



Completing a Labor Redistribution

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 are processed in adjustment runs by Statewide Human Resources. Look for them [ex. - **ADJ99 (CY12 R15-R26)**] on the HR Processing Calendar. The latest information regarding these runs can be found on the [Adjustment Run Schedule from UA HR](#).

**** Labor redistributions are only allowed within the same fiscal year. For prior year labor changes please complete a JSPC/JPAY or 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). 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 labor redistribution 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 it 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.

Naturally Inspiring..

- 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 the enterable form on the UAF Finance & Accounting website.

- Identify the labor distribution error. Labor information can be reviewed on the NHIDIST form in Banner or DSD.
- Obtain an [LR form](#) from our forms webpage

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 (MUST BE THE CURRENT FISCAL YEAR).

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 code will be moved. If more than one earning code 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 pay roll run number for the original charges. It specifies which run the original charges were processed.

Change - OLD lines are what is currently in Banner that you want removed. Enter the new distribution on the NEW lines where you would like it to be moved to.

PLEASE ONLY USE ONCE 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).

% (Percentages of effort) - Enter original percent charges 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). If 40% of the effort is charged to one fund/org combination and you want to move all 40% that is charged there, the percentage would NOT be 100%. It would still be 40% you want to move.

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).

BANNER WILL ROUND BASED ON THE TYPE OF EMPLOYEE. FOR EXAMPLE , IF YOU CHOOSE HOURS FOR AN EXEMPT EMPLOYEE THERE MAY BE CALCULATION DIFFERENCES WHEN BANNER ROUNDS. USE HOURS AND PERCENT OF EFFORT AS BEST AS YOU CAN BASED ON THE EMPLOYEE TYPE.

PLEASE FILL IN THE FOLLOWING:

Fund, org, acct (FOA) - 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 Unless specifically correcting program code errors. 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. Forms will need be accepted without this field completed. Attach a separate sheet if more room is needed.

Acceptable reasons may be:

“Employee keyed fund/org mismatch on timesheet”

“Employee charged to grant instead of match in error”

“Job set up on incorrect org”

“HR keyed labor distribution wrong during job set up”

“EPAF was not submitted on time”

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 that is mostly used with 60 day memo).
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:

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”
<http://uaf.edu/ogca/resources/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 2023 (R11-R17)

- Time: May 7,2023-August 12,2023)
- Printing: August 22,2023
- Certification Statement Deadline: September 21,2023

Fall 2023 (R18-R2)

- Time: August 12,2023-January 13,2024
- Printing: January 23,2024
- Certification Statement Deadline: February 22,2024

Spring 2024 (R3-R10)

- Time: January 14-May 4 (2024)
- Printing: May 14, 2024
- Certification Statement Deadline: June 13,2024

This has been in effect since CY12 R22 - Revised effort reports have not been required since that time for exempt employees.

Routing:

Send ALL labor redistributions 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 the 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:

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