Online Labor Redistributions (OLRs)

Reference Manual

Rice University – Administrative Systems, Research & Cost Accounting, and Payroll Department

Compiled and Created by James Smolen

Edits and Changes

Version 1.4:

1. Emphasis on importance of Signing Off after using OLR system, in order to prevent locking out other users (p. 46 and others)
2. Comments in Batches – how to make them work (p. 16)
3. Addition of this "Edits and Changes" page
4. Multiple fixes of internal page references and header/footers

Version 1.5:

1. Updated ESTHER screenshots (p. 6)
2. Updated contact information for help (p. **Error! Bookmark not defined.**)
3. Warning that calendar function does not work properly (p. 15)
4. A section about the new email notification system has been added (p.)
5. Problems with "broken" or incomplete batches (p. 29)
6. "Ghost" or Doubled Pay Periods for High Level Approvals (p. 31)
7. Problems caused by deferred pay being presented as default earn code (p. 32)
8. Discussion of Earn Codes (p. 34) and listed in an Appendix (p. 63)
9. New Initiator Dashboard (p. 35)
10. New Approver Dashboard (p. 38)

Version 1.6:

1. Updated description of automation of entry of Payroll information into Banner financial ledgers (p. 8)
2. Contact Information (p. 7)
3. References to frequency of approver emails corrected (p. 38)
4. Discussion of Fiscal Year End Procedures (p. 43)
5. Handling Changes in Approvers (p. 45)

Version 1.7:

1. Contact Information (p. 7)

Version 1.8:

1. Contact Information (p. 7)
2. Update appendices (removed A-C and renamed, updated others A-E)
3. Update information throughout document that is no longer accurate

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I. Introduction

As a general rule, payroll changes can be made for previous pay that has been posted in the ledger or for future allocations of paid effort. Rice University has several mechanisms, forms, and procedures that accomplish these tasks. The payroll distribution procedure is used to change FOAPAL (**F**und, **O**rg, **A**ccount, **P**rogram, **A**ctivity, **L**ocation) coding for **PREVIOUS** pay periods. Total payroll amounts do not change in this process, only the distribution of funding sources.

PERFORM REDISTRIBUTIONS WHEN YOU ARE MAKING:

- Retroactive changes to salary distributions that have already posted (without changing total amount of pay per period).
- Corrections for FOAPAL coding errors in posted payroll.
- Changes in cost sharing in posted payroll.

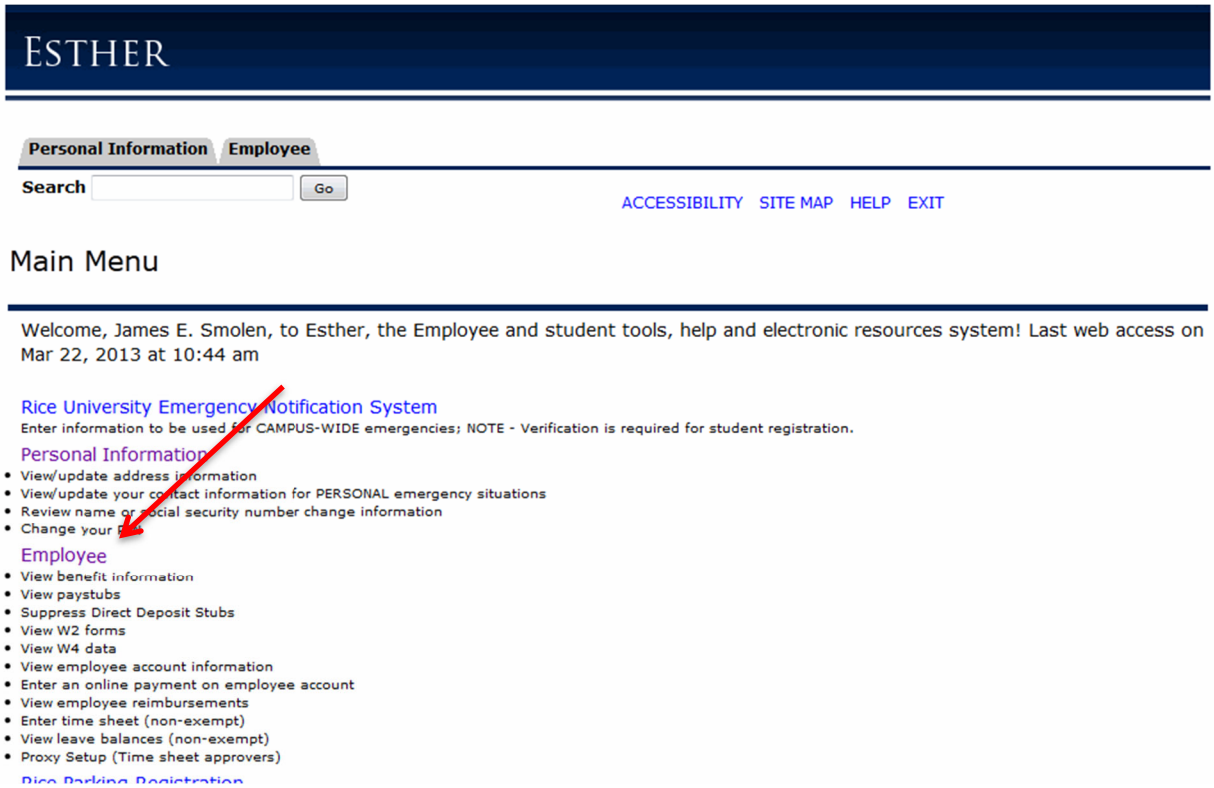
DO NOT PERFORM REDISTRIBUTIONS:

When You Make Changes to:	Instead Use:
Salary distributions going forward	Labor Electronic Personnel Action Form - EPAF (ESTHER)
Employee status (e.g. hiring, termination, position change)	Personnel Action form or Termination Form (Adobe Sign)
Salary (e.g. rate of pay, one-time pays)	Personnel Action form (Adobe Sign) or One-Time Payment (Edgar)
Faculty academic year time	Academic Year Time Form – AYT (Adobe Sign)
Faculty summer salary	Summer Salary Form (Adobe Sign)

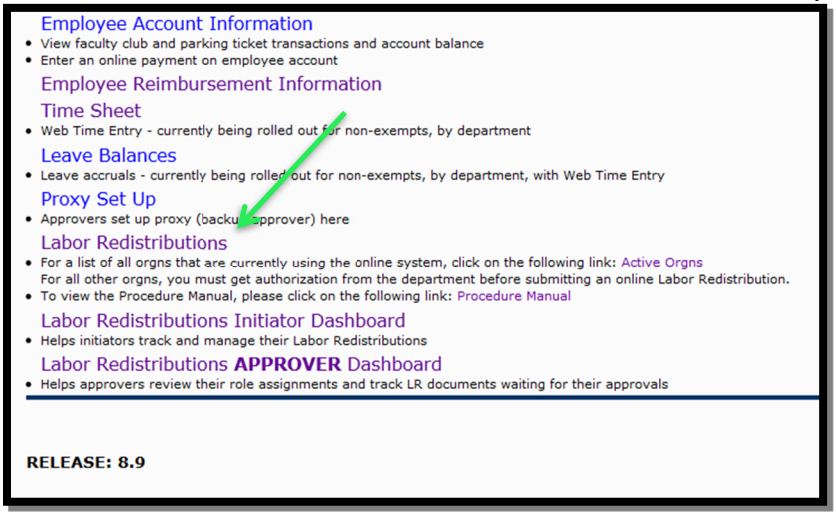
The redistribution process involves a departmental initiator who makes changes to funding information of an employee for one or more pay periods. The redistribution goes through a routing queue for required approvals and may require supporting documentation. When the redistribution reaches central administration, Research & Cost Accounting and / or Payroll further reviews before posting into the Banner ledger. The updates to Banner occur during a nightly process.

II. Accessing the System

To access Banner's Online Labor Redistribution system, log into **ESTHER** (under quick links on Administrative Systems homepage) using your ESTHER User ID and Pin. Select the **Employee** menu.



Click on the **Labor Redistributions** item under the Employee Menu.



A. Initiators

The labor redistribution initiator and the departmental approver should normally be different individuals. However, under certain circumstances, the same person can complete both roles, but this will require two separate steps.

Individuals need OLR initiator access given to them by Payroll. Departments should direct all OLR access requests to payroll@rice.edu. Refer to OLR access requirements for more information.

B. Approvers

Each labor redistribution transaction routes through a series of approvals. For non-grant related funds, the transaction routes through the department approval and Payroll approval only. For grant related funds, the transaction is routed through department approval, both Research and Cost Accounting and Payroll approvals, and if over 90 days, it is routed through the Department Chair (or One-Over). The Principal Investigator (PI) is in the approval routing for informational purposes only. The PI does not receive notification by email and does not have to approve.

