USING BANNER: HR
Payroll...Employment Management...OSR

Payroll Labor Distribution - Future and Past
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Future and Past

Date: Thursday, June 12, 2003    Time: 3:00 pm – 4:00 pm
Date: Monday, June 16, 2003     Time: 10:00 am – 11:30 am
Date: Friday, June 20, 2003     Time: 10:00 am – 11:30 am

Presenters
Stephanie Behan
Hugh Christian
Kim Harkness
Suzanne Huard
Summary

Labor distribution records are associated with each position. Upon hiring an employee, the position’s labor distribution (FOAPA and percent allocation) defaults into the NBAJOBS record from the budgeted position (NBAPBUD). The hiring activity may require that the position’s labor distribution be overwritten as a step of the hiring EPAF. Specifically any restricted-funded status position or non-status positions at UNH and PSC will require the direct establishment of the jobs labor distribution.

The jobs labor distribution is defaulted to the payroll history record each payroll run based on the effective date of the jobs record. Some earn codes have labor distribution elements such as account code that override to the payroll’s labor distribution (i.e., overtime, etc.)

Converted records contain the labor distribution associated with the legacy position crosswalked to the corresponding Banner FOAPAL. GRT positions and associated jobs have been converted to the appropriate undistributed salaries FOAPL.
Changes to future labor distribution:

Changes to the job’s future labor distribution and/or percent allocation will be made by processing an EPAF document created specifically to change the labor distribution and/or percent allocation. Once processed, approved and applied to the NBAJOBS record, the new labor distribution and percent allocation will be defaulted to the payroll record during the payroll cycle associated with the effective date.

Multiple future effective dated labor distribution records can exist for an employee-position-suffix. Banner requires, however, that the effective date of future records be after the last existing record and it does not allow the insertion of a new record if future effective dated labor distribution records exist. In order to add a record prior to existing future record(s), the existing record(s) must be removed.

EPAF training provides the mechanics for entering EPAF documents. Provided is a summary of how to enter an EPAF. Special notes:

- EPAF transactions that change labor distributions for an established NBAJOBS record, that Job Labor Distribution will be displayed in the “current values” window AND will default into the active window for adjustments.

- If the EPAF is selected to perform more than one future-dated change, the existing labor distribution will default in each EPAF step – unable to recognize the entry performed early in the EPAF.

- The EPAF will fatal if the total FOAPAL percent does not equal 100%. Using the arrow key to get to the appropriate line and using Record-Remove should remove all 0% records.
• Future changes to Labor Distribution can be made on or following other existing Future Dated Labor Distribution Records. New Labor Distribution changes cannot be juxtaposed between current and existing future dated labor distribution changes. To accommodate this need, the existing future record must first be removed.

• To remove existing effective dated labor distribution records; send an email to the “PAYROLL@unh.edu” email address. A payroll staff member will be assigned the responsibility to monitor this email and will remove the troublesome labor distribution record via direct entry to the NBAJOBS record. Once this is done, the requester will be notified by a reply email that the troublesome record(s) have been removed.

The UNH Office of Sponsored Research has developed an Excel based application to assist administrators to determine the amount of pay due employees during a specific period of time based on the time period, the employee’s annual salary, and the percent allocation. This tool can be used to calculate the values needed in order to complete the EPAF.
Changes to past payroll expenses

Changes to labor distribution associated with past payroll expenses are processed via Banner’s Labor Redistribution Form (PHAREDS). The System/Campus Payroll Office will be responsible for processing requests to redistribute past expenses. The requestor will complete a PAST EXPENSE LABOR REDISTRIBUTION FORM (new DCN) for any employee who has been paid from an incorrect labor distribution or when the percent allocation is not representative of the time/effort worked on the existing labor distribution. The initiator and/or the administrator responsible for the FOAPAL(s) being affected by the change must approve the completed form. In addition, the Office of Sponsored Research must approve the form if one or more of the fund org accounts are restricted labor distribution lines.

Completed forms will contain the following information:

- Employee’s Name
- User ID
- Pay ID
- Position number and suffix code
- Date form prepared
- New expense FOAPALs
- Department Name
- PEAMPL Org
- Last paid date
- Annual salary amount
- Comments and reason for reallocation
Current Year Expense Allocation Details
Revised Expense Allocation
From/To PD Numbers

The approved form should be submitted to the USNH Payroll Office for entry into Banner PHAREDS. Banner’s PHAREDS form must be completed on a PP expense basis. Therefore if the effective dates represent a partial pay period change, then it is necessary to compute the percent of pay period expense for each line in order to complete the first and last payroll period change needed. The middle range of PPs may be changed at one time by selecting the range of PPs and coding the new labor distribution within the “New Earning Labor Distribution” section.

For example: If the pp dates are 7/5/2003 to 7/18/2003 and the change is requested for 7/14/2003 through 7/18/2003; this would be for %50% of the pay period. And then if the change is made to reallocate 50% of the expense to a new labor distribution line, then the pp allocation is 25%. (.50 pp * .50 expense reallocation = .25 pp reallocation).

The “Payroll Expense Reallocation Form – Current Distribution Change Notice”, a paper form, will be available for completion at go-live. In the very near future, the form may be accessed through he Web, completed and submitted to the USNH Payroll Office. USNH Payroll staff will be responsible for processing the entries into PHAREDS. Banner PHAREDS entries are not processed in to Banner on the same timeline as the normal payroll cycle. These entries will be processed on off-payroll days and available for viewing in the HR system as soon as the entry has been saved. The corresponding finance activity will be fed to finance on a regular basis.
Future plans to delegate use of PHAREDS

At implementation, plans are for the PHAREDS entries to be completed by the System Payroll Office. Then after the first year of Banner operations, USNH will review activity and Banner functionality giving consideration to delegating the redistribution of past expenses to Campus Payroll Offices, Campus OSR and UNH BSCs. Caution is necessary because of the delivered form security and open access of the forms ability for the document enterer to select any available fund org and/or account codes. Security to the form is by the employee’s home org associated with the employee’s PEAEMPL record. This is different than other security access associated with payroll activity, which is the Time Sheet Org of the employee’s NBAJOBS record.

In the future, it is expected that the UNH Office of Sponsored Research will provide an Excel based application to assist with the redistribution of past expenditures. We are hopeful that the application will be available for 7/1/03, but its complexity and time constraints may postpone its delivery for several weeks.
Who is responsible for processing Labor Distribution Changes and Payroll Expense Reallocation Form - DCN?

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Attachments:

EPAF USAGE – Initiating EPAFS (page 14 and 15)

Banner HR – EPAF Usage – Cheat Sheets
   Future Job Labor Distribution Changes (CS-1 and CS-2)

USNH Payroll Expense Reallocation Form – Current Distribution Change Notice

Future Jobs Labor Distribution changes Demonstration Sample

Forward Labor Distribution (LDF) Excel-Based Tools

Banner Labor Redistribution Form: