HRPPR 130:
LABOR REDISTRIBUTIONS

TRAINING GUIDE

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

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HRPPR 130: Labor Redistributions

Training Guide

Acknowledgements

This manual is based on SunGard Higher Education *Banner* System, Release 8.1.

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Prerequisites

The following are prerequisites for this course:

HRP 100: Introduction to HR/PR *Banner* System and Structures (WBT)

HRP 103: Payroll Operations Overview (WBT)

Course Information

Course ID: HRPPR 130: Labor Redistributions

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TABLE OF CONTENTS

Course Overview

This course teaches you how to perform a labor redistribution when a pay event for an employee has been charged to an incorrect C-FOAPAL. This process is also known as an earnings transfer.

Course Objectives

When you have completed the materials presented in this course, you will be able to:

- Perform a redistribution of earnings for a single pay event or for multiple pay events.

- Perform a redistribution of earnings for an employee for multiple C-FOAPALs.

Lesson 1: Executing a Labor Redistribution

Banner includes a form that streamlines redistribution activities to one location. This process allows you to redistribute a pay event to a different C-FOAPAL, or divide a pay event's distribution among multiple C-FOAPAL strings.

C-FOAPAL – The C-FOAPAL string (also referred to as the FOAPAL) is composed of seven segments:

C-FOAPAL

Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the Chart of Account (COA) structure.

COA – Chart of Accounts. A Chart is a single-digit code that refers to a specific university campus.

Fund – A six-digit code representing an accounting entity. This segment maintains a Fund balance and a cumulative record of the sources and uses of monies.

Organization – This code tracks the financial activities by functional reporting units.

Account – Only Account codes designated as Labor can be used to pay salaries/wages for employees.

Program – A six-digit code representing functional classifications and sub-classifications.

Activity and Location – These are not used regularly in the HR module of *Banner*.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to:

- Perform labor redistributions.

1.1: Performing Redistributions of Earnings

Process Description

Employee payroll events are charged to a specified C-FOAPAL string or labor distribution. This Account information is defined at the Position level within *Banner* and is defaulted into the job record for an employee. Occasionally, this information must be updated or corrected. If the labor distribution is not updated in a timely manner, pay may be charged to an incorrect C-FOAPAL. To correct the pay history, the unit needs to perform an earnings transfer from the old C-FOAPAL to the new C-FOAPAL.

Units use the **Labor Redistribution Form (*PZAREDS*)** to redistribute labor charges. The form can be used to complete redistributions on a single record on a single pay event, or multiple records in a pay event span. Voids are not eligible for redistribution.

Your Organization code does not have to match the employees' home Organization code. However, you must have security access (found in employee's *NBAJOBS*) for the timesheet Organization on the job record.

Adjustment

A correction to a payroll that has already been run. There are six types of payroll adjustments in *Banner* HR: voids, redistributions, manuals, adjustments, reissues, and duplicates.

Original, manual, adjustment, reissue, and duplicate pay events are eligible for redistribution via *PZAREDS* if they meet the following requirements:

- The first time pay event that has a disposition greater than or equal to *60* (Finance Extract).
- Previously redistributed pay events that have a disposition of *48* (Pre-Approve Update for redistributions that have been started but not yet completed) or a disposition equal to *60* or greater.

> **NOTE**: Disposition is a system-defined code indicating the current status of a pay event in the pay cycle. These codes are found in the on-line help feature.

Pay Event

That entity which is defined by year, payroll ID, pay number, employee ID, and sequence number. Examples include a regular paycheck, a void, a manual, and an adjustment.

To redistribute earnings for a single pay event, the **Begin Year** field and its corresponding **Payroll Number** field and the **End Year** field and its corresponding **Payroll Number** field should be the same. Entering a different **End Year** field and corresponding **Payroll Number** field creates a time range containing multiple pay events and allows for redistributions to be performed on all the pay events contained in that range.