Individuals need OLR department approver access given to them by Payroll. Departments should direct all OLR access requests to payroll@rice.edu. Refer to OLR access requirements for more information.

C. Comments

All labor redistribution transactions entered by the initiator should have a comment entered that explains why the change is necessary.

For transactions over 90 days old, the redistribution must have a comment that fully explains how the error occurred. An explanation merely stating that the change is "to correct error" or "to transfer to correct project" is not sufficient. Furthermore, an explanation of the corrective steps taken to avoid a recurrence must be included. Transactions without this documentation in the comments will result in transactions returned to the initiator.

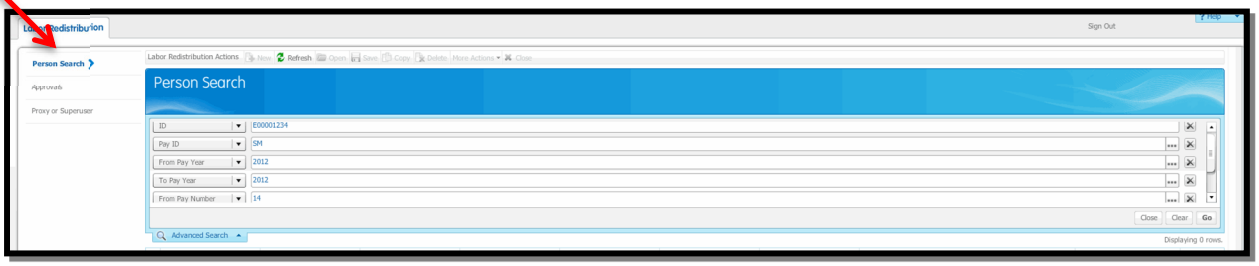
For questions and assistance with labor redistributions, please contact Payroll at payroll@rice.edu, Administrative Systems at help@rice.edu, or Research & Cost Accounting at rchacctg@rice.edu.

III. Initiating Labor Redistributions

A. Introduction

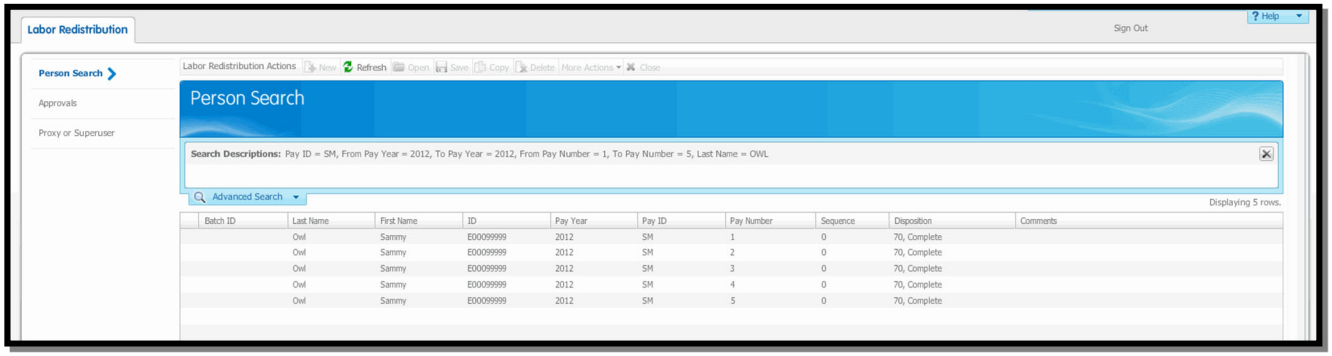
As a Labor Redistribution Initiator, use the **Person Search** view to open and initiate a labor redistribution transaction. Banner HR module security (home organization code for the employee) is required for **Person Search** access. If you do not have appropriate HR security access, the entered query may not yield any records. You will not get any error messages regarding invalid security.

B. Person Search for Labor Redistribution



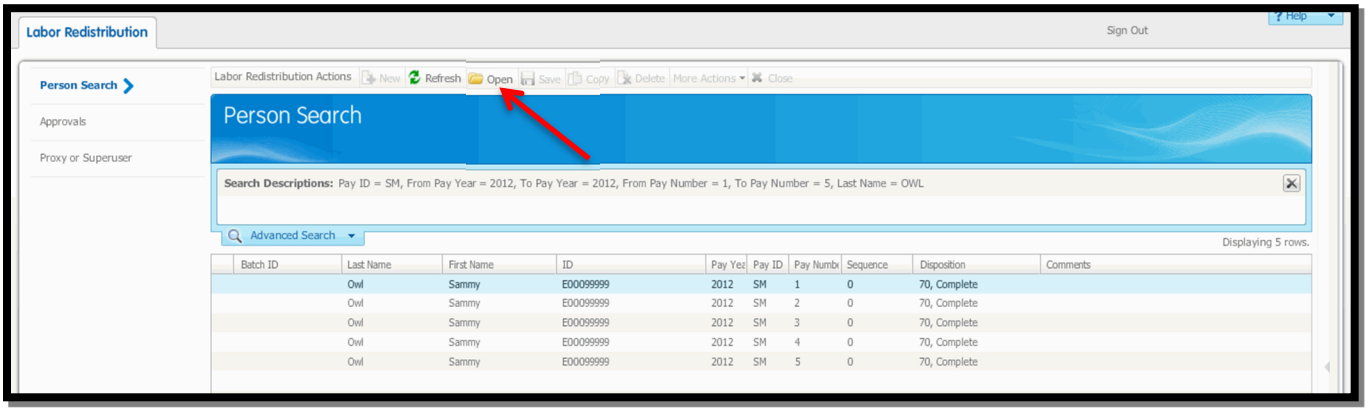
To initiate Labor Redistribution for an employee:

1. From the **Person Search** view, use an **Advanced Search** instead of a **Search by ID** field, enter the following information, and then click on **Go**:



- **ID** = Enter the 9-digit "E" or "S" Number (Drop down menu also allows searches using first and last names.)
- **Pay ID** = B2, GR, or SM payroll cycle
- **From Pay Year** and **To Pay Year** = payroll year (calendar year)
- **From Pay Number** and **To Pay Number** = payroll numbers 1-24 for GR/SM or 1-26 for B2

The search by ID only is usually very slow and not recommended.

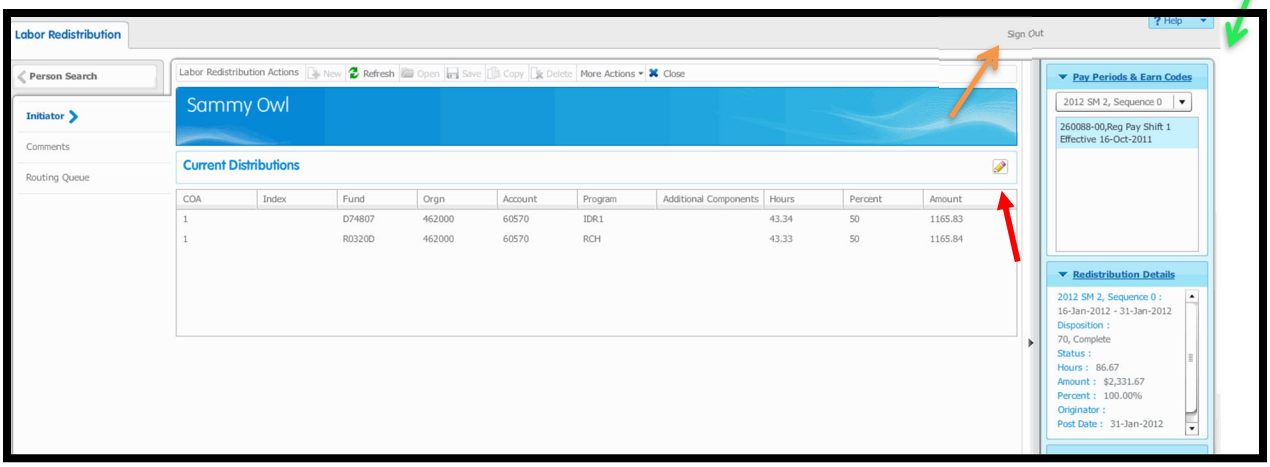


2. Once the results appear, select the employee and pay event to adjust; then double-click the employee and pay event or click the **Open** icon. To select multiple pay events, hold down the Control key, select the employee's pay events and click the **Open** icon.

3. Select the Pay Period from the **Pay Period & Earn Codes** sidebar using the drop down arrow and navigate between pay events in this sidebar. Make sure to select the correct position.

