

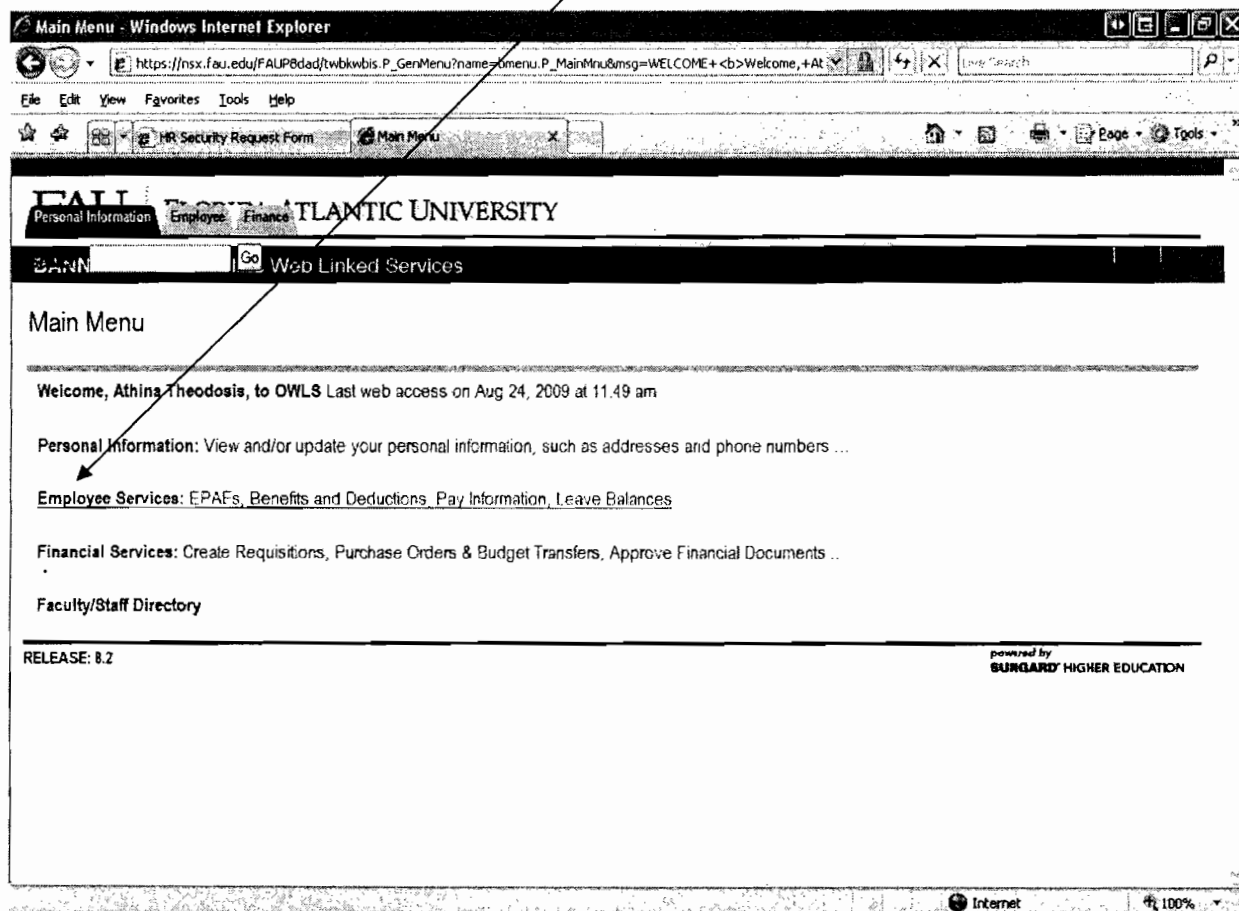
Banner Human Resources Labor Redistribution Training Guide

- Fill out BANNER security form located on:
- <http://wise.fau.edu/banner/hr-access.php>.
- Once you have gained access to BANNER you must fill out the form granting access to self service located at:
- <http://wise.fau.edu/banner/self-service.php>
- Access will only be given to those who have business manager access.
- Once you have access to BANNER self service you must log into self service via the following link:

Test Instance: https://nsx.fau.edu/FAUP8dad/twbkwbis.P_WWWLogin

Production Instance: <https://myfau.fau.edu/cp/home/displaylogin>

- Choose the employee services menu



➤ Choose Labor Redistribution.