If an employee holds more than one job at the university, then the job requiring redistribution can be designated when populating the **Selection Criteria** block. This block can also be used to specify if completed pay events and/or those pending approval should be subject to redistribution.

Since employees may have more than one job that is paid during a pay event, you may select the specific job for the labor redistribution by using the **Search** button next to the **Position** field, and choosing the List Employee's Jobs function. If an employee had more than one timesheet for the pay period and you wish to only redistribute the earnings recorded on a specific timesheet, select **List Time Sheet Keys** and choose the appropriate timesheet.

A key feature of *PZAREDS* is the **St** or **Status** field, located in the **Earnings History** block*.* During redistribution, the **Status** field indicates the current process stage for the associated line item. The following status field indicators are used:

Status Indicator	Definition
X	Associated record has been changed either through the **Search and Replace** block or the **Edit/View Labor Distribution** block; change has not been saved.
P	Associated record has been changed and transaction has been saved successfully. Record disposition is *48* (Pre-Approve Update).
S	Associated record has been changed, saved, and submitted for approval. Approval is completed when the record is saved again.
E	Associated record has been changed but is erased prior to approval.
Blank	Associated record approval is completed.

Two options can be used to redistribute earnings on *PZAREDS*:

- Edit Labor Distributions
- Search and Replace

> **NOTE**: With the release of version *Banner* 8.1, the *PZAREDS* form was modified to include a tabbed user interface like the one found in *PZAADJT*. The redistribution options can be selected by clicking on the appropriate tab or by selecting the subform through the **Options** menu.

Edit Labor Distributions may be used to change a single pay event or multiple pay events. In this subform, you can designate the C-FOAPAL elements or other pay event components that require redistribution. For example, you can redistribute a pay event from one C-FOAPAL string to two C-FOAPAL strings by allocating a percentage of the pay event to the separate C-FOAPAL strings.

The second option, **Search and Replace**, is used to change multiple pay events. This subform functions very similarly to other search-and-replace functions found in applications such as *Microsoft Word*. In this subform, you specify the C-FOAPAL element or elements that need to be replaced and the C-FOAPAL element(s) that should be used in their place. Unlike **Edit/View Labor Distributions**, this function does not allow for redistribution from one C-FOAPAL string to multiple C-FOAPAL strings.

A **Comment** feature is also new to the *PZAREDS* form. Units should now record in the **Comments** form the reason the labor redistribution was performed.

> **CAUTION**: Be careful when using the **Search and Replace** option. This feature replaces every instance of the specified C-FOAPAL element(s) associated with the pay event(s). For example, if a pay event includes two types of earnings that are both charged to the same Fund and you designate a different Fund to replace the current Fund number, then both instances of this Fund are changed.
>
> If you intended for only one of the earning types to be changed, use **Edit Labor Distributions**.
>
> The Chart, Fund, Organization, and Program information can be changed. The Account code should not be changed.

TIP: When making changes to a pay event or multiple pay events using the **Edit/View Labor Distributions** block, you can access the next line item (the next pay event or earnings code for a pay event) by selecting **Next Set of Labor Distributions** from the **Options** menu. The next line item displays in the **Edit/View Labor Distributions** block and can be manipulated as necessary. The **Previous Set of Labor Distributions** option allows you to move through the line items in reverse order.

NOTE:

See Appendix C for information on the fields in the **Labor Redistribution Form (*PZAREDS*)**, including definitions of all the fields used in the following example.

Form Name

Form Title	Form Name	Menu Path
PZAREDS	Labor Redistribution Form	In the **Go To…** field, type *PZAREDS* and press the ENTER key.

Process Example – Performing a Labor Redistribution Using Edit Labor Distributions in PZAREDS

- **Task:** As the Department Originator, use the **Edit Labor Distributions** option on the **Labor Redistribution Form (*PZAREDS*)** to select the pay event.
- **Task:** As the Department Originator, perform the labor redistribution.