4. Navigate between the position/suffix, earn code, shift and effective date.

5. Highlight the position/suffix, earn code, shift, and effective date to change.



6. Click the **Edit** icon (yellow pencil) to access the **Update Distributions** window, see instructions in next section to complete transaction.

7. **ALWAYS** **Sign Out** when done with the OLR system. Failure to do this will lock out others from accessing the employee. To clear a lock out, access the locked out pay periods and then sign out normally.

NOTE:
On occasion, an attempt to login from the ESTHER main page leads to an error message requesting a repeated login. This is a known glitch in the system. The best work around is to press your browsers BACK PAGE button a few times.

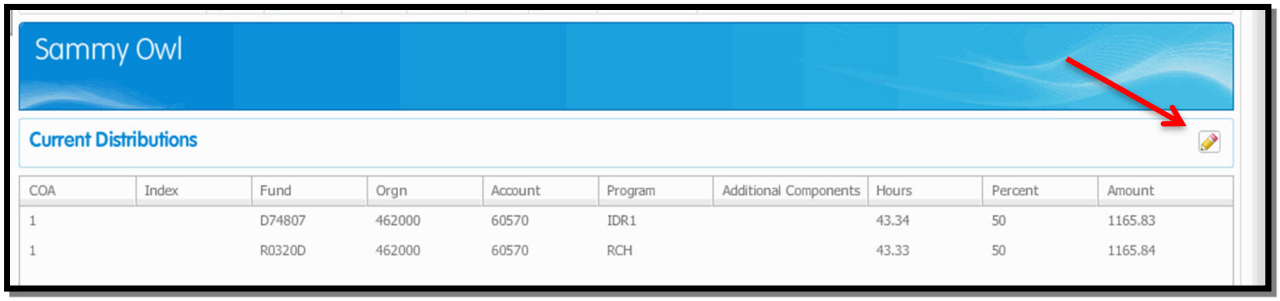
Another NOTE:
The Pay Period & Earn Codes sidebar is very important. The pulldown portion allows the user to view a single pay period among those that selected after the Person Search. Furthermore, the box below the pay period pulldown may contain more than one entry if the employee has multiple earn codes or positions. It is essential that the user understand the information to ensure accurate updates.

IV. Updating Labor Distributions

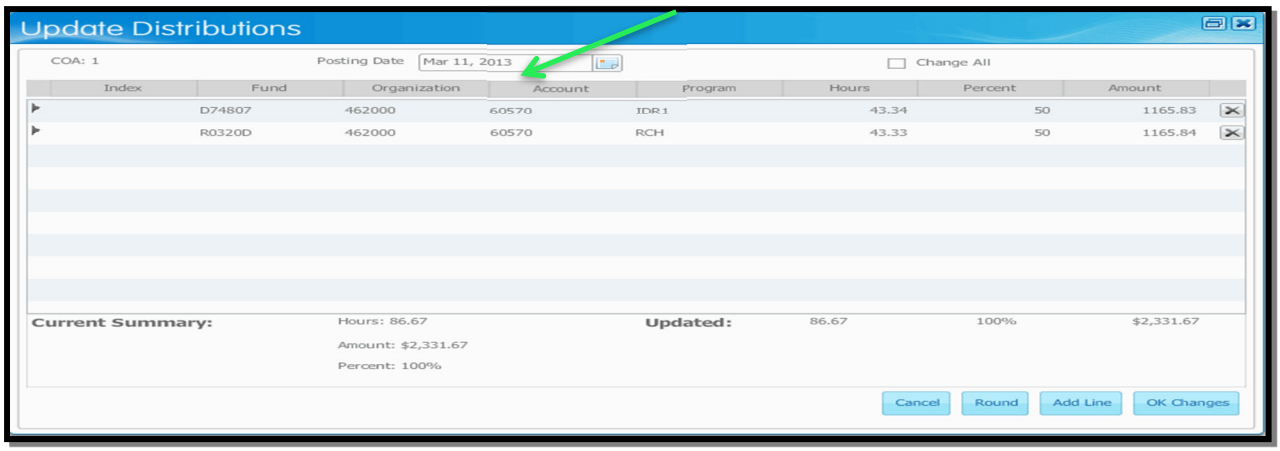
A. Introduction

After selecting one or more pay periods, the user accesses the **Update Distributions** view to make required changes to a distribution. The sum of the redistributed values for the Earnings Labor Distributions fields (**Hours**, **Percent**, and **Amount**) must be equal to the corresponding sum of the values in the original distribution. To view a list of valid values for a particular field, use the Search feature for that field and select a value.

B. Current Distributions



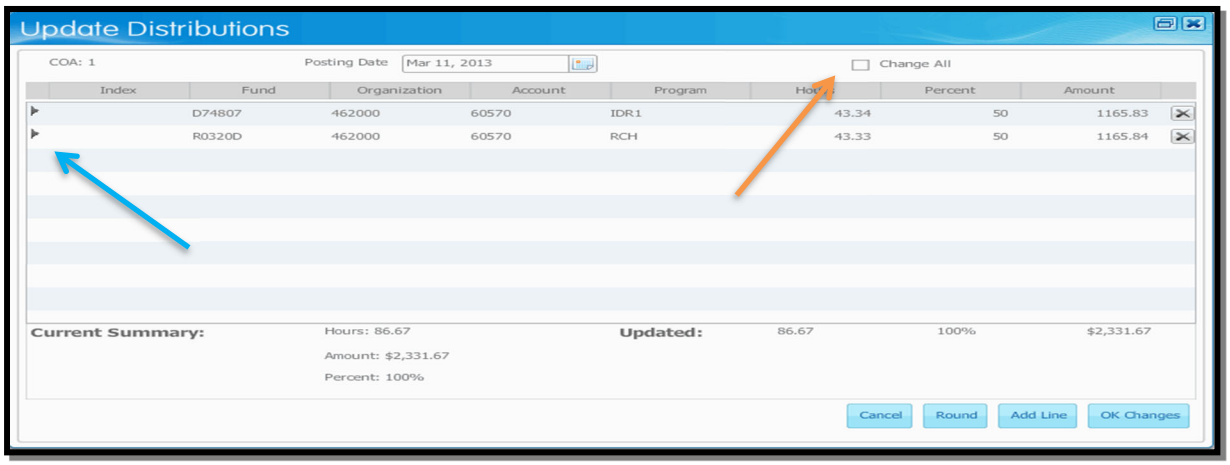
1. From the **Current Distributions** window, click the **Edit** icon (yellow pencil).



2. Click the calendar icon in the **Posting Date** field and select or enter a new date using a format such as "Oct 22 2013" or "10/22/2013" (if necessary). The **Posting Date** is the date the redistributed records post to Finance. The current date populates as the default for this field. Overrides are allowable, but the new date must fall in an open accounting period.

NOTE: Prior to the final campus fiscal year-end close (refer to Controller's Office Fiscal Year Close memo), any transaction with a June posting date will post in the ***closing*** fiscal year and any transaction with a July posting date will post in the ***new*** fiscal year.

If a prior labor redistribution has occurred for the pay event, the transaction date of the previous change normally defaults into this field and the user receives an error message after clicking the **OK Changes**, "accounting period closed, re-enter a new posting date". The user should change the date to the current date.