Employee Main Menu · Windows Internet Explorer

https://insx.fau.edu/FAUPBdad/twbkwbis.P_GoMenu?name=pmenu.P_MainMenu

File Edit View Favorites Tools Help

HR Security Request Form Employee Main Menu

Personal Information Employee Finance ATLANTIC UNIVERSITY

BANN Go Web Linked Services

Employee

Labor Redistribution

Effort Certification

Benefits and Deductions
View your Retirement Plans, Health Insurance Information, Flex Spending Accounts and Miscellaneous Deductions.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms
View W-4, W-2 and Employee Payroll information.

Leave Balances and History

Time Sheet

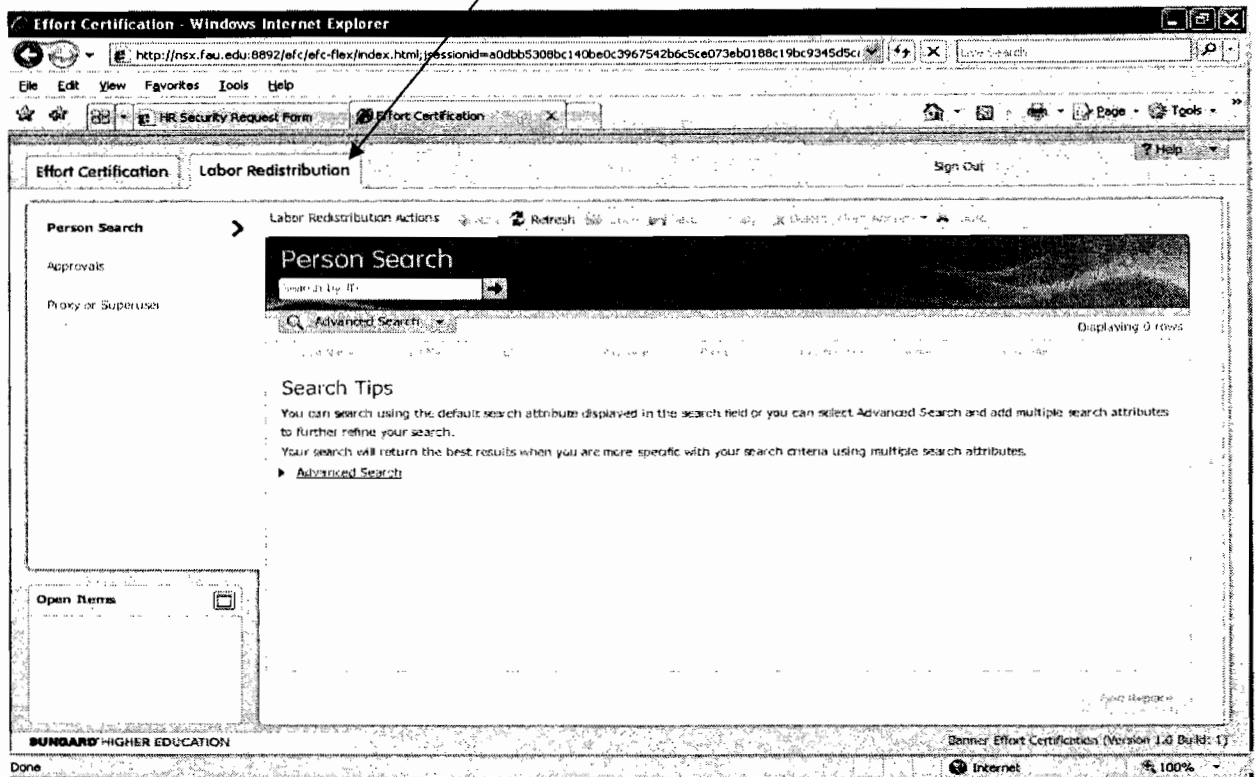
EPAF Menu

RELEASE: 8.2

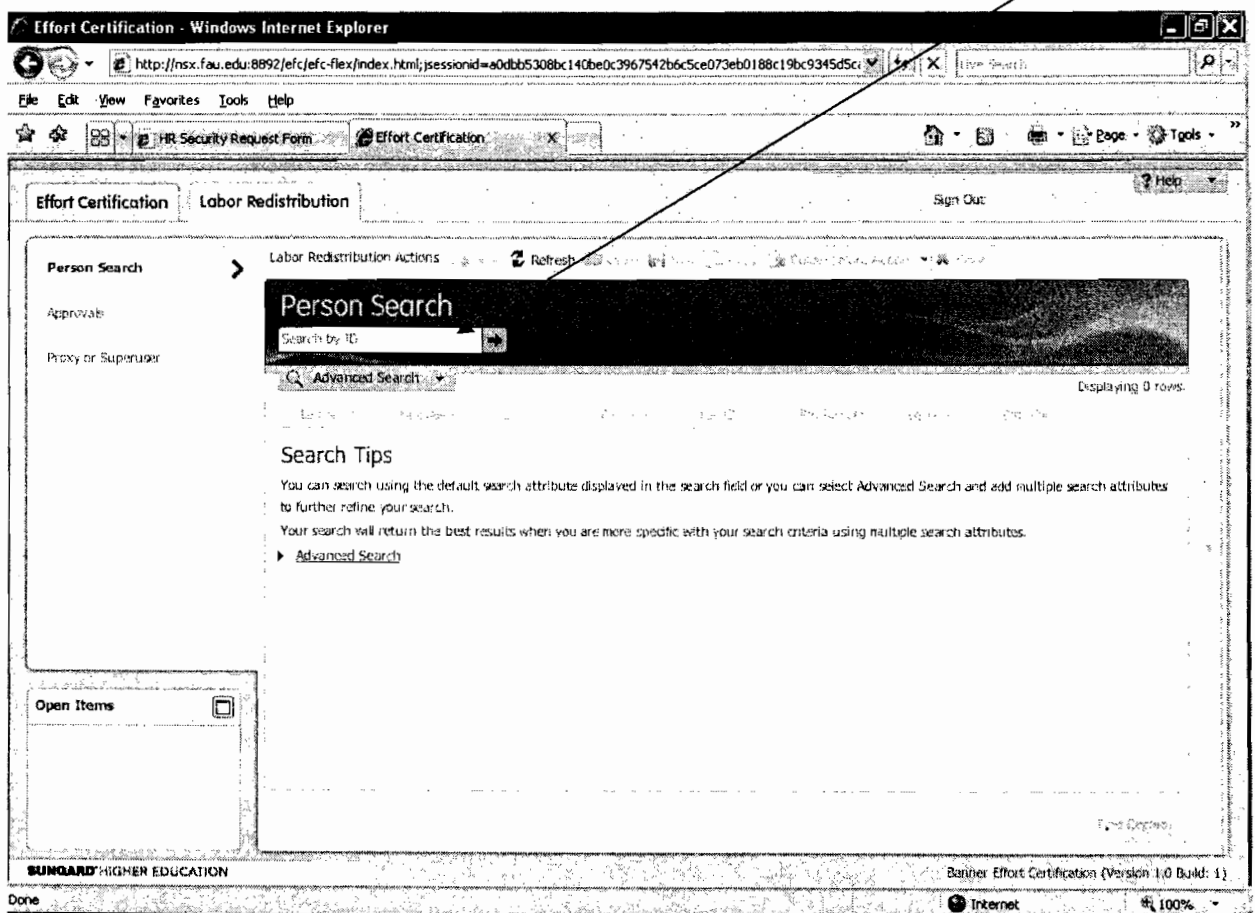
powered by
SUNGARD HIGHER EDUCATION

Internet 100%

- Click on the Labor redistribution tab.