Step-by-Step Procedures – Department Originator: Selecting the Pay Events for a Labor Redistribution

Step	Action	Results/Decisions
1.	In the **Go To…** field, type *PZAREDS* and press the ENTER key to open the **Labor Redistribution Form**.	*PZAREDS* displays.
2.	Type the employee's ID in the **ID** field.	The employee's name appears. The cursor moves to the **Payroll ID** field.
3.	Type the payroll ID or click the **Search** button next to the **Payroll ID** field.	If the pay ID was typed, the cursor moves to the **Begin Year** field. If a search was executed and a pay event chosen from the **Pay Event List Form *(PZILIST)*,** skip to step 6. Selecting the pay event from the list populates the **Begin Year** and **End Year** fields.
4.	Type the year in the **Begin Year** field.	The year populates the **End Year** field. The cursor moves to the **Payroll Number** field.
5.	Type the pay period number in the **Payroll Number** field.	The **Date** field populates with the corresponding pay date. The **Payroll Number** field on the **End Year** line item populates with the pay number.
6.	Press the TAB key to complete the remaining **Key** block fields.	The **Selection Criteria** block displays.

Step	Action	Results/Decisions
7.	In the **Selection Criteria** block, type the COA code, or verify the COA code if it defaulted into the **COA** field.	If you wish to specify a job, use the **Position** search icon and the **List Time Sheet Keys** to select the timesheet event you wish to redistribute. A job may have more than one timesheet record if a change in the job record or in the C-FOAPAL information was recorded in *NBAJOBS*. Otherwise, leave **Position** blank to display all earnings events associated with the employee's active positions during the pay periods selected.
8.	Confirm that the **Both** button is selected, and click the **OK** button.	The **Earnings History** and *Earnings Labor Distributions* blocks are populated. The cursor is in the **Year** field in the **Earnings History** block.
9.	Confirm that the value in the **Disposition** field is the appropriate value.	Only pay events with a dispostion of *60* or greater can be redistributed.

Step-by-Step Procedures – Department Originator: Performing the Labor Redistribution

Step	Action	Results/Decisions
1.	Click the **Edit Labor Distribution** tab.	The **Edit Labor Distribution** block displays.
2.	Press the TAB key to move to the **New Earnings Labor Distributions** block.	
3.	Press the TAB key to move to the desired field(s) where changes are to be made.	
4.	Type the desired changes.	
5.	Click the **Save** button.	The changes are saved.
6.	If redistributing multiple line items, from the **Options** menu select **Next Set of Labor Redistributions**, and repeat steps 3 and 4.	
7.	Click the **Next Block** button until the **Comments** tab is activated.	The **Comments** tab may be selected.
8.	Click the **Comments** tab to add a comment.	Any new comments should be inserted into a blank **Comments** box. If a blank box is not available, insert one using **Record**, **Insert** from the menu. If you type over existing comments, they will not be saved.
9.	Click the **Save** button.	The comments are saved.
10.	Click the **Next Block** button to return to the **Earnings History and Labor Distribution** block.	The cursor moves to the **Earnings History** block. The letter **P** displays in the **Status** field on the line items chosen for redistribution, indicating that a change has been made.

Step	Action	Results/Decisions
11.	From the **Options** menu, select **Submit Redistributions.**	The letter **S** displays in the **Status** field indicating that the change has been submitted.
12.	Click the **Save** button to confirm the changes.	A status bar message states that the pay event(s) is saved. The redistribution is completed. Notice that the **Status** field is blank.
13.	Click the **Exit** button to return to the main menu.	The *Banner* menu displays.

NOTE:

See Appendix C for information on the fields in the **Labor Redistribution Form (***PZAREDS***)**, including definitions of all the fields used in the following example.

Performing a Labor Redistribution Using Search and Replace

Process Example – Department Originator: Performing a Labor Redistribution Using PZAREDS for Multiple Pay Events

- **Task:** As the Department Originator, use the **Labor Redistribution Form (***PZAREDS***)** to select the pay event.

