

Online Labor Redistributions (Retroactive Funding Changes)

Often departments need to change funding on a position for past, current, or future pay periods. There are 3 different methods of changing funding based on situation.

A PAF (Personnel Action Form) should be used to change funding in Banner for current and future pay periods if all the funds in question are in the same department. An HR representative within a department can do a PAF. Documentation should be kept on record by the department for audit purposes.

A form P10 is appropriate for current or future funding changes between different departments for all employee types (Faculty, Staff, Wage, GRA, etc.) Work Study changes should be requested via the Financial Aid office. All completed P10 forms for changes between departments should be sent to Payroll via the Payroll Dropbox. Payroll will review each request and forward current and future dated changes to the appropriate contacts in HR. Payroll will process all applicable prior pay period changes. P10 requests that can be completed via PAF will be returned to the requestor.

Labor redistributions should be used for all funding change requests for prior pay periods for updates within a department. Each labor redistribution transaction is routed through a series of approvals. For non-grant related funds, the transaction is routed through the department approval and central payroll approval only. For grant related funds, the transaction is routed through department, central payroll, and OSP Project Administrator (PA) for approvals. The Principal Investigator (PI) may get an FYI email regarding the labor redistribution. Grant LRs should be approved within 90 days of the payroll in question. LRs on grant funds greater than 90 days prior may not be approved.

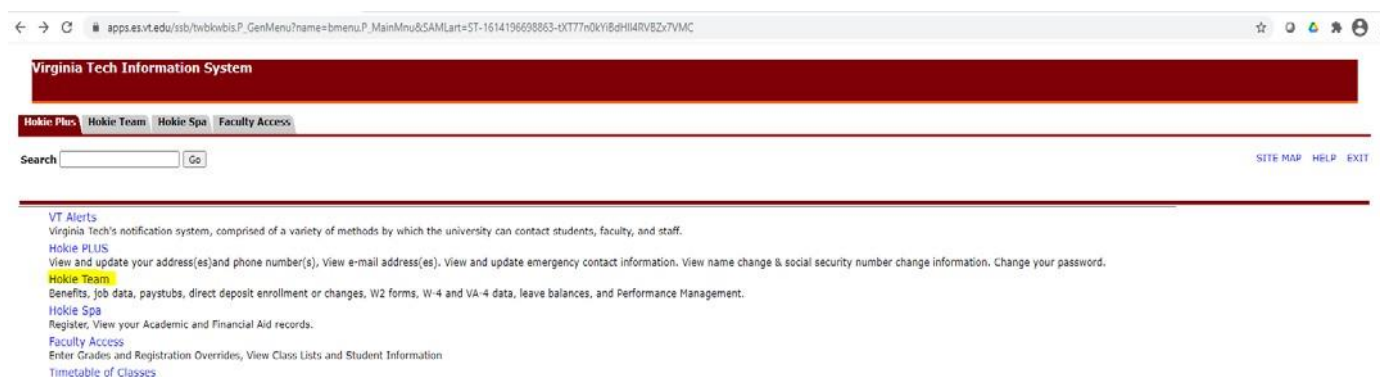
All labor redistribution transactions entered by the initiator should have a comment entered that explains why the transfer is necessary.

Retroactive funding changes are accomplished by initiating a labor redistribution. Labor redistributions are completed electronically using a Banner self-service module available in Hokie Spa. Redistributions are typically entered at the department level and routed electronically for approval (department, OSP, Payroll).

Payroll is responsible for performing the final review and approval for *all* redistributions processed. Payroll consults with initiating departments and/or the Office of Sponsored Programs to resolve issues. Payroll also provides guidance to users with system or processing questions.

Accessing the System

To access the Banner self-service Labor Redistribution system, log into Hokie Spa using your PID user ID and password.



Go to Hokie Team and find the Labor Redistribution menu item.

Search Go

Hokie TEAM (Tech Employee Access Menu)

Benefits and Deductions

View your retirement plans, Health insurance information, miscellaneous deductions.

Most Recent Pay Stub

Displays your most recent pay stub or the pay stub selection page if you have more than one paycheck in the most recent pay period.

Pay Information

View your Payroll Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Change your Pay Stub Selection

Graduate Comprehensive Fee Payment Plan

Eligible graduate students on an assistantship manage or enroll in the Graduate Comprehensive Fee Payment Plan.

Tax Forms

View and update your W-4 and VA-4 information; View your W-2 Form and/or 1042S Form (if applicable).

Current and Past Jobs

View current and past jobs.

