



**Responsible University Department:**  
Controller's Office, Grants and Contracts  
Accounting Services  
Division of Information Technology, EIS

## Labor Redistributions User Guide Version 9.X

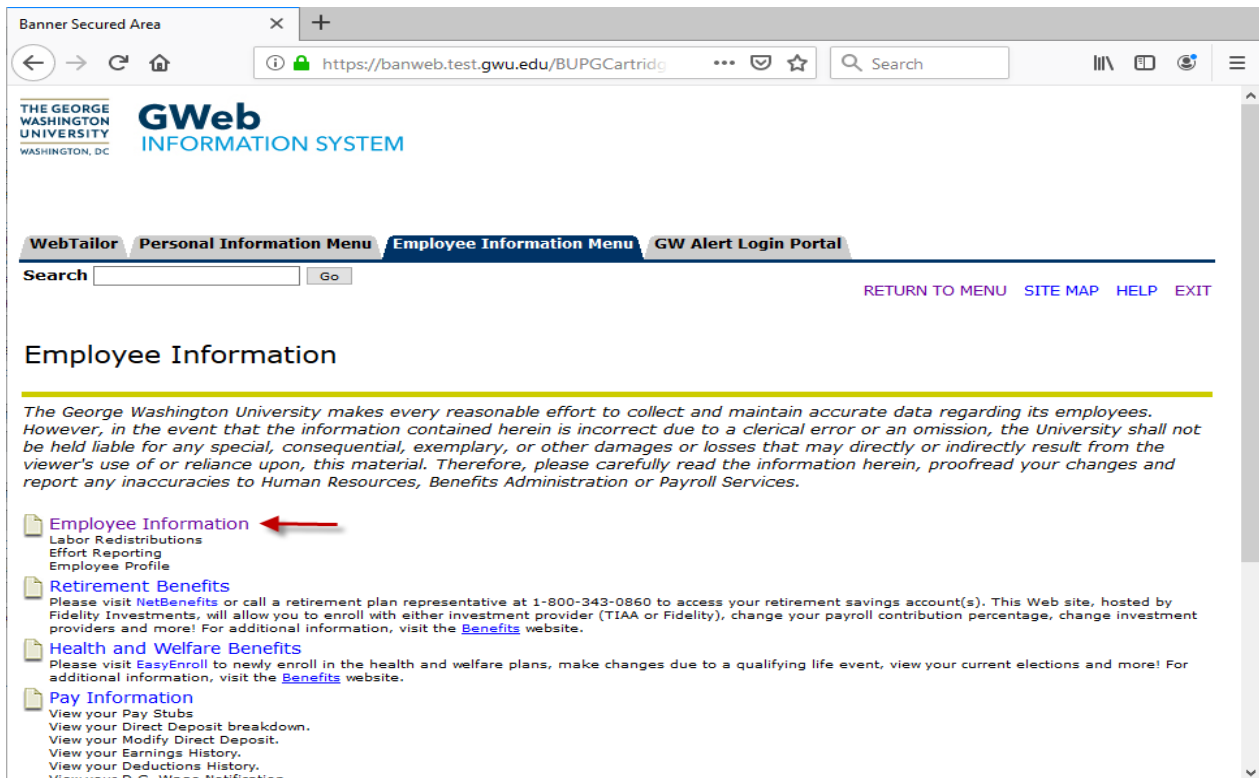
### Background

The George Washington University ("GW") has upgraded to Banner Employee Self Service 9. Labor Redistributions are defined as re-allocations of labor expense to/from a sponsored project. This user guide applies to all sponsored projects with both federal and non-federal awards.