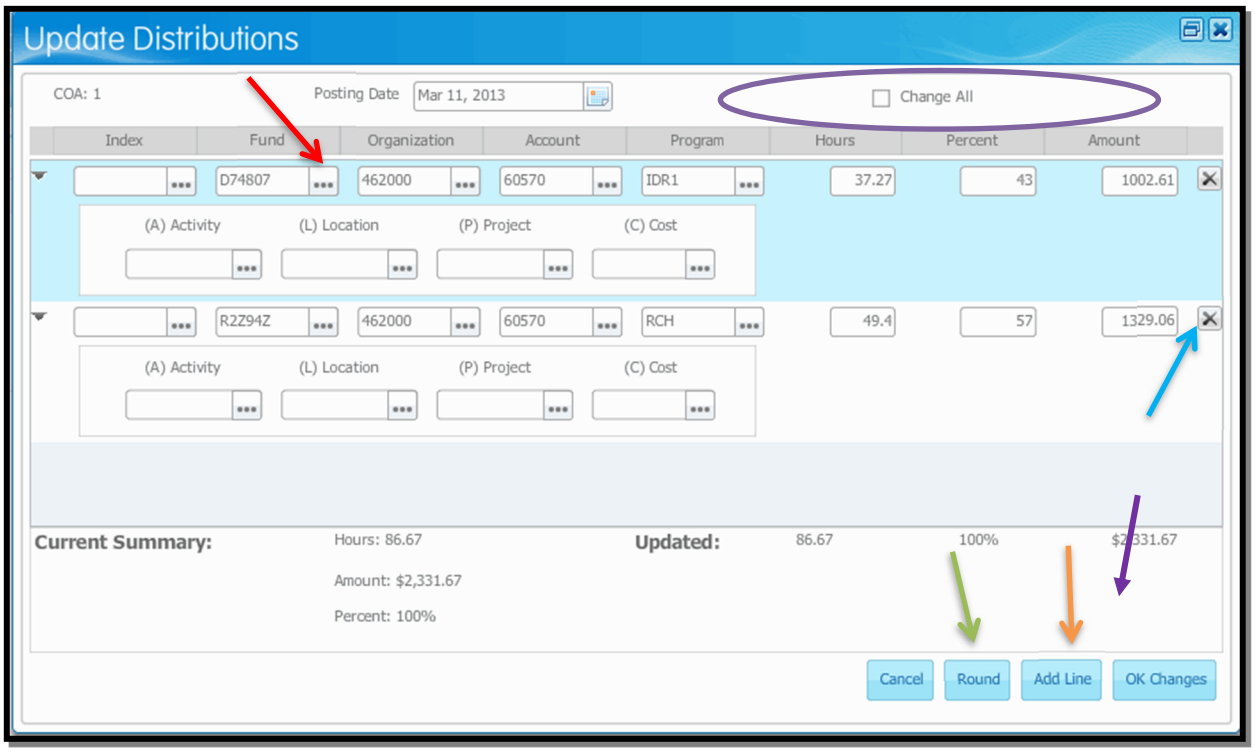
3. (Optional) Check the **Change All** checkbox to change all records in the selected group. **Change All** applies only for FOAPAL fields or percentages. If the FOAPAL is different on any transactions (example: fund or account), the different pay events will not be selected under the **Change All** option. Use of the **Change All** option is a very convenient way of producing a **Batch** of identical pay periods for redistribution. However, processing of batches can be tricky – please see the section under Helpful Hints at the end of this document.

4. Click the **drop down arrow** and enter the new FOAPAL component (**Fund, Organization, Account, Program, Activity,** and **Location**). A list of valid values for the FOAPAL is available by clicking on the "**…**" (red arrow on next page). All values will appears so you can search for a code or description by providing a string of at least three characters followed by the asterisk (*).

5. Enter a new value in the **Hours**, **Percent**, or **Amount** field (next page). The system calculates

> ***Important Tip:*** *Users can overwrite or change any FOAPAL element and the system will NOT check for valid combinations. In order to obtain default FOAPAL fields, the user should first add a NEW line. Then, enter a new fund followed by the tab key, and the default ORG and PROG fields will insert. The user will still have to insert the correct ACCT field. The user can then delete the original pay line using the "X" button on the right.*

the other two fields.



6. **Entering New FOAPAL** - Click the **Add Line** button to display a new line on which to add your desired FOAPAL values. Enter the **hours**, **amount**, or **percent** and the system will calculate the other two. The default orgs and program codes will insert automatically into the new empty line after adding the fund number.

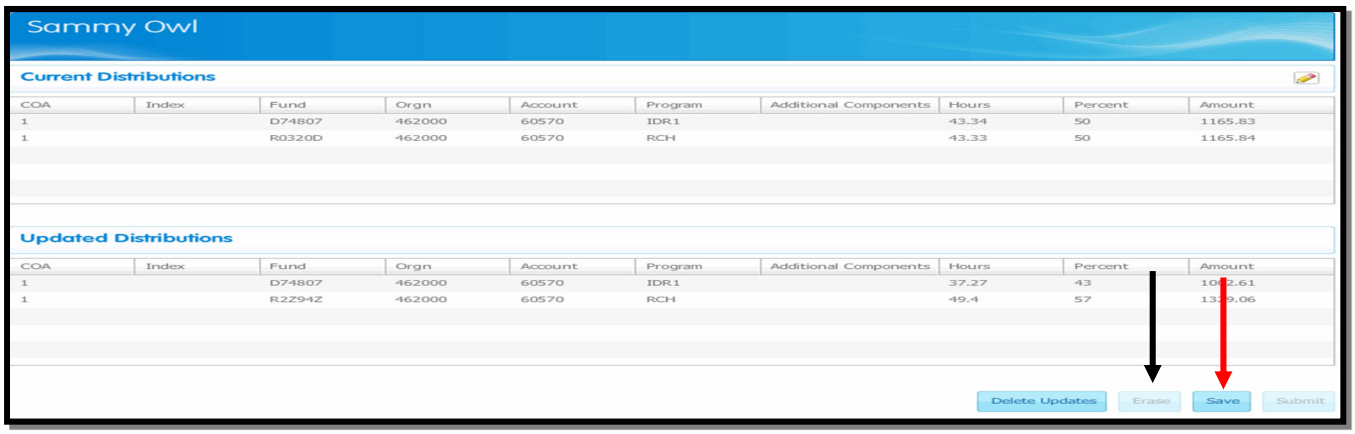
7. To remove a line, click the **Delete "X"** icon.

8. Click the **Round** button after making changes and prior to saving. The rounding occurs on the last fund edited. Alternatively, select one of the fund lines and the **Round** function applies to that line.

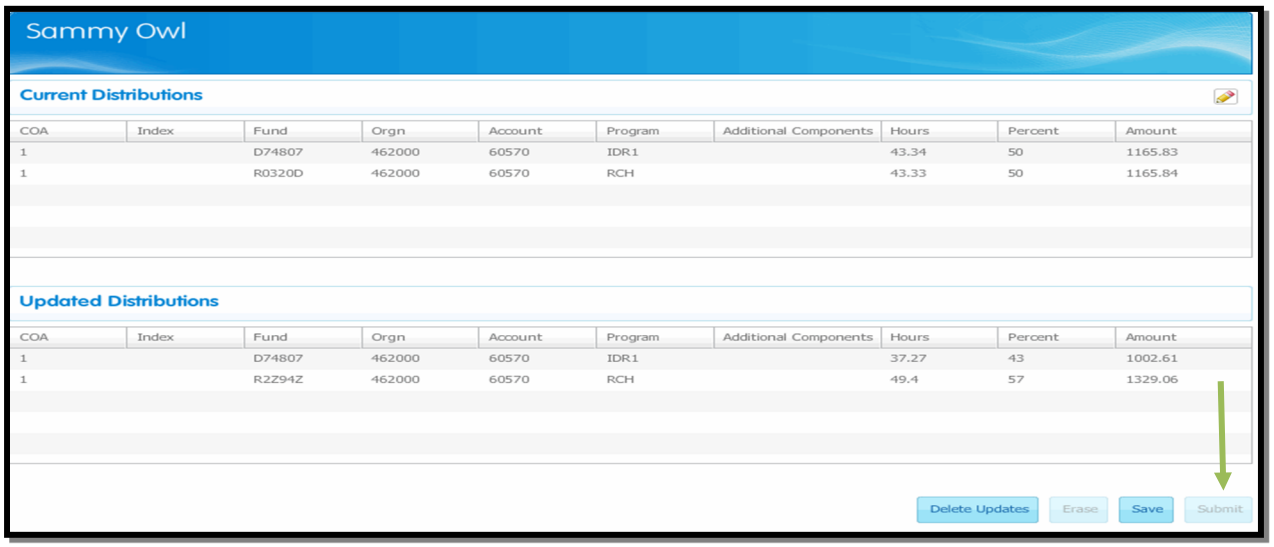
9. Click the **OK Changes** button to commit the changes. This will close the window and return you to the initiator page. The system alerts you to any errors.

NOTE: If the sum of the redistributed values for one or more of the three earnings labor distributions fields (Hours, Percent, and Amount) is not equal to the corresponding sum of the values in the original distribution, action is required to correct the error. Take one of these corrective actions: (1) manually change one of the records so that the sum of the each of the three fields is correct, or (2) click **Round** to have the system correct the condition by modifying the record in which the cursor is located.

10. Click the **Save** button. This creates the redistribution with a disposition 47 transaction. The **Erase** button becomes re-enabled and **Save** becomes disabled. If the user logs out of the system at this point, the user can submit the redistribution when the user logs back into the system. The user can delete the transaction by clicking the **Erase** button.



11. Click **Submit** button if there are no further changes are required. At this point, the redistributed pay events are at disposition 48, Pre-Approve Update. The "X" next to the pay period will change to a "P". This step creates the routing queue for the labor redistribution.



12. Click the **Close** icon to close the transaction.

13. **ALWAYS** **Sign Out** when done with the OLR system. Failure to do this will lock out others from accessing the employee. To clear a lock out, access the locked out pay periods and then sign out normally.

V. Adding Labor Redistribution Comments

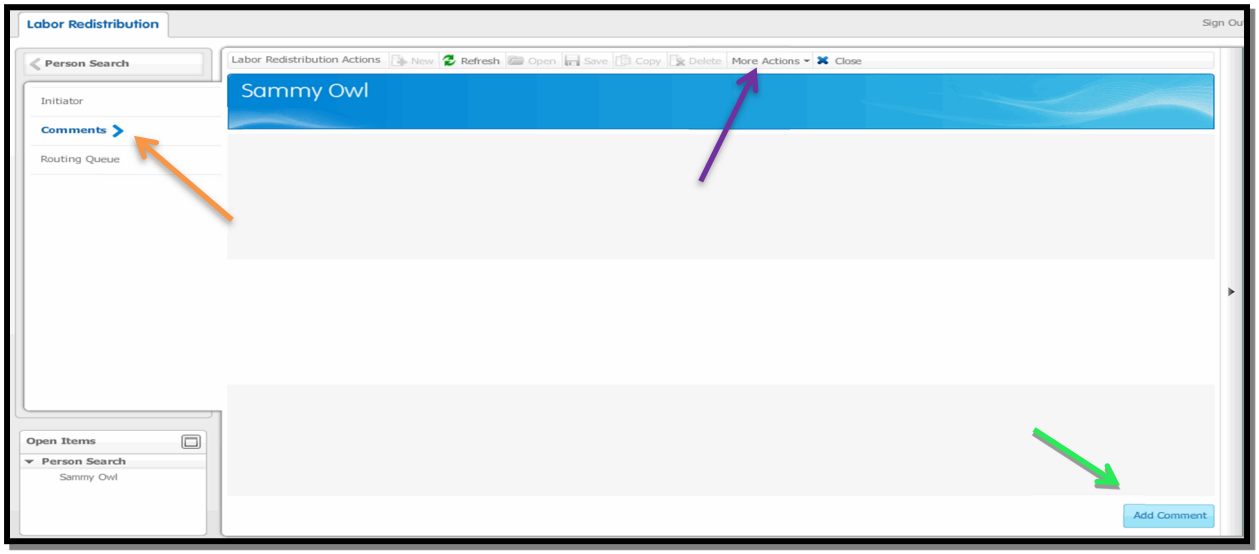
A. Introduction

During the labor redistribution process, anyone in the routing queue can add comments to provide support or explanation for a transaction. Comments are permanent and cannot be deleted or updated. The system displays all comments in reverse chronological order.

You can copy and paste emails into the comments form to provide detailed information. It is suggested that the user forward the email to capture the "from", "to", and "date", then highlight the email, Ctrl-C (to copy), go to the comment tab, click **Add Comment**, and Ctrl-V (to paste).

B. Comments

Follow these steps to add a comment to a labor redistribution transaction. Enter the comment after saving or submitting the redistribution transaction.



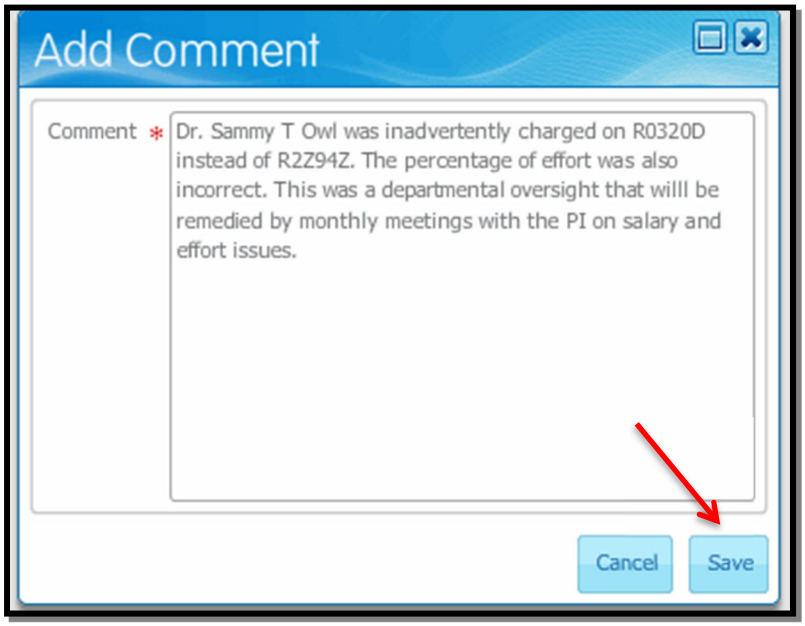
1. Click on the **Comments** link or open comments from the **More Actions** dropdown box.

2. Click the **Add Comment** button or click **More Actions** and select **Add Comment**.

3. Enter any relevant comments, then click the **Save** button.

4. Click the **Cancel** button to return to the labor redistribution without saving the comments.

Comments entered by the initiator attach to all transactions. Comments added by the approver attach only to the single transaction, so the best practice is for initiators to enter comments.



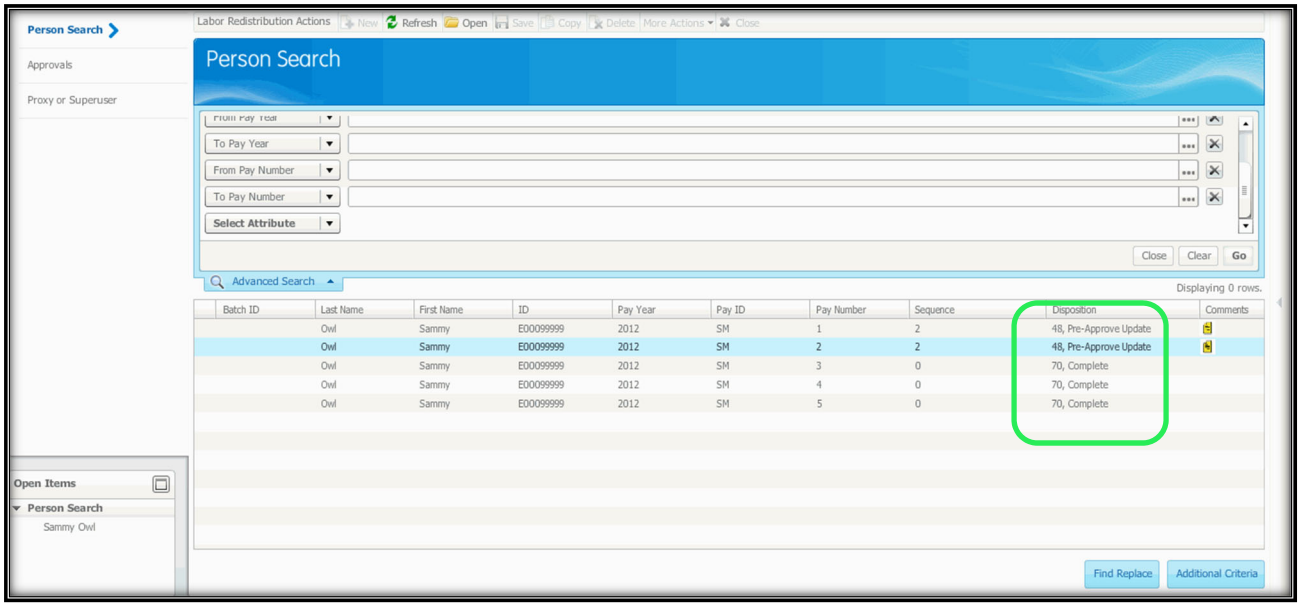
Comments in Batches

1. If an initiator forms a batch and enters a comment after clicking **SAVE** but before **SUBMIT**, then the comment appears in all pay periods.
2. If an approver selects a batch (all check boxes highlighted), their comment should appear in all pay periods.
3. If pay periods do not or cannot form a batch, then individually add comments, usually by copy and paste.
4. If creating a batch, but pay periods were not been selected and opened as a batch, then individually add comments.

VI. Disposition Codes

Disposition codes provide the status of a labor redistribution from the time the initiator first enters the transaction through the final step of posting to Finance. Below is an explanation of the frequently seen disposition codes while using the labor redistribution system.