- Enter an ID (employee Z#) in the **Search by ID** field and click the arrow to search.



- Scroll down until you see the pay event that you want to redistribute.

The screenshot shows the 'Effort Certification' web application in a Windows Internet Explorer browser. The 'Labor Redistribution' tab is active. On the left, there are links for 'Person Search', 'Approvals', and 'Proxy or Supervisor'. The main area displays a 'Person Search' window with a search box and a table of results. The table has columns: Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. The table shows 11 rows of data for 'Frenelle, Daryl' with ID '200008456' and Pay Year '2004'. The 'Disposition' column for all rows is '70, Complete'. An arrow points to the 11th row. At the bottom right of the table is a 'Find Replace' button. The footer of the application shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Version 1.0 Build: 1)'.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Frenelle	Daryl	200008456	2004	BW	1	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	2	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	3	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	4	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	5	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	6	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	7	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	8	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	9	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	10	0	70, Complete
Frenelle	Daryl	200008456	2004	BW	11	0	70, Complete

Note: All pay events marked with a lock icon (grants only), indicate the pay event is associated with a completed and locked effort report. The pay event is not eligible for redistribution, unless an Effort Certification Super user unlocks the effort report.

- Double click on the pay event that you want to redistribute.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu:8092/efc/efc-flex/index.html;jsessionid=a0dbb5308bc140be0c3967542b6c5ce073eb0188c19bc9345d5c...

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions Refresh Open

Person Search

Search by ID

Search Descriptions:

Advanced Search

Displaying 107 rows

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Francis	Daryl	200008456	2004	BW	1	0	70, Complete
Francis	Daryl	200008456	2004	BW	2	0	70, Complete
Francis	Daryl	200008456	2004	BW	3	0	70, Complete
Francis	Daryl	200008456	2004	BW	4	0	70, Complete
Francis	Daryl	200008456	2004	BW	5	0	70, Complete
Francis	Daryl	200008456	2004	BW	6	0	70, Complete
Francis	Daryl	200008456	2004	BW	7	0	70, Complete
Francis	Daryl	200008456	2004	BW	8	0	70, Complete
Francis	Daryl	200008456	2004	BW	9	0	70, Complete
Francis	Daryl	200008456	2004	BW	10	0	70, Complete
Francis	Daryl	200008456	2004	BW	11	0	70, Complete

Find Replace

BUNNARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet 100%

- You will see the pay per earn type for the employee.
- You must redistribute your labor per earn type allowable.

Effort Certification - Windows Internet Explorer

http://hsx.fau.edu:8892/efc/efc-flex/index.html;jsessionid=a0dbb5308bc140be0c3967542b6c5ce073eb0188c19bc9345d5c...

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Darby Frenelle

Labor Redistribution Actions Refresh More Actions Close

Darby Frenelle

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	503000	511403	503000	110089	710000	(A)503000	41.5	100	617.47

Pay Periods & Earn

2008 BW1 Sequence 0

990723-00, Regular Shift 1
Effective 01-Jul-2007

990723-00, Hol Pay Shift 1
Effective 01-Jul-2007

990723-00, Ann Lv Shift 1
Effective 01-Jul-2007

990723-00, Sick Lv Shift 1
Effective 01-Jul-2007

Redistribution Data

2008 BW 1, Sequence 0 :
15-Dec-2007 - 28-Dec-2007

Disposition :
70, Complete

Status :
Hours : 41.50

SUNWARD HIGHER EDUCATION

Behr Effort Certification (Version 1.0 Build 1)

Done Internet 100%

- Click the Pencil icon to initiate the redistribution.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu:8892/efc/efc-flex/index.html;jsessionid=a0dbb5308bc140be0c3967542b6c5ce073eb0188c19bc9045d5c...

