



Banner Self-Service Labor Redistribution for Initiators

Electronic LRF 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. Select an employee
9. Select desired transaction and click on the **Open** button or **Double Click** to open the transaction.
10. **Edit** the labor distribution.
11. **Save** the edits
12. Enter **Comments**
13. **Submit** transaction for approval
14. To close transaction click the **Close** button or **Sign Out** of system.

System Tips

1. **Save** before adding comments
2. **Submit** before viewing routing queue
3. Be sure to **Sign Out**

Labor Redistribution Decision Checklist

1. What change is needed to labor distribution?
 - a. Account Code: STOP! Account codes cannot be changed.
 - b. Indices: Go to Step 2
2. Which Earn Codes are being affected by the change?
 - i. Refer to Appendix A & B of User Manual for earn codes which can/cannot be redistributed.
 - ii. If on the allowable list, go to step 3.
3. What is the effective date of the change?
 - a. Within current payroll period?
 - i. Wait until payroll closes and then process Labor Redistribution Form
 - b. More than 90 days past payroll event?
 - i. Provide justification for change and delay in processing the change in the comments
 - ii. Labor Redistribution Form will route to Controller for approval
 - c. Future date?
 - i. No Labor Redistribution Form needed; prepare and submit Labor Personnel Action Form (LPAF)
4. Is the disposition code on the pay event “70, Complete”?
 - a. If yes, ok to redistribute
 - b. If no, event cannot be redistributed

Note: For assistance, contact your Fiscal Monitor



Banner Self-Service Labor Redistribution for Initiators

Electronic LRF 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. Click on the **Labor Redistribution** link.
6. Click on the **Labor Redistribution** tab.
7. Select an employee
8. Select desired transaction and click on the **Open** button or **Double Click** to open the transaction.
9. **Edit** the labor distribution.
10. **Save** the edits
11. Enter **Comments**
12. **Submit** transaction for approval
13. To close transaction click the **Close** button or **Sign Out** of system.

System Tips

1. **Save** before adding comments
2. **Submit** before viewing routing queue
3. Be sure to **Sign Out**

Labor Redistribution Decision Checklist

1. What change is needed to labor distribution?
 - a. Account Code: STOP! Account codes cannot be changed.
 - b. Indices: Go to Step 2
2. Which Earn Codes are being affected by the change?
 - i. Refer to Appendix A & B of User Manual for earn codes which can/cannot be redistributed.
 - ii. If on the allowable list, go to step 3.
3. What is the effective date of the change?
 - a. Within current payroll period?
 - i. Wait until payroll closes and then process Labor Redistribution Form
 - b. More than 90 days past payroll event?
 - i. Provide justification for change and delay in processing the change in the comments
 - ii. Labor Redistribution Form will route to Controller for approval
 - c. Future date?
 - i. No Labor Redistribution Form needed; prepare and submit Labor Personnel Action Form (LPAF)
4. Is the disposition code on the pay event “70, Complete”?
 - a. If yes, ok to redistribute
 - b. If no, event cannot be redistributed

Note: For assistance, contact your Fiscal Monitor