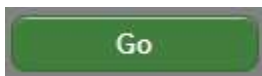


PHAREDS - Labor Redistribution

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**  a record

b. **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

No labels

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