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification X

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Darby Frenelle

Labor Redistribution Actions Refresh More Actions Close

Darby Frenelle

Current Distributions

COA	Index	Fund	Grn	Account	Program	Additional Components	Hours	Percent	Amount
1	503000	ST1403	503000	110080	710000	(A)SG3000	41.5	100	617.47

Pay Periods & Earn

2008 BW 1, Sequence 0

990723-00, Regular Shift 1
Effective 01-Jul-2007

990723-00, H/H Pay Shift
Effective 01-Jul-2007

990723-00, Ann Lv Shift 1
Effective 01-Jul-2007

990723-00, Sick Lv Shift 1
Effective 01-Jul-2007

Redistribution Data

2008 BW 1, Sequence 0
15-Dec-2007 - 28-Dec-2007

Disposition :
70, Complete

Status :
Hours : 41.50

SUNSHORE HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build 1)

Done Internet 100%

- Change the posting date. This date should be the next available Pay date on the payroll calendar.
- Click on the Add Line icon.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu:8892/efc/efc-flex/index.html;jsessionid=a0dbb5308bc140be0c3967542b6c5ce073eb0188c19bc9345d5c...

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification

Update Distributions

COA: 1 Posting Date: Aug 25, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
▶ S03000	ST1403	S03000	110980	710009	41.5	100	617.47

Current Summary: Hours: 41.5 Amount: \$617.47 Percent: 100%

Updated: Hours: 41.5 Percent: 100% Amount: \$617.47

SUNGARD

Done Internet 100%

- Make sure each line is open by pressing the arrow to open.
- Enter the INDEX that you want to charge.
- Enter the same account code as the previous distribution.* ***Do not use a new account**** code.
- Enter the amount of money to be charged, and then hit the tab button on your keyboard. The remaining fields will fill in when you hit tab.
- You must reduce the initial redistribution so that the two combined equal 100 %.
- Click on the Round icon.
- Click on the save button.

Effort Certification - Windows Internet Explorer

http://insx.fau.edu:8892/efc/efc-flex/index.html;jsessionid=a0d0b5308bc140be0c3967542b6c5ce073eb0188c19bc9345d5c

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification

Update Distributions

COA: 1 Posting Date: Aug 25 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
S03000	ST403	S03000	110080	710000	41.5	100	617.47
(A) Activity (L) Location (P) Project (C) Cost S03000 *** *** *** ***							
F12000	GTA05	F12000		610000	12.4	22.39	200
(A) Activity (L) Location (P) Project (C) Cost F12000 *** *** *** ***							

Current Summary: Hours: 41.5 Amount: \$617.47 Percent: 100%

Updated: Hours: 54.94 Amount: \$817.47 Percent: 132.39%

Buttons: Cancel Round Add Line Save

SUNSHINE

Done Internet 100%

- Once you are done click on the apply icon.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu:8892/efc/efc-flex/index.html

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification

Sign Out ? Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Darby Frenelle

Labor Redistribution Actions Refresh More Actions Close

Darby Frenelle

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	S03000	ST1403	S03000	110080	710000	(A)S03000	41.5	100	617.47

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	F12000	GTAIDS	F12000	110080	610000	(A)F12000	13.44	32.39	200
1	S03000	ST1403	S03000	110080	710000	(A)S03000	28.06	67.61	417.47

Delete Updates Apply

Pay Periods & Earn Code

2008 BW 1, Sequence 0

X990723-00, Regular Shift 1
Effective 01-Jul-2007

X990723-00, Hal Pay Shift 1
Effective 01-Jul-2007

990723-00, Ann Lv Shift 1
Effective 01-Jul-2007

990723-00, Sick Lv Shift 1
Effective 01-Jul-2007

Redistribution Details

2008 BW 1, Sequence 0 :
15-Dec-2007 - 28-Dec-2007

Disposition :
70, Complete

Status :
Hours : 41.50
Amount : \$617.47

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 3.0 Build: 1)

Done Internet 100%

- Click on the submit button.
- If you do not want to continue then you may erase here and start over again.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu:8892/efc/efc-flex/index.html

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification X

Sign Out

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions Refresh Open More Actions X Close