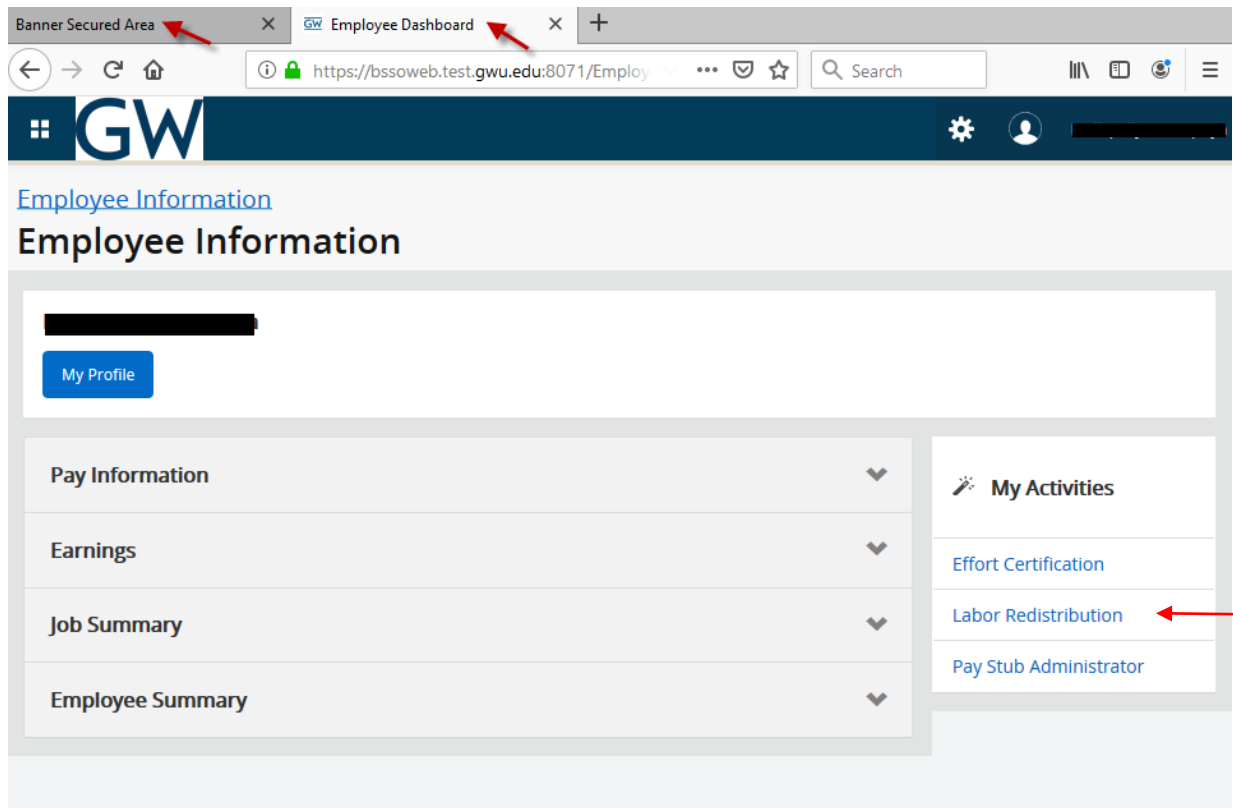
### Instructions

Access to the new Labor Redistribution module is through Banner Self-Service (GWeb).

