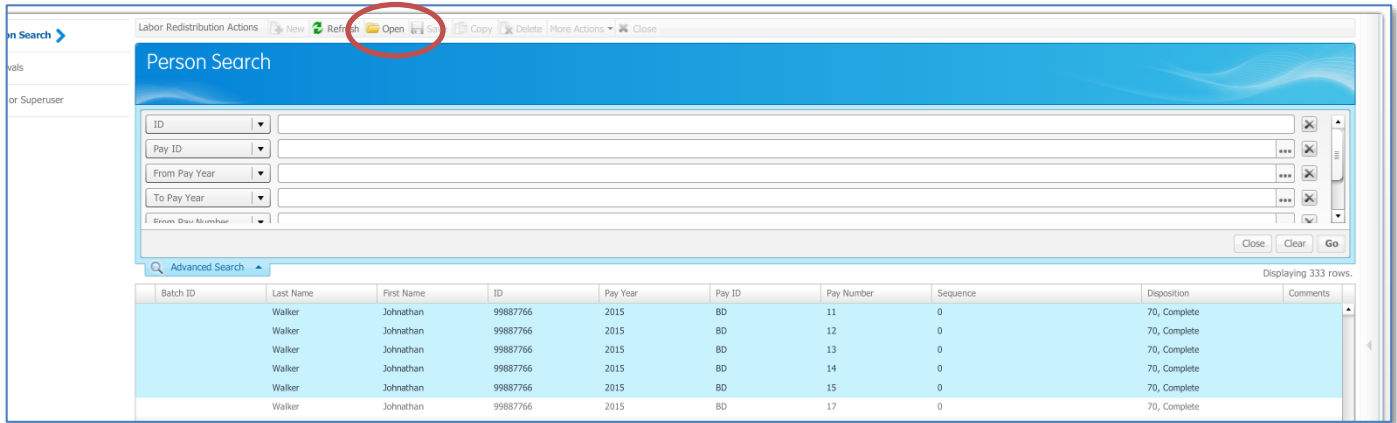
2. The first pay period will display in a new window. The other pay periods can be viewed and selected in the Pay Period & Earn Codes box.
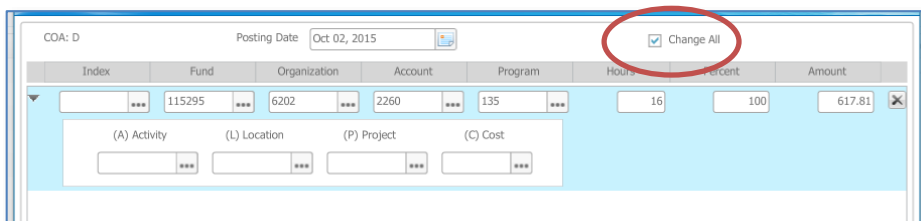
   Use the down arrow [▼] to display the other selected pay events
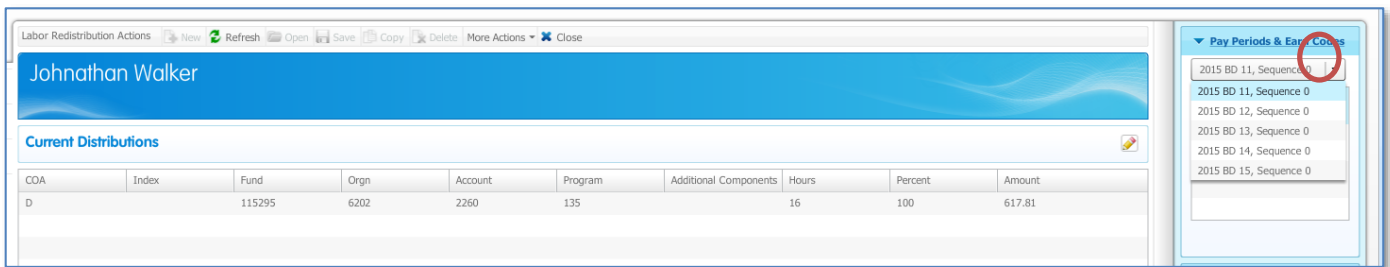
3. Select [🖉] in the upper right corner to edit the labor distribution
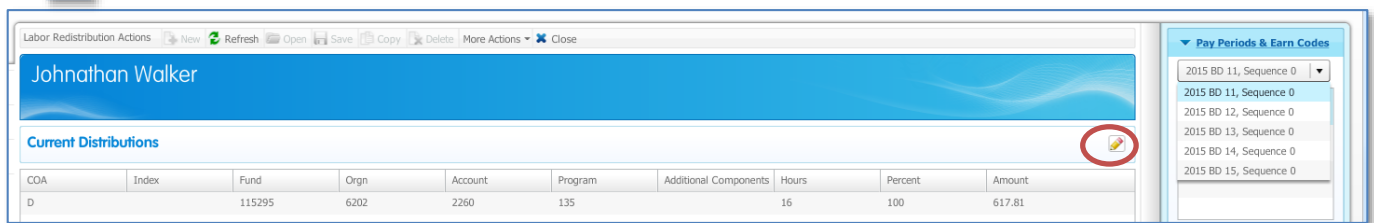
4. To make the same change to all records (including all earnings codes), click the **Change All** checkbox.