Employment Information

View your hire dates, training dates, and leave balances for salaried employees.

Direct Deposit

Update your Direct Deposit bank information. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account.

Veterans Classification

Attention Veterans - please update your discharge date and Veteran Classifications

Update Ethnicity and Race

View and update your ethnicity and race information.

Update Voluntary Self-Identification of Disability Information

View and update your disability information.

Banner 9 Labor Redistribution

Initiate and approve retroactive employee payroll funding changes.

Performance Planning and Evaluation Tool

Performance Planning and Evaluation Tool

University Cashiering System

Connects to the CashNet cashiering system.

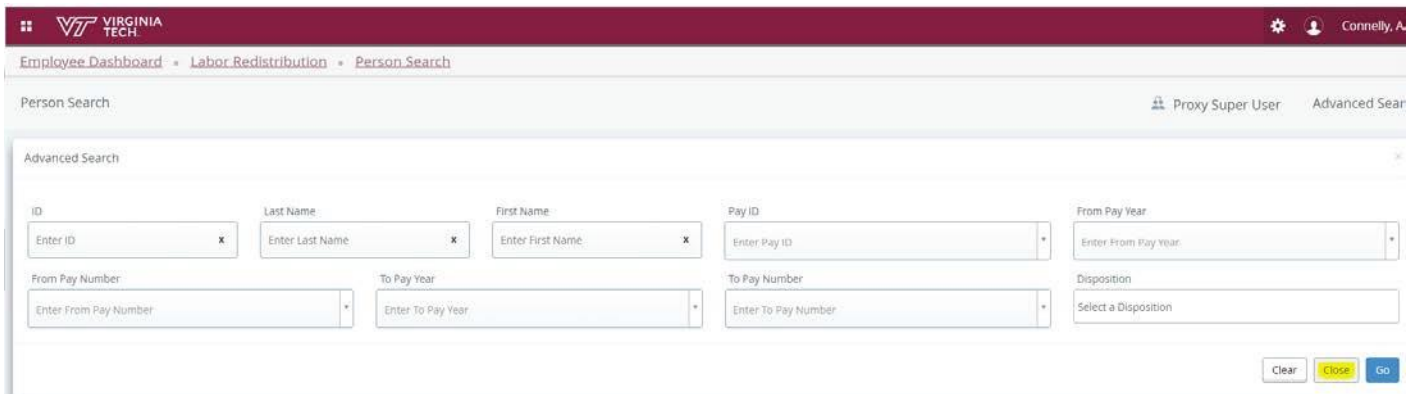
Leave Entry and Reporting

View and submit leave reports.

Selective Service Registration

Selective Service Registration

Click on the Labor Redistribution item under Hokie Team. Once you are in the application, the first screen to appear will be the advanced search screen.



Employee Dashboard • Labor Redistribution • Person Search

Person Search Proxy Super User Advanced Search

Advanced Search

ID Enter ID *	Last Name Enter Last Name *	First Name Enter First Name *	Pay ID Enter Pay ID *	From Pay Year Enter From Pay Year *
From Pay Number Enter From Pay Number *	To Pay Year Enter To Pay Year *	To Pay Number Enter To Pay Number *	Disposition Select a Disposition	

Clear Close Go

If you wish to approve LR's, choose close and then click on Approvals.



Use the Approvals view to select a labor distribution transaction to approve, or return for correction. The Approvals page displays the specific transactions associated with each pay event and can be sorted by any of the headers with toggles except Name, which is a current known defect that is being addressed with Ellucian. All members of the routing queue can access this view.



Follow these steps to approve the labor redistribution or to return for correction.

1. Find the desired labor redistribution (LR) transaction(s).
2. Click anywhere on the LR line and click the Open icon or check multiple select boxes, click select batch and Open.
3. Review for appropriate comments and then choose Approve or Approve or Acknowledge All for labor redistributions that are complete.
4. If a correction is needed for errors or missing comments chose the Return for Correction button, add a comment and select Return/Return All for Correction.

Adding Labor Redistribution Comments

For tracking purposes during the labor redistribution process, the system can record a notation for each adjustment or modification made to a distribution transaction. Any member of the routing queue can add comments for a transaction. Once entered and approved Comments cannot be updated or deleted. The comment section allows up to 4000 characters of text. All comments are displayed in reverse chronological order.

Emails can be copied and pasted into the comments section. Use the option to forward the email prior to copying to capture the dates and parties involved. Copy the desired message, select the comment tab, click Add Comment, and paste

the message into the Comment box. This can be done if a project investigator (or other involved party) sends an email requesting a labor redistribution with detailed information documenting the reason for the redistribution.

