All Principal investigators are automatically FYI participants anytime an Electronic Labor Redistribution is initiated on their award. Additional FYI participants may be added to the routing queue as needed. FYI participants should follow steps listed below to acknowledge labor redistribution within one week.

Logon Process

1. Open a web browser.
2. Go to my.NMSU.edu.
3. Logon screen will appear. Enter User name and Password.
4. Click on the Employee tab.
5. Under Banner Self Service, click on Employee.
6. Click on the Labor Redistribution link.
7. Click on the Labor Redistribution tab.
8. A list of transactions awaiting acknowledgement will be displayed. If not click on the Approvals link.
9. Select desired transaction and click on the Open button or Double Click to open the transaction.
10. Review Current and Updated distributions.
11. Multiple Pay Period and Earn Codes may exist. If they do, they are located in the side bar on the right hand side titled Pay Period & Earn Codes. If applicable, select the distribution to display in the Main Window pane.
12. Click on Acknowledge.
13. To add a comment, click on Comments located on the left hand navigation menu. This is optional.
14. To return to the list of pending transactions, click the Close button or exit the system by selecting Sign Out.

Remember….
- Be sure to Sign Out when finished working in Labor Redistribution Form Banner Self-Service.