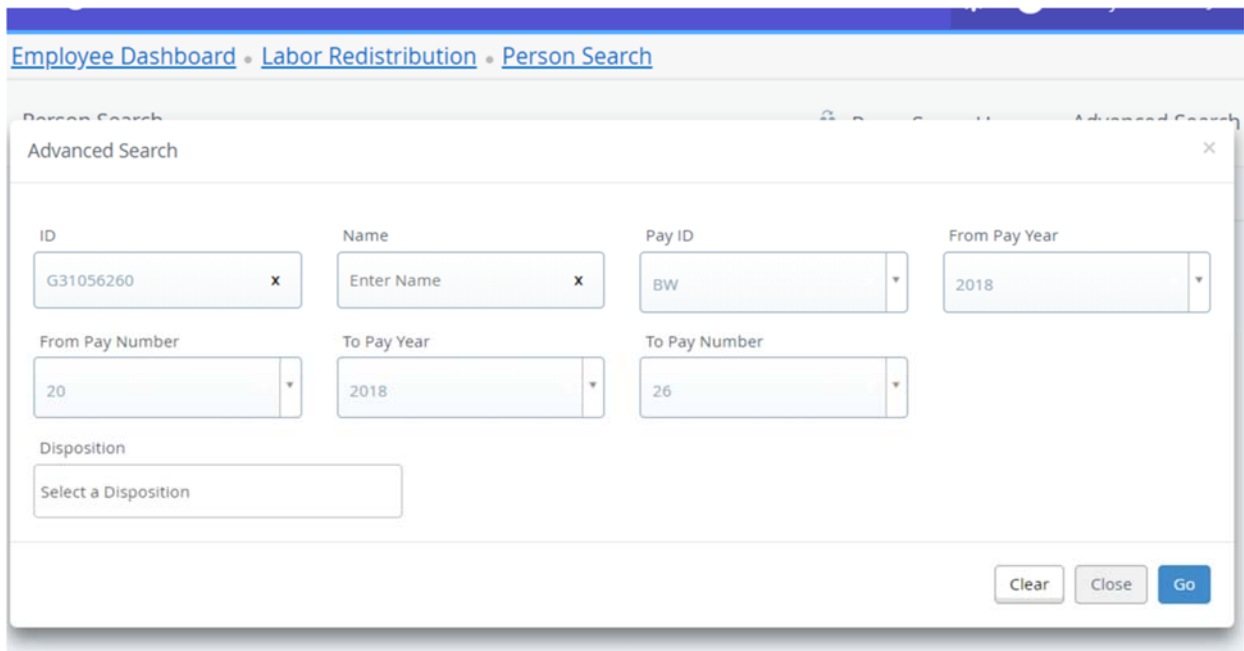
- Login to Banner Self-Service (<https://it.gwu.edu/gweb>) (using Chrome browser)
- Navigate to the 'Employee Information' menu.
- The first menu item is also called Employee Information. Clicking on this option will initiate the new Banner Employee Self-Service 9.X application.




- Click on “Employee Dashboard”
- Click on ‘Labor Redistribution’ in the pane along the right hand side of the web page.




- Upon accessing Labor Redistribution, the Advanced Search/Person Search page will be presented.
- Enter the criteria of the person and pay events that will require redistributions and click Go. See example below:



- Double click on the desired pay event or check the check box next to the pay event line(s) and click Open.

Additional Criteria Find Replace **Open** 

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	20	0	70, Complete	
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	21	0	70, Complete	
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	22	2	70, Complete	
<input checked="" type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	23	2	70, Complete	
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	24	4	70, Complete	
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	25	2	70, Complete	
<input type="checkbox"/>		Thomas Jefferson	G31056260	2018	BW	26	2	70, Complete	

### Initiator

- Click on the Edit/Update icon to begin a labor redistribution.

Initiator Comments Routing Queue

Current Distributions 

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
Z	109360	109360	109201	51214	INS	(A)109360	1.50	25.00%	\$45.00
Z	109504	109504	109201	51214	SP1	(A)109504	4.50	75.00%	\$135.00

Pay Periods & Earn Codes

2018 BW 23, Sequence 2

191561 - 00, Overtime Shift 1  
Effective 06/11/2017

191561 - 00, Regular Shift 1  
Effective 06/11/2017

Redistribution Details

- The posting date will default to the current date. This is the date that the records will be posted. This date may be overridden.
- Check '**Change All**' to search for all records identical to the old version of the changed records and make the same changes to all matching records.
  - Change All applies only for FOAPAL (e.g., fund, organization, account, program, activity and location) fields or percentages under the same job code (e.g., if a faculty member has a secondary appointment, the distributions will not change using the "Change All" function).
  - Change All is applicable to a single-pay event record or selected records.

COA: Z

Posting Date: 01/06/2020  Change All

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼	HLTH WORKFORCE RESEARCH & POLICY109360	109360	109201	51214	INS	1.50	25.00%	45.00
▼	QUALITY INSIGHTS / LUPU109504	109504	109201	51214	SP1	4.50	75.00%	135.00

Current Summary: Hours: 6.00 Percentage: 100% Amount: \$180.00 Updated: Hours: 6.00 Percentage: 100% Amount: \$180.00

Buttons: Cancel Round Add Line OK Changes

- The down or up arrow expands or condenses the line. Once the line is expanded, the line can be deleted or the FOAPAL can be changed for Amount, Hours and/or Percent.
  - If one of the values (amount, hours or percent) is changed, then the other two values will automatically recalculate.
  - A new line may be added by clicking the 'Add Line' button.
- When the changes are complete click 'OK Changes'.