- **Task:** As the Department Originator, perform the labor redistribution via the **Search and Replace** option.

Step-by-Step Procedures – Department Originator: Selecting the Pay Events for a Labor Redistribution

Step	Action	Results/Decisions
1.	In the **Go To…** field, type *PZAREDS* and press the ENTER key to open the **Labor Redistribution Form**.	*PZAREDS* displays.
2.	Type the employee's ID in the **ID** field.	The employee's name appears. The cursor moves to the **Payroll ID** field.
3.	Type the payroll ID, or click the **Search** button next to the **Payroll ID** field.	If the pay ID was typed, the cursor moves to the **Begin Year** field. If a search was executed and a pay event chosen from the **Pay Event List Form** *(PZILIST)*, skip to step 6. Selecting the pay event from the list populates the **Begin Year**, and **End Year** fields.
4.	Type the year in the **Begin Year** field.	The year populates the **End Year** field. The cursor moves to the **Payroll Number** field.
5.	Type the pay period number in the **Payroll Number** field.	The **Date** field populates with the corresponding pay date. The **Payroll Number** field on the **End Year** line item populates with the pay number.
6.	Press the TAB key to move to the **Payroll Number** field on the **End Year** line item, and type the appropriate number.	

Step	Action	Results/Decisions
7.	Press the TAB key to complete the remaining **Key** block fields.	The **Selection Criteria** block displays.
8.	In the **Selection Criteria** block, type the COA code, or verify the COA code if it defaulted into the **COA** field.	If you wish to specify a job, use the **Position** search icon and the **List Time Sheet Keys** to select the timesheet event you wish to redistribute. A job may have more than one timesheet record if a change in the job record or in the C-FOAPAL information was recorded in *NBAJOBS*. Otherwise, leave **Position** blank to display all earnings events associated with the employee's active positions during the pay periods selected.
9.	Confirm that the **Both** button is selected, and click the **OK** button.	The **Earnings History** and **Earnings Labor Distribution** blocks are populated. The cursor is in the **Year** field in the **Earnings History** block.
10.	Confirm that the appropriate value is in the **Disposition** field.	Only pay events with a disposition of *60* or greater can be redistributed.

Step-by-Step Procedures – Department Originator: Performing a Labor Redistribution Using the Search and Replace Option

Step	Action	Results/Decisions
1.	Review the original labor distribution.	
2.	Click the **Search and Replace** tab.	The **Search and Replace** block displays.
3.	Press the TAB key to move to the desired field(s) in the **Search** section and type the appropriate value(s).	Banner will search for this value(s).
4.	Click in the corresponding field(s) in the **Replace** section and type the new value(s).	Banner will replace all instances of the existing value(s) with the new value(s).
5.	Click the **OK** button.	The letter **X** in the **Status** field indicates that changes have been made to each pay event in the pay period range.
6.	Click the **Save** button.	A status bar message states that the pay event(s) is created or updated. The letter **P** in the **Status** field indicates that the changes are pending approval.
7.	Click the **Next Block** button until the **Comments** tab is activated.	The **Comments** tab may be selected.
8.	Click the **Comments** tab to add a comment.	Any new comments should be inserted into a blank **Comments** box. If a blank box is not available, insert one using **Record**, **Insert** from the menu. If you type over existing comments, they will not be saved.
9.	Click the **Save** button.	The comments are saved.
10.	Click the **Next Block** button to return to the **Earnings History and Labor Distribution** block.	The cursor moves to the **Earnings History** block.

Step	Action	Results/Decisions
11.	From the **Options** menu, select **Submit Redistributions**.	The letter **S** in the **Status** field indicates that the changes have been submitted.
12.	Click the **Save** button to confirm the changes.	A status message states that the pay event(s) is saved. The redistribution is completed. Notice that the **Status** field is blank.
13.	Click the **Exit** button to return to the main menu.	The *Banner* menu displays.

1.2: Department Originator: Performing a Labor Redistribution Using PZAREDS for Multiple C-FOAPALS

Process Example – Department Originator: Performing a Labor Redistribution Using PZAREDS for Multiple C-FOAPALS

- **Task:** As the Department Originator, perform the labor redistribution for multiple C-FOAPALS.

Step-by-Step Procedures – Department Originator: Performing a Labor Redistribution across Multiple C-FOAPALS

Step	Action	Results/Decisions
1.	In the **Go To…** field, type *PZAREDS* and press the ENTER key to open the **Labor Redistribution Form**.	*PZAREDS* displays.
2.	Type the employee's ID in the **ID** field.	The employee's name appears. The cursor moves to the **Payroll ID** field.
3.	Type the payroll ID, or click the **Search** button next to the **Payroll ID** field.	If the pay ID was typed, the cursor moves to the **Begin Year** field. If a search was executed and a pay event chosen from the **Pay Event List Form** *(PHILIST)*, skip to step 6. Selecting the pay event from the list populates the **Begin Year**, and **End Year** fields.
4.	Type the year in the **Begin Year** field.	The year populates the **End Year** field. The cursor moves to the **Payroll Number** field.
5.	Type the pay period number in the **Payroll Number** field.	The **Date** field populates with the corresponding pay date. The **Payroll Number** field on the **End Year** line item populates with the pay number.
6.	Press the TAB key to move to the **Payroll Number** field on the **End Year** line item, and type the appropriate number.	
7.	Press the TAB key to complete the remaining **Key** block fields.	The **Selection Criteria** block displays.
8.	In the **Selection Criteria** block, type the COA code, or verify the COA code if it has defaulted into the **COA** field.	If you wish to specify a job, use the **Position** search icon and the **List Time Sheet Keys** to select the timesheet event you wish to redistribute. A job may have more than one timesheet record if a change in the job record or in the C-FOAPAL information was recorded in *NBAJOBS*. Otherwise, leave **Position** blank to display all earnings events associated with the employee's active positions during the pay periods selected.

Step	Action	Results/Decisions
9.	Confirm that the **Both** button is selected, and click the **OK** button.	The **Earnings History** and the **Earnings Labor Distribution** blocks are populated. The cursor is in the **Year** field in the **Earnings History** block.
10.	Confirm that the appropriate value is in the **Disposition** field.	Only pay events with a dispostion of *60* or greater can be redistributed.
11.	Click the **Edit Labor Distributions tab.**	The **Edit Labor Distributions** block displays.
12.	Press the TAB key to move to the **New Earnings Labor Distributions** block.	The cursor moves to the next block.
13.	Press the TAB key to move to the desired field(s) where changes are to be made.	
14.	Repeat the above step until all desired changes are made.	
15.	Click the **Save** button.	The changes are saved.
16.	Click the **Next Block** button until the **Comments** tab is activated.	The **Comments** tab may be selected.
17.	Click the **Comments** tab to add a comment.	Any new comments should be inserted into a blank **Comments** box. If a blank box is not available, insert one using **Record**, **Insert** from the menu. If you type over existing comments, they will not be saved.
18.	Click the **Save** button.	The comments are saved.
19.	Click the **Next Block** button to return to the **Earnings History and Labor Distribution** block.	The cursor moves to the **Earnings History** block.
20.	From the **Options** menu, select **Submit Redistributions**.	The letter **S** in the **Status** field indicates that the changes have been submitted.
21.	Click the **Save** button to confirm the changes.	A status message states that the pay event(s) is saved. The redistribution is completed. Notice that the **Status** field is blank.
22.	Click the **Exit** button to return to the main menu	The *Banner* menu displays.