5. Update the distributions following instructions included in a prior section.

Find Replace

1. Once the search has completed and the pay periods are displayed, two options appear at the bottom of the page: **Find Replace** and **Additional Criteria**. Click on Click **Find and Replace**. A new window will be opened.

2. Enter the values to be replaced in the **Find** section.

   Enter the new values in the **Replace With** section.

3. A warning box will appear listing the number of records that will be updated. Click on **OK.**
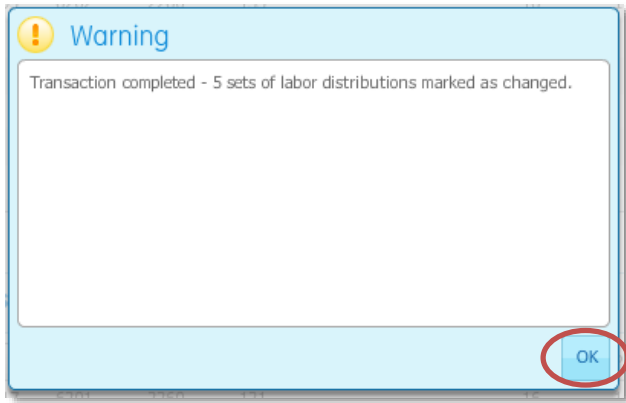
4. The current and updated distributions will appear. The first pay period will display in a new window. The other pay periods can be viewed and selected from the in the Pay Period & Earn Codes box.

    Use the down arrow to display the other selected pay events

5. Update the distributions following instructions included in a prior section.

Additional Search Criteria

This option allows you to future refine your selection criteria by searching on earnings codes, funds, accounts, and/or organization codes.

1. Once the search has completed and the pay periods are displayed, two options appear at the bottom of the page: **Find Replace** and **Additional Criteria**. Click on **Additional Criteria**.

2. A new window will appear.

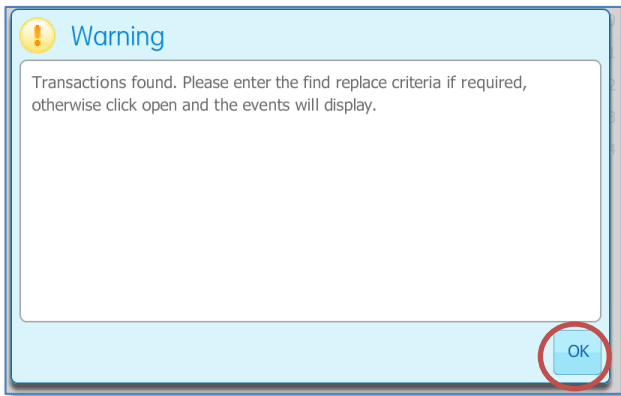   Enter the additional search criteria as needed to narrow the selection of pay events.

