VCU **Human Resources**
Virginia Commonwealth University

PHAREDS – Labor Redistribution

1. Log in to Banner.
2. Key **PHAREDS** in the Go To box and press "**Enter**"
3. **Enter**/select the following in the Key block:
   a. **Employee ID:** VCU ID (VID)
   b. **Pay 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. Hit **Tab** button or **Next Block**, (or **Ctrl/PgDn**).
      i. This Brings up **Selection Criteria** window
5. **Enter**/select the following in the Information block:
   * = required fields

   a. *** Position:** Desired Position Number or clicking the **Search** () to find the position number
   b. *** Suffix:** Desired Position Suffix
   c. **Effective date:** Desired Effective Date (*delete defaulted date to see all*)
      i. Leave blank if you want to see all effective dates for the specified range.
   d. **Earn Code:** Desired Earn code or clicking the **Search** () to find the earn code
      i. Leave blank if you want to see all earn codes for the specified range.
   e. *** COA: V**
   f. **Index:** Desired Index or click the **Search** () to find the Index
      i. Leave blank if you want to see all Indexes for the specified range.
   g. **Fund:** Desired Fund or click the **Search** () to find the Fund
      i. Leave blank if you want to see all Funds for the specified range.
   h. **ORG:** Desired ORG or click the **Search** () to find the ORG
      i. Leave blank if you want to see all ORGs for the specified range.
   i. **Account:** Desired Account or click the **Search** () to find the Account
      i. Leave blank if you want to see all Accounts for the specified range.
   j. **Program:** Desired Program or click the **Search** () to find the Program
      i. Leave blank if you want to see all Programs for the specified range.

6. Click **OK**
7. <mark>Highlight</mark> Record, under Earnings History, that you want to redistribute.
8. **Click**/Select **Options > Edit Labor Distribution** from the menu bar or click on the **Edit Labor Distribution** Tab
9. **Next Block**, (or **Ctrl/PgDn**),

10. **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.
11. **Next Block**, (or **Ctrl/PgDn**) until you get into the NEW Earnings Labor Distribution section.
12. Here are the different types of changes you can make:
    a. Click/Select **Record> Remove (IF NECESSARY)** in the menu bar
        i. If you need to **remove** a Labor Distribution record that was charged in error.
    b. Click/Select **Record> Insert (IF NECESSARY)** in the menu bar
        i. If you need to **add** a Labor Distribution record that was not charged in error.
    c. You can re-distribute the existing amounts. You can make the changes by:
        i. Hours
        ii. Percentages
        iii. Actual Amount

13. After you have made your necessary changes **Click**/Select **Options> Ok Changes** on the menu bar
    a. If you get an error that says: Total New Labor Distribution Percent must equal 100%
        ii. **Click**/Select **Options> Round Labor Distribution** from the menu bar
14. Click/Select **Options> OK Changes** from the menu bar

15. Click on the **Earnings Tab** or click **Next Block**, (or **Ctrl/PgDn**)

16. **Save** (or **F10**)
    a. **Disposition** should change from 70 to 47
    b. **Status** should change from "**X**" to "**P**" for pending

17. **Click**/Select **Options> Submit Redistributions** from the menu bar
    a. **Status** should change from "**P**" to "**S**" for submitted

18. **Save** (or **F10**)
    k. **Disposition** should change from 47 to 60
    l. **Status** should change from "**S**" to blank