Glossary

Term	Definition
COA	**C**hart **O**f **A**ccounts. The mechanism for recording financial data in all the *Banner* modules (Finance, Student, and Human Resources).
Disposition Code	A system-defined code indicating the current status of a pay event in the payroll cycle.
Earnings Code	A device for transferring funds from the university to an employee in order to compensate an employee for work done. Identifies the nature of pay (for example, regular or holiday) and establishes rules governing the time entry validation and processing of earnings represented by the code.
C-FOAPAL	Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the Chart of Account (COA) structure.
Manual	One of six categories of payroll adjustments. A manual generates a pay event or check transaction outside of the normal payroll process. It is performed to provide a pay advance or to process an employee who was missed during the original pay cycle.
Pay Event	That entity which is defined by year, payroll ID, pay number, employee ID, and sequence number. Examples include a regular paycheck, a void, a manual, and an adjustment.
Payroll	That entity which is defined by year, payroll ID, and payroll number. A payroll contains multiple pay events (mostly regular paychecks).
Payroll Adjustment	A correction to a payroll that has already been run. There are six types of payroll adjustments in SunGard SCT *Banner* HR: voids, redistributions, manuals, adjustments, reissues, and duplicates.
Redistribution	A redistribution alters the original labor distribution of an individual pay event. This action is internal to the payroll/finance office and is invisible to the employee.
Search and Replace	The functionality is very similar to other search-and-replace functions found in applications such as *Microsoft* products.

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center is sponsored by the Training, Performance Development and Communications unit in the Office of Business and Financial Services to meet campus units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at http://www.obfs.uillinois.edu and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Download the **OBFS Training Curriculum Guide (PDF)** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Payroll & Earnings announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at http://www.obfs.uillinois.edu.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Payroll & Earnings**

Payroll & Earnings Courses

Materials for the following courses are available from the OBFS Training Center Web site when you go to http://www.obfs.uillinois.edu and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these courses:

- Payroll Overview
- Payments to Foreign Nationals
- Adjustment Processing for Units (PR 120)
- One Time Payments (PR 135)
- Department Time Entry for Bi-Weekly Employees (TA 105)

Appendix B: Support and Resources Summary

If you have questions about the content of any Payroll & Earnings course, please contact Payroll Services at:

Chicago Campus: 866-996-7200

Springfield Campus: 217-206-7211

Urbana Campus: 217-265-6363

The e-mail address is: paying@uillinois.edu.

Appendix C: Field Definitions for the Labor Redistribution Form (PZAREDS)

Form Name

Form Title	Form Name	Menu Path
PZAREDS	Labor Redistribution Form	In the **Go To…** field, type **PZAREDS** and press the ENTER key.

Earnings History and Labor Distribution Tab (PZAREDS)

Selection Criteria Block (PZAREDS)

Edit Labor Distribution (PZAREDS)

Search and Replace Tab - (PZAREDS)

Comments Tab (PZAREDS)

Primary Blocks

Key Block

Field Name	Input	Usage
ID	9-character code	The University Identification Number (UIN) of an employee. It is a unique identifier for each person in the *Banner* database. The ID can be typed or selected from a list when the **Search** button is used to query for options. Required.
Payroll ID	2-character code	A valid pay ID code: bi-weekly (BW) or monthly (MN).
Begin Year	4-digit numeric as YYYY	The year indicated in the pay event you wish to redistribute.
Payroll Number	2-digit numeric	The number of the pay period.

Earnings History Block

Field Name	Input	Usage
Status	1-character code	Status of the adjustment. An *X* indicates a change has been made.
Disposition	2-digit code	Disposition number for the transaction. Defaults as a result of the extraction process.

Selection Criteria Window

Field Name	Input	Usage
COA	1-character code	The Chart of Accounts code. The values are: • 1 = UIUC • 2 = UIC • 4 = UIS • 9 = Admin

Earnings/Labor Distributions Block

Field Name	Input	Usage
Orgn	6-character code	The Organization code.