COA: Z

Posting Date: 01/06/2020  Change All

	Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
▼	HLTH WORKFORCE RESEARCH & POLICY109360	109360	109201	51214	INS	1.50	25.00%	45.00

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
109504	109504	109201	51214	SP1	4.5	75	135

Activity	Location	Project	Cost
109504			

Current Summary: Hours: 6.00 Percentage: 100% Amount: \$180.00 Updated: Hours: 6.00 Percentage: 100% Amount: \$180.00

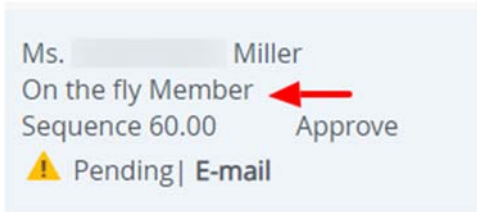
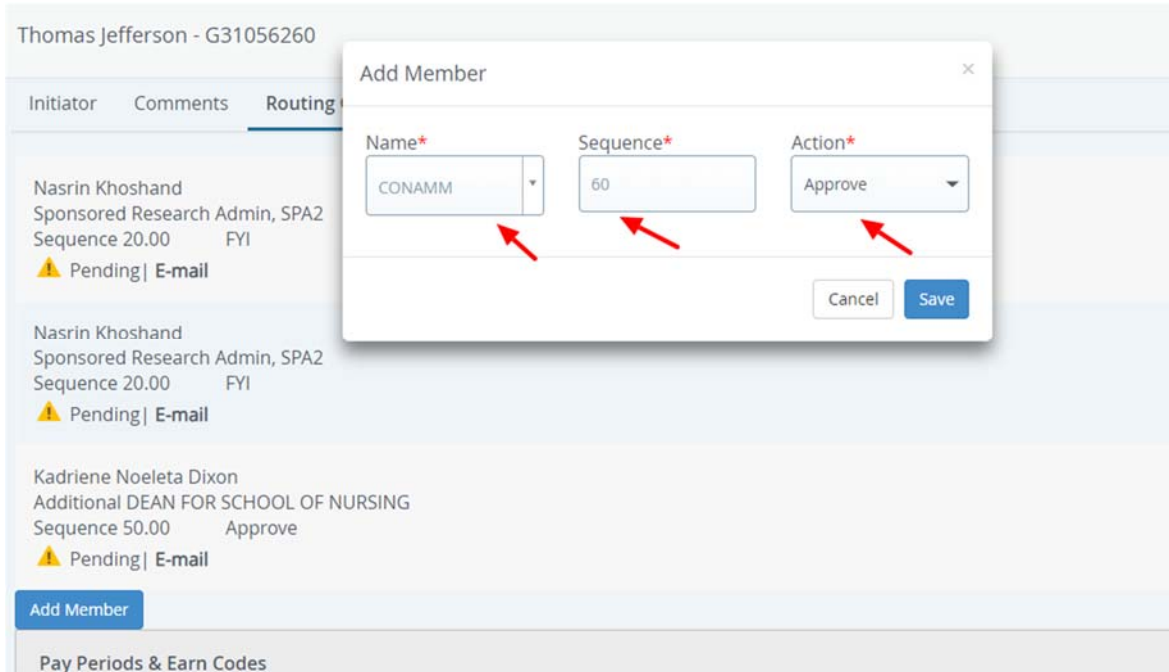
Buttons: Cancel Round Add Line OK Changes

### Routing Queue

Check the routing queue **after** submission to ensure that the LR will be routed to the correct queue member.

- Additional members may be added to the routing queue before you submit.
  - If submitted, the next approver may add additional members.
- To add additional members, Access the Pay Event.
  - Click on the 'Routing Queue' tab

- Click **'Add Member'**
- Search for the member by name and select the new queue member.
- Enter the sequence number and the action (identify the member as approve or FYI).
- Click **Save**.
- The new queue member will show as an **"On the fly Member"**.



