Appendix A
OLR Quick Guide

A. Login into ESTHER using your ID Number and PIN
1. Click on Employee link
2. Click on Labor Redistributions link

B. Initiating an OLR – Person Search tab
1. Enter Employee ID using the E/Sxxxxxxx format (or use drop down to enter last name) and search other attributes
2. Select Pay Periods to change, using mouse click, CTRL-click, and/or SHIFT-click
3. Click Open icon on toolbar; one pay period will be displayed
4. Use Pay Periods and Earn Codes dropdown on right to review other pay periods
5. Click Pencil icon to start editing
6. Change posting date to current date (or any date of open accounting period), if necessary. This is date redistributed records post to Finance.
7. Click Change All to create a batch (if more than one pay period)
8. Delete any fund lines not needed with the X on right
9. Open fund lines for editing with triangle ▼ on left
10. Use Add Line to enter a new fund. Tab out for default org and program code.
11. Use Round to make current total equal previous total pay. Click OK Changes; then Save.
12. Add Comments to each changed pay period
13. Verify that all positions and earn codes have been changed as needed, then click Submit
15. When finished with the OLR, click Sign Out on top right
C. Managing OLRs after Initiating – *Person Search tab*

1. Find pay period, click **Open**
2. Click **Routing Queue** to check status after submission
3. Make changes to an OLR returned for correction
4. Click **Erase** to delete an OLR returned for correction
5. Disposition codes, see chart below

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>47, Pre-Balance Update</td>
<td>Redistribution entered and saved by the initiator, not submitted for approvals.</td>
</tr>
<tr>
<td>48, Pre-Approve Update</td>
<td>Redistribution submitted for approvals.</td>
</tr>
<tr>
<td>60, Finance Extract</td>
<td>Redistribution has all approvals and transaction is waiting to interface to the finance system. This nightly update occurs Monday through Friday.</td>
</tr>
<tr>
<td>70, Complete</td>
<td>All processes complete, including interface to the finance fund.</td>
</tr>
</tbody>
</table>

D. Approving an OLR – **Approvals tab**

1. OLRs awaiting approval will appear, one pay period per line
2. If OLR is preceded by a solid box, check one of the boxes and click **Select Batch** to review one complete batch at a time
3. Click the **Open** icon to see the payroll changes, one pay period at a time.
4. Use Pay Periods and Earn Codes dropdown on right to review other pay periods
5. Review each OLR to see that it meets compliance standards and that the changes are as needed; add a comment if needed
6. If the changes are all **correct**, click **Approve**. This will send the OLR to the next approver in the queue.
7. If the changes are **incorrect**, click **Return for Correction** and add **Comment** to explain why OLR returned. This will send the OLR back to the initiator.
8. When finished with the OLR, click **Sign Out** on top right

E. Adding a Proxy approver – **Proxy or Superuser tab**

1. Assign proxy for yourself under **Update Proxy**
2. Act as a proxy for another person under **Proxy – Act as Proxy For**