    Note: The Chart of Accounts must be entered as well as one of the elements of the funding string.
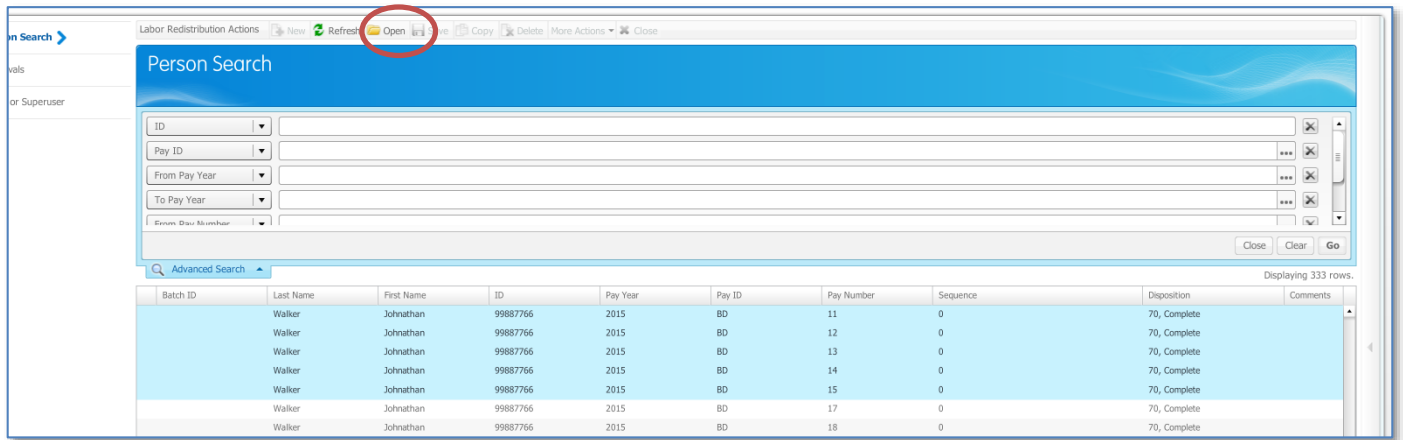
    Click on **OK**.

3. A warning box will appear indicating if any records were found that matched the search criteria.
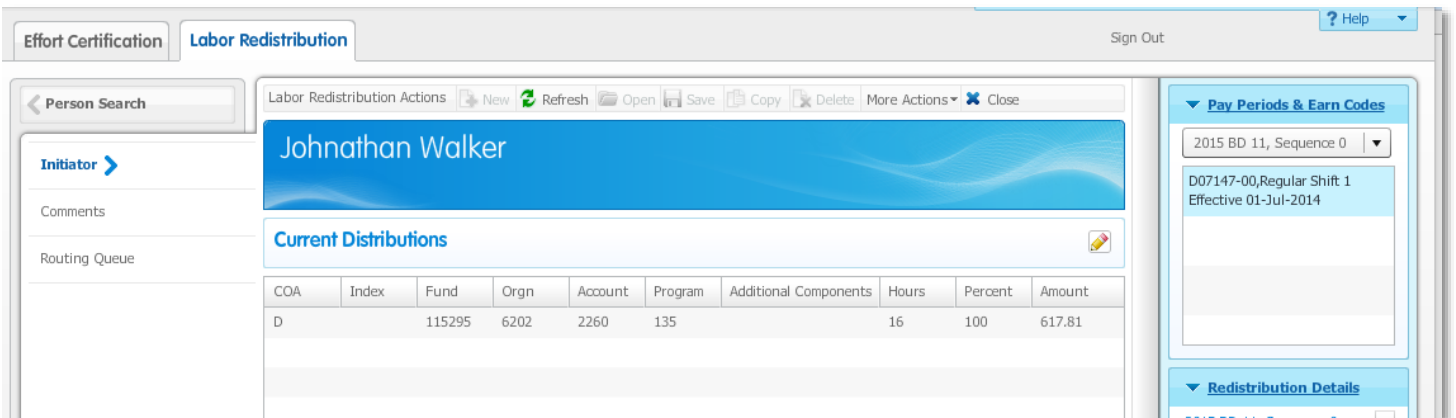
   Click on **OK**.

4. Click on **Open.**

5. The Current Distribution Window will open.
   Only the pay events that match the search criteria will display.

6. Update the distributions following instructions included in a prior section.