### Final Submission

- Click on the **'Initiator'** tab
- Once everything has been completed and accurate, click **'Save'** and click **'Submit'**.
  - **'Delete Updates'** removes the redistribution prior to **Save**.
  - **'Erase'** removes the redistribution prior to **Submit**.
  - Once submitted, the redistribution cannot be removed.

[Employee Dashboard](#) » [Labor Redistribution](#) » [Person Search](#) » [Current Distributions](#)

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
Z	109360	109360	109201	51214	INS	(A)109360	1.50	25.00%	\$45.00
Z	109504	109504	109201	51214	SP1	(A)109504	4.50	75.00%	\$135.00

2018 BW 23, Sequence 2

X, 191561 - 00, Overtime Shift 1  
Effective 06/11/2017

191561 - 00, Regular Shift 1  
Effective 06/11/2017

**Redistribution Details**

2018 BW 23, Sequence 2    10/21/2018 - 11/03/2018

Disposition    70, Complete

Status    Approved

Hours    6.00

Amount    \$180.00

Percent    100.00%

Originator    Ms. Alyscia Lynn Eisen

Posting Date    12/14/2018

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
Z	109360	109360	109201	51214	INS	(A)109360	1.50	25.00%	\$45.00
Z	109503	109503	109201	51214	SP1	(A)109503	4.50	75.00%	\$135.00

Delete Updates    Erase    Save    Submit

**Banner Report – PZRLROP (Open Labor Redistribution Report)**

This report shows the open labor redistributions and the status of the approval queue. Access this through Banner Admin Pages by either typing in the report name on the main page in the search or through job submission (GJAPCTL).

- Note: If you do not have access to this report, request “Modify access” to the Banner profile: \*GW\_H\_EPAF\_APPROVALS\_C (via the [Banner Security Access Request](#))

Process: PZRLROP LR Open Requests Report    Parameter Set:

PRINTER CONTROL

Printer: NOPRINT    Submit Time:    PDF Font Size:    Co

Special Print:    MIME Type: None    Delete After Days:    Co

Lines: 60    PDF Font:    Delete After Date:    Co

PARAMETER VALUES

Number *	Parameters	Values
01	From Date	02/01/2018
02	To Date	11/12/2019
03	Orgn Code From	
04	Orgn Code To	
05	Initiator	
06	Status	O
07	Create Download File	R

1 of 1    10 Per Page

SUBMISSION

Save Parameter Set as    Hold / Submit     Hold     Submit

Name:    Description:    Co

<u>Parameter#</u>	<u>Parameter Desc</u>	<u>Explanation</u>
01	From Date	Use the date picker or type in the from date
02	To Date	Use the date picker or type in the to date
03	Orgn Code From	Org Code begin of range (optional)
04	Orgn Code To	Org Code end of range (optional)
05	Initiator	Specific Gwid of the Initiator (optional)
06	Status	O (Open) or R (Rework)
07	Create Download File	R (Report) or CSV (delimited file)

Report output example:

<u>Initiator Name</u>	<u>Request Date</u>	<u>Employee Name</u>	<u>Pay Event Details</u>	<u>Approver Names</u>	<u>Lvl</u>	<u>Status Code</u>	<u>Date of Approval</u>	<u>Proxy Name</u>
George Washington	11-SEP-19	Employee Name	2019-MO-4-4	SPA Name	20	Pending	11-SEP-19	
				Supervisor Name	50	Approved		
			2019-MO-5-4	Patrick R Miller	60	Pending		
				SPA Name	20	Pending		
				Supervisor Name	50	Approved	11-SEP-19	
				Patrick R Miller	60	Pending		

The following Banner 9 functions are enabled:

- Employee Profile
- Pay Information
- Earnings
- Job Summary
- Employee Summary

Other options available depending on the user role are:

- Effort Certification
- Labor Redistribution
- Pay Stub Administrator

**Note:** Navigation between Banner Self-Service 8.x and Banner Self-Service 9.x pages can be accomplished by clicking on the desired tab.

**History/Revision Dates**

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**Effective Date:** May 30, 2020

**Origination Date:** May 30, 2020

**Last Amended Date:** N/A