Darby Frenelle

Current Distributions

CDA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	S03000	ST1403	S03000	110080	710000	(A)S03000	41.5	100	617.47

Updated Distributions

CDA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	F12000	GTAIDS	F12000	110080	610000	(A)F12000	13.44	32.39	200
1	S03000	ST1403	S03000	110080	710000	(A)S03000	28.06	67.61	417.47

Open Items

Person Search

Darby Frenelle

Pay Periods & Earn Code

2008 BW 1, Sequence 2

P.990723-00, Regular Shift 1
Effective 01-Jul-2007

P.990723-00, Hol Pay Shift 1
Effective 01-Jul-2007

990723-00, Ann Lv Shift 1
Effective 01-Jul-2007

990723-00, Sick Lv Shift 1
Effective 01-Jul-2007

Redistribution Details

2008 BW 1, Sequence 2 :

15-Dec-2007 - 28-Dec-2007

Disposition :

47, Pre-Balance Update

Status : Started

Hours : 41.50

Amount : \$617.47

Proxy or Superuser

Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet 100%

- Once you have submitted the redistribution, the payroll disposition will change to a disposition 48, where it will remain until Payroll approves it and posts it to Finance.

Effort Certification - Windows Internet Explorer

http://nsx.fau.edu/efc/efc-max/index.html

File Edit View Favorites Tools Help

HR Security Request Form Effort Certification X

Effort Certification Labor Redistribution Sign Out ? Help

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Darby Frenelle

Labor Redistribution Actions Refresh More Actions X Close

Darby Frenelle

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	S03000	STI403	S03000	110080	710000	(A)S03000	41.5	100	\$617.47

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	F12000	GTAIDS	F12000	110080	610000	(A)F12000	13.44	32.39	290
1	S03000	STI403	S03000	110080	710000	(A)S03000	28.06	67.61	417.47

Pay Periods & Earn Cod

2008 BW 1, Sequence 2

P.990723-00,Regular Shift 1
Effective 01-Jul-2007

P.990723-00,Hol Pay Shift 1
Effective 01-Jul-2007

990723-00,Ann Lv Shift 1
Effective 01-Jul-2007

990723-00,Sick Lv Shift 1
Effective 01-Jul-2007

Redistribution Details

2008 BW 1, Sequence 2 :
15-Dec-2007 - 28-Dec-2007
Disposition

48, Pre-Approve Update
Status : Submitted
Hours : 41.50
Amount : \$617.47

Proxy or Superuser

BUNGEARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Internet 100%

Policies and procedures for Labor redistributions processed through self service

Beginning 03/27/2010 all departments will be required to process labor redistributions via BANNER self service. The link may be accessed through self service. Each user will be required to complete their training live on 02/11/2010 or 02/12/2009 in addition to the following handout prior to using self service live. You may practice in the following test instance.

https://nsx.fau.edu/FAUP8dad/twbkwbis.P_WWWLogin

- Labor redistributions may be processed by each earn code paid to an employee. You may re distribute all earn codes except the following:

036,038,039,095,110,111,112,115,119,123,124,132,135,191,237,300,311,420,421,422,450,510,511,512,513,514,836,838,839,900,911,920,921,922,937,950,951,970,971,980,981,984,985,987,988,990,991,992,995,999,ADJ,DOC,DPO.

- Labor redistributions may only be processed by those employees with budget /business manager access.
- Generally, labor Redistributions will be approved by the payroll department on payday. The redistributions will be posted to Finance by the following Thursday. Any unapproved redistributions will be deleted. Please make sure that you get them approved.
- Redistributions may be returned for corrections. Please follow up and make sure that all corrections have been made. Any returns that are not corrected will be deleted.
- The posting date must be the next available pay date. If the wrong date is used, it will be returned for correction. It must be corrected immediately to avoid being deleted.
- Labor redistributions may only be processed up to 90 days from the original pay date. Any redistribution processed beyond that time frame will be returned and then deleted.
- It is imperative that those who initiate labor redistributions log into self service daily and check the status of their submission.