The screenshot shows the 'Comments' tab selected in a navigation bar with 'Redistribution' and 'Routing Queue'. Below the navigation bar is a large text area with the placeholder 'Enter your comments...'. At the bottom left of this area, it says 'Remaining Characters : 4,000'. At the bottom right, there is a blue button labeled 'Add Comment'.

1. Click the **Add Comment** button.

This screenshot shows the full interface. An arrow points from the 'Add Comment' button in the previous screenshot to the 'Add Comment' button in this one. The interface includes the same 'Comments' tab and text area. Below the text area is a 'Previous Comments' section showing a comment by 'Connelly, Alexis' with the text 'P10 on file, related research was involved' posted on 03/04/2021 at 13:11:57. On the right side, there are two panels: 'Pay Periods & Earn Codes' showing '2020 SA 24, Sequence 2' and 'P, 100176 - 01, Wa NoTax Shift 1 Effective 08/10/2020', and 'Redistribution Details' showing various fields like Disposition, Status, Hours, Amount, Percent, Originator, Posting Date, and Comments Exist.

2. After adding comment, return to Initiator screen and click Approve.


Acting as a Proxy

Use the Labor Redistribution Proxy view to establish yourself as a proxy for another person. A labor redistribution proxy can act on behalf of another administrator in that person's absence. When you choose to act as a proxy for another administrator, the sidebar displays whether you are acting as a proxy. You can collapse the sidebar to hide all but the title, or expand it with the down arrow.

The screenshot shows the Virginia Tech Employee Dashboard. The top navigation bar includes the Virginia Tech logo and the user name 'Connelly, A'. Below the navigation bar, the breadcrumb trail is 'Employee Dashboard > Labor Redistribution > Person Search'. The main content area has a 'Person Search' section with a 'Proxy Super User' button and an 'Advanced Search' button. The sidebar on the left shows 'Person Search' and 'Approvals' tabs.

The employee that you are acting as proxy for must first assign you as proxy for their userid. Follow these steps to establish yourself as a proxy.

1. Select the individual from the Act as Proxy from the drop down list.

 **VIRGINIA
TECH.**

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Labor Redistribution ▾

Act as a Superuser

☐ Act as a Superuser

Act as a Proxy for

Note: You can access the Person Search page and create, apply, or submit labor redistribution transactions or access the Approvals page and approve, return or acknowledge any outstanding labor redistribution transaction where the person for whom you are acting as proxy is in the routing queue and has outstanding actions.

2. Click the Sign Out link after your proxy actions are completed or return to the Proxy page and switch the Act as Proxy for back to SELF if further actions are required

Routing Queue Example

Organization (Department) Approval:

Redistribution	Comments	Routing Queue
Holbrook, Steven Additional Geosciences Sequence 1.00	Approve	✓ Posted on 02/18/2021 at 15:24:12 by Cuskovic, Mubera E-mail
Price, Teresa F. Additional Geosciences Sequence 1.00	Approve	✓ Posted on 02/18/2021 at 15:24:12 by Cuskovic, Mubera E-mail
Schreiber, Madeline E. Additional Geosciences Sequence 1.00	Approve	✓ Posted on 02/18/2021 at 15:24:12 by Cuskovic, Mubera E-mail
Cuskovic, Mubera Additional Geosciences Sequence 1.00	Approve	✓ Posted on 02/18/2021 at 15:24:12 by Cuskovic, Mubera E-mail
Walton, William Additional Geosciences Sequence 1.00	Approve	✓ Posted on 02/18/2021 at 15:24:12 by Cuskovic, Mubera E-mail


Principal Investigator FYI (charge & credit funds):

Shirzaei, Manoochehr Principal Investigator, PI Sequence 2.00	FYI	⚠ Pending E-mail
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Project Administrator Approval (> 90 days only-charge & credit funds):

Quesenberry, Tammy S. Project Administrator, PA2 Sequence 3.00	Approve	✓ Posted on 02/23/2021 at 16:04:59 by Quesenberry, Tammy S. E-mail
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Payroll (all transactions go through this approval):

Myers, Kimberly H.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Gray, Karey B.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Lucas, Jolene M.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Tabor, Jennifer J.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Reed, Heather H.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Akers, Vickie H.
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**

Connelly, Alexis
Group Payroll, PAY
Sequence 5.00 Approve
 Pending | **E-mail**