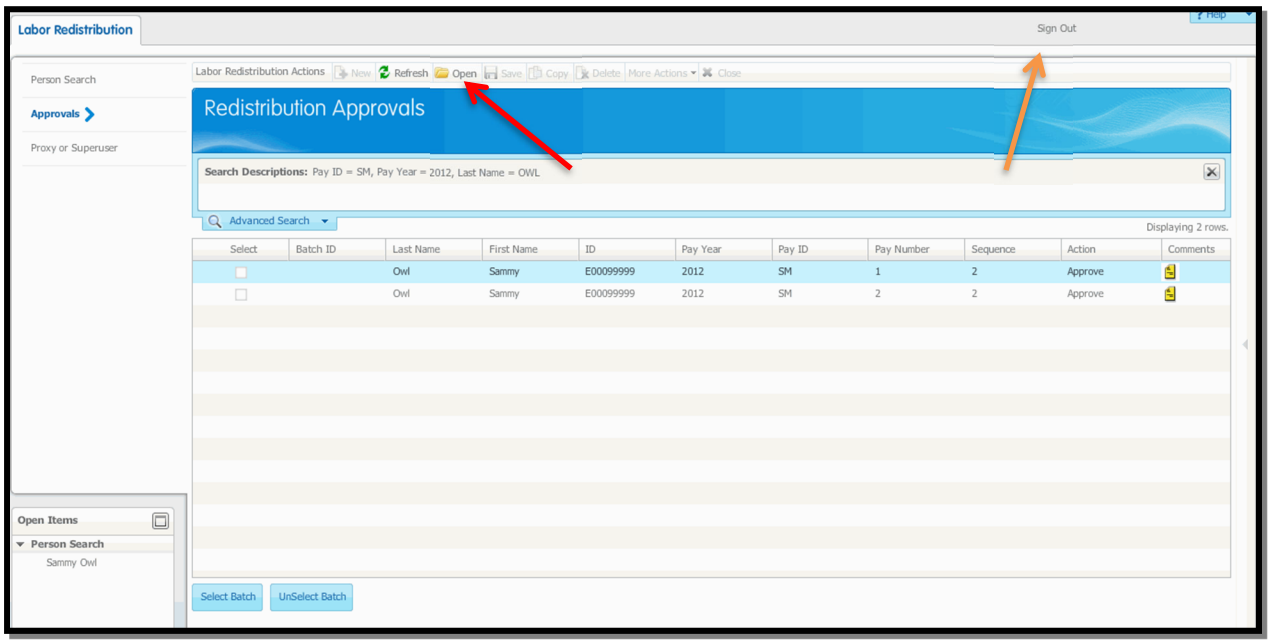
47, Pre-Balance Update	Redistribution entered and saved by the initiator, not submitted for approvals.
48, Pre-Approve Update	Redistribution submitted for approvals.
60, Finance Extract	Redistribution has all approvals and transaction is waiting to interface to the finance system. This nightly update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



VII. Approving or Returning a Labor Redistribution

All approvers in the routing queue receive automatic emails informing them of labor redistributions that require their approval. The email notification interface allows the approver to select the frequency and type of notification (default is daily and summary with detailed list).

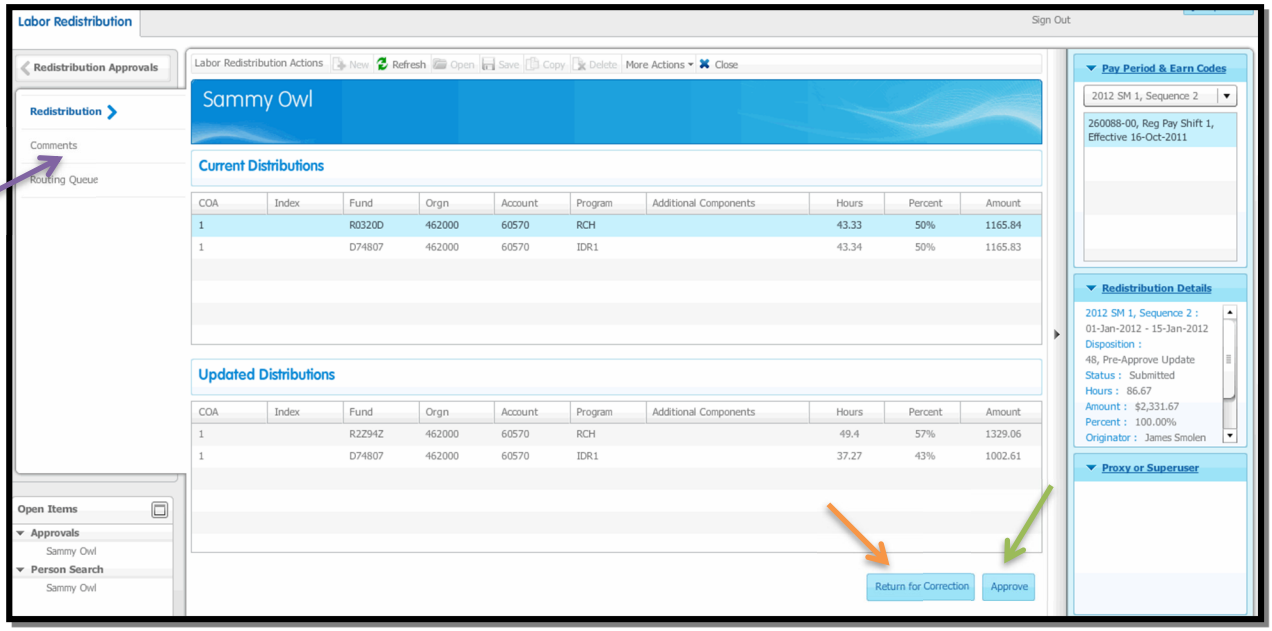
The approver should use the redistribution **Approvals** view to select a labor distribution transaction to approve or return for correction. This view displays the specific transactions associated with the pay events, in alphabetical order by last name. All members of the routing queue can access this view.



A. Steps to Approve Redistribution

Follow these steps to approve the labor redistribution. **ALWAYS Sign Out** when you are leaving the OLR system.

1. Select the redistribution transaction to approve.
2. Highlight the line and click the **Open** icon to open the **Current Distribution** view.
3. Select the **Comments** tab (on next page) to review the comment.
4. Click the **Add Comment** button (on next page) to open the Comments window to add additional comment, if necessary.
5. Click the **Approve** button to approve the transaction.



B. Steps to Return Redistribution

Follow these steps to return the labor redistribution transaction to its originator.

1. Select the redistribution transaction to return for correction.
2. Highlight the line and click the **Open** icon to open the **Current Distribution** view.
3. Click the **Return for Correction** button to return the transaction to its originator at disposition 47. You will be required to add a comment with the reason for returning the transaction.
4. The originator makes the necessary changes to the previous transaction and re-submits for approval as before.

Approvers: *If more than one of the funds is changed in any pay period, you will see more than a single line needing approval for that period.*

VIII. Acting as a Proxy

A. Introduction

Use the **Proxy** view to assign yourself as a proxy for another person or to create proxy for yourself. A labor redistribution proxy can act on behalf of another administrator in that person's absence. When you choose to act as a proxy for another administrator, the sidebar displays whether you are acting as a proxy.

B. Proxy

Follow these steps to proxy for another approver. **NOTE**: The employee that you are acting as proxy for must first assign you as his/her proxy.

1. Select the individual from the **Act as Proxy** drop down list and click on **Save**. You can now access outstanding transactions in this individual's queue as the proxy through (1) the Person Search page and create, apply, or submit labor redistribution transactions; or (2) the Approvals page and approve, return or acknowledge any outstanding labor redistribution transaction.
2. Click **Sign Out** after your actions are completed or return back to the Proxy page and switch the **Act as Proxy for** back to **SELF,** and click on **Save**.
3. To assign an individual as your Proxy, click on the **Add Proxy** button. Start typing the proxy's name in the box. This will bring up a potential list of proxies. Select the desired person in the dialog box, and click the **Save** button on the dialog box. Finally, click **Save** again at the bottom of the page. Repeat as necessary to add all individuals needed as proxies.
4. To delete a proxy, click the **Remove** checkbox after the name under the Update Proxy section. Then, click on **Save** at the bottom of the page.
5. To ensure there is always someone available to submit approvals, it is important that each approver (including Chairs and Deans) have at least **TWO** proxies.

