PHAREDS - Labor Redistribution

Created by Romona Willoughby, last modified by Unknown User (Inichols2) on May 08, 2019

1. Log in to Banner.
2. Search for PHAREDS (Labor Redistribution) press Enter.
3. Enter/select the following in the Key block:
   a. ID: Enter the VID of the desired employee.
   b. Payroll ID: SM
   c. Begin Year: Desired Begin Year
   d. Payroll Number (First): Desired Payroll Number
      i. This Payroll number will be the same as the end year Payroll number if you are doing redistribution for one specific pay period.
      ii. This Payroll number will be different from the end year Payroll number if you are doing redistribution for a range of pay periods.
   e. End Year: Desired End Year
   f. Payroll Number (Last):
      i. This Payroll number will be the same as the begin year Payroll number if you are doing redistribution for one specific pay period.
      ii. This Payroll number will be different from the begin year Payroll number if you are doing redistribution for a range of pay periods.
4. Click Go
5. This brings up the "Selection Criteria" window, enter the following in the Information block: * = required fields all other listed fields can be left blank to see all values.
   a. * Position: Desired Position Number
   b. * Suffix: Desired Position Suffix
   c. Effective Date: Desired Effective Date (delete defaulted date to see all)
   d. Earn Code: Desired Earn code or clicking search.
   e. * COA: Enter V
   f. Index: Desired Index or click
   g. Fund: Desired Fund
   h. Organization: Desired ORG
   i. Account: Desired Account
   j. Program: Desired Program
6. Click OK
7. Click on Record, under Earnings History, that you want to redistribute.
8. Click Tools > Edit Labor Distribution from the menu bar or click on the Edit Labor Distribution Tab.
9. Enter the Current Date as the Posting Date
a. Date that the redistributed records are to be posted to Finance.
   i. Finance accounting periods are open for a month at a time.

10. In the **NEW Earnings Labor Distribution** section you can make the following changes:

   a. Delete [Delete] a record
   b. Insert [Insert] a record
   c. Re-distribute the existing amounts, you can make the changes by:
      i. Hours
      ii. Percentages
      iii. Actual Amount

11. After you have made your changes click **Tools** > **Ok Changes** on the menu bar

   Note: If you get an error that says "Total New Labor Distribution Percent must equal 100%", click **Tools** >

   **Round Labor Distribution** from the menu bar. Then click **Tools** > **Ok Changes**

12. Click on the **Earnings History and Labor Distribution** tab

13. **Save**
   a. Disposition should change from 70 to 47
   b. Status should change from "X" to "P" for pending

14. Click **Tools** > **Submit Redistribution**
   a. Status should change from "P" to "S" for submitted

15. **Save**
   a. Disposition should change from 47 to 60
   b. Status should change from "S" to blank

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