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. Highlight 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