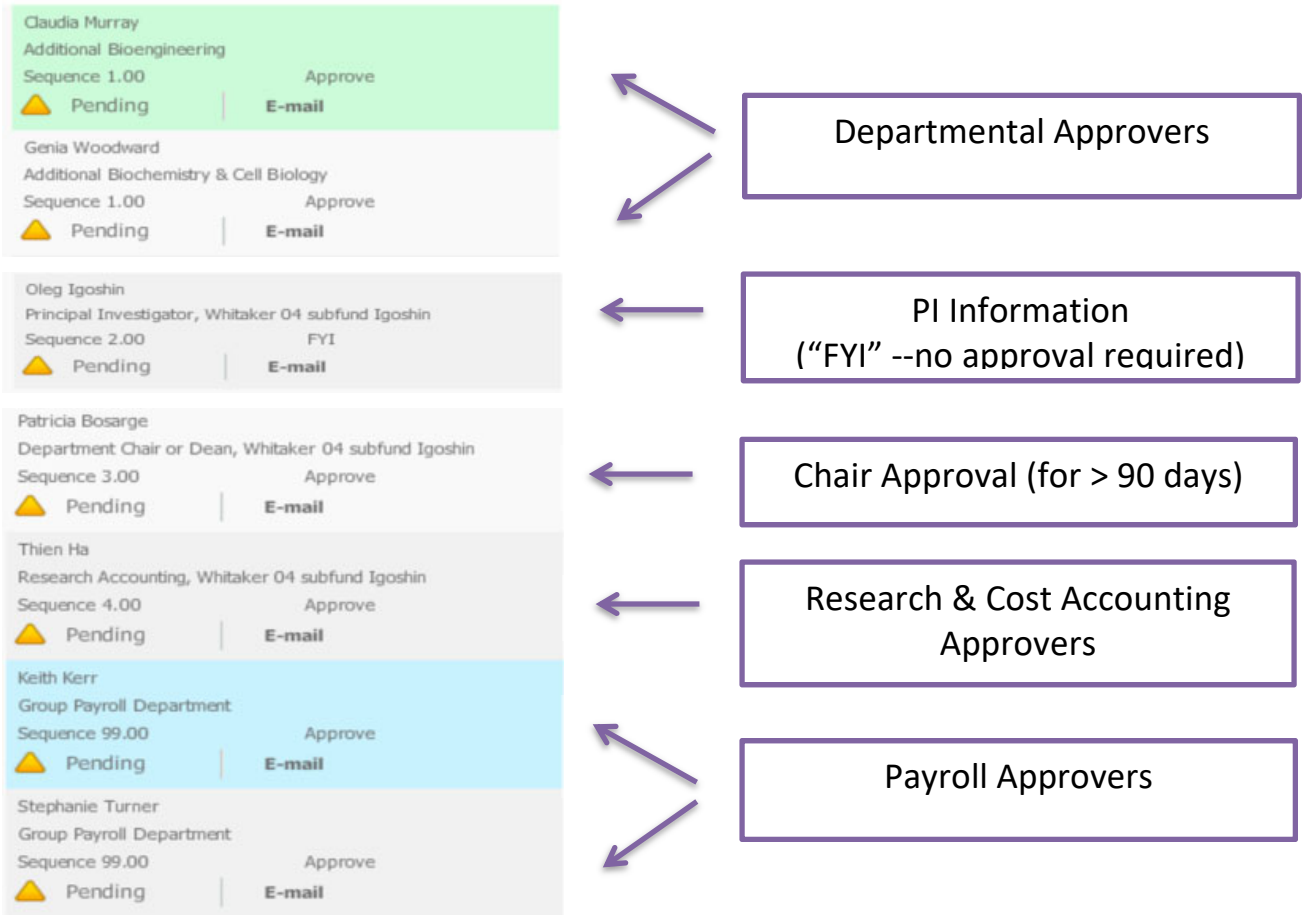
IX. Example of Routing Queue

After the initiator submits the redistribution, the submission creates the routing queue, which is reviewable by the initiator as well as the various approvers. Initiators and approvers can also add other individuals to the queues at any levels using "On The Fly" additions. When those in the queue submit their approvals, the status code of each level will be marked as follows:

Posted on March 12, 2012 at 08:39 AM	Green check mark means the action such as an approval is complete
Posted on March 12, 2012 at 08:26 AM by	Red stop sign means the action has stopped (such as returned for correction)
Pending	Yellow triangle means an action is pending such as waiting on approval

All approvers in the routing queue receive automatic emails informing them of labor redistributions that require their approval. The email notification interface allows the approver to select the frequency and type of notification (default is daily and summary with detailed list).

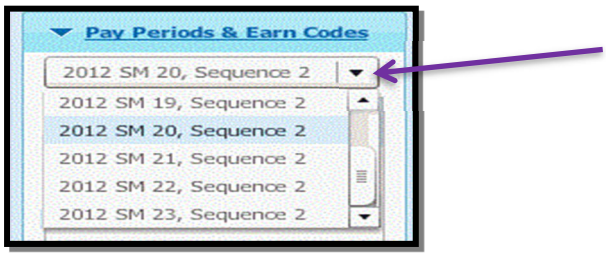
The following shows a typical routing queue. This particular redistribution included funds from two different departments, so both departments were included in the queue.



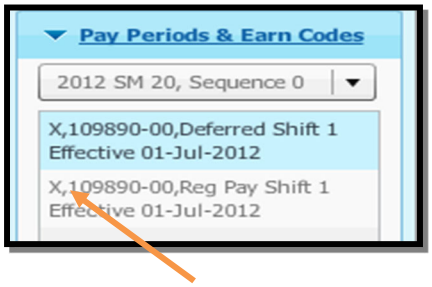
X. Batch Processes and Multiple Positions/Earnings

A. Change Multiple Pay Periods with One Action

Change multiple pay periods with one action **if the funding is the same in all selected pay events**. Select the multiple pay periods, edit the funding, check the **Change All** box, and click the **OK Changes** button. Then go to the upper right corner of the screen and click the **drop down arrow** under **Pay Periods & Earn Codes**. This will display all of the selected pay periods for change. Click on the various pay events one at a time to display the results as shown below.



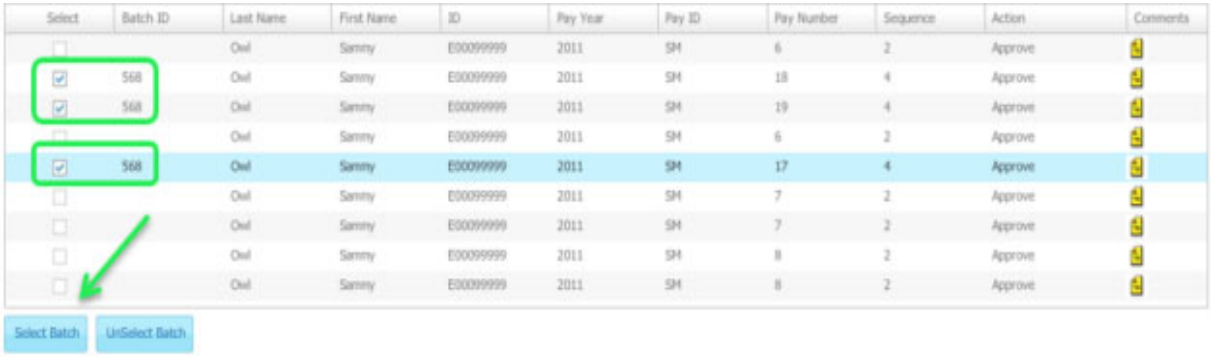
Ensure that each pay event has an "X" in front of the position number, which indicates a change in the redistribution. **Scroll through each pay event to ensure all transactions have "X" to change.** If a pay event does not have an "X", it needs changed individually because the funding is different and cannot change with the **Change All** feature. Groups of transactions changed with the **Change All** feature receive a Batch ID.



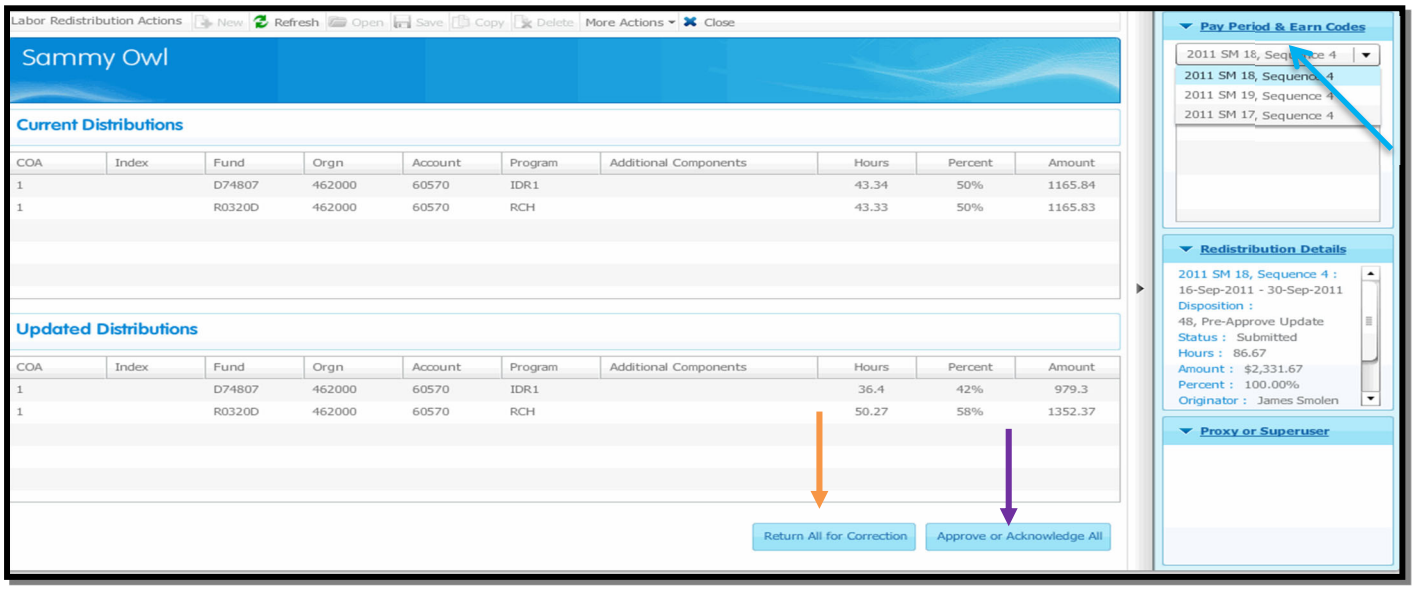
Below is an example where pay number 21 and 22 changed with the **Change All** feature received a Batch ID of 541. This assists the approver by allowing a mass approval for all transactions in the group instead of having to approve each one individually.

B. Approving Multiple Pay Periods with One Action

If the initiator used the **Change All** feature to create a batch with multiple pay periods, the approver can approve the batch with one action. Below is an example of batch transactions awaiting approval.



The approver selects one of the transactions with a **Batch ID** number by selecting it (highlighting) or by clicking in the Select checkbox, and then click on the **Select Batch** button. This will place a check mark in the **Select** column where the **Batch ID** is the same. Select the **Open** icon, which will open the window to view the current and updated distributions. The approver should review the changed pay events in the side window on the right under **Pay Period & Earn Codes**. The individual pay events along with the suffix/positions changed "X" can be scrolled through to view changes in the **Updated Distributions** section of the window.



After the approver reviews the entries, the approver can **approve all** or **return all for correction** in one action by clicking on one of the boxes at the bottom of the screen.

C. Large Groups of Pay Periods that do not Create Complete Batches

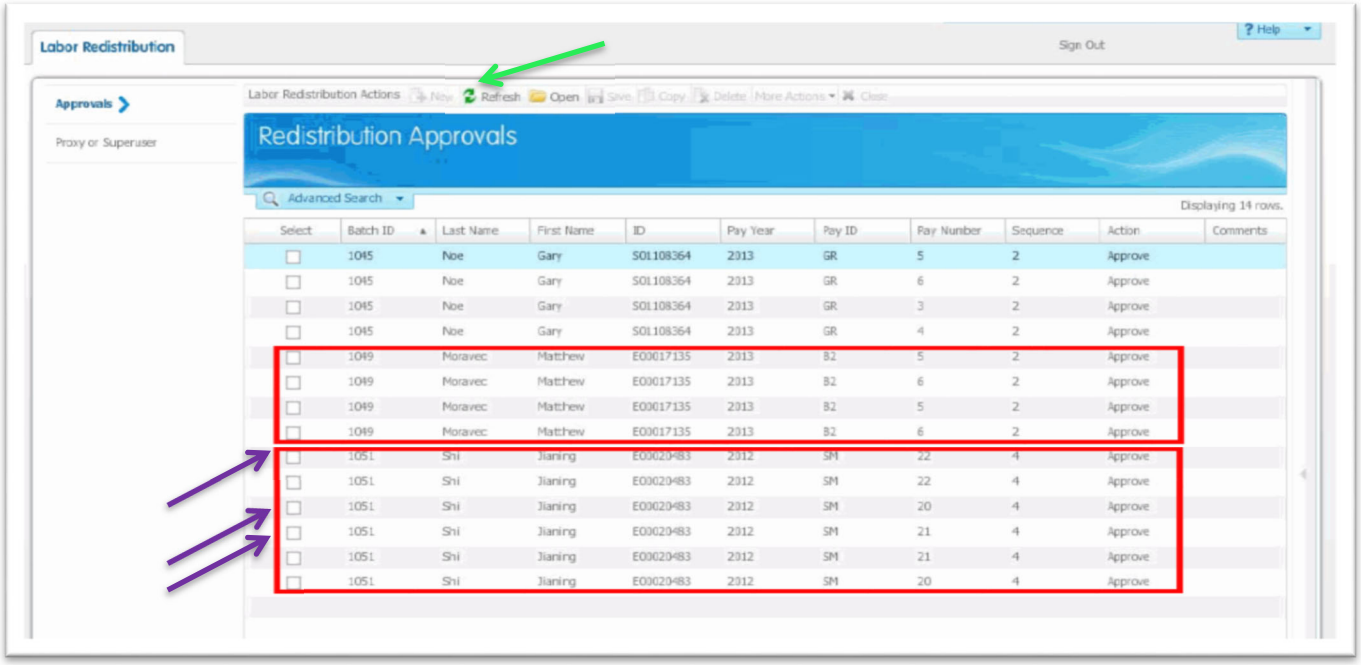
There are often times when an initiator is trying to batch together a large number of pay periods that appear at first glance to be identical, but prove not to be. If any of those payrolls are different from the others, then they will not be included in the batch. The best approach is to accept the current batch and then try to set up another batch with the remaining payrolls. Repeat this process as often as necessary. The goal is to assign the large group of pay periods into the minimum number of batches, without necessarily finding the differences responsible for "breaking the batches".

D. "Ghost" Pay Periods for Higher Level Approvers

Higher-level approvers may encounter doubled up pay periods. The next image gives an example of three batches awaiting approvals. Batches 1049 and 1051 (red boxes) have doubled pay periods. Batch 1045 is normal. **If an approver attempts to approve all of the items in a batch that includes duplicates, they will receive an error message.**

The way to handle this situation is to:

1. Check only the FIRST box of each pair of pay periods (**purple arrows**).
2. Open the partial batch and approve or return them as a group, as described in the section above.
3. Return to the Approvals screen and click on the **Refresh icon**.
4. The remaining "ghost" pay periods should disappear and the batch should process correctly.

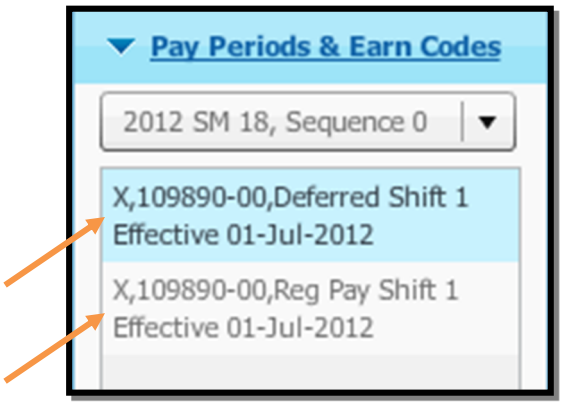


E. Twelve Month Faculty Pay

For faculty paid over a period greater than 9 months, there are two separate earnings each pay period during the academic year - regular pay (REG) and deferred pay (DPA). The normal procedure is to select the REG earn code and then check the **Change All** box in the edit screen. This will automatically redistribute the DPA earn code at the same time.

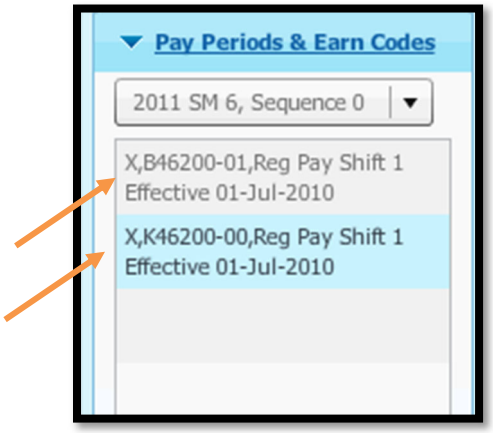
However, as shown below, the earn codes sort in alphabetical order so DPA comes up as the default. Unless the user recognizes this and purposefully changes to the REG earn code, the labor redistributions will only affect the DPA pays. Refer to the box in the upper right corner of the screen for the "X" to signify changed entries. In the example below, the DPA code changes in the redistribution (not the REG code) as indicated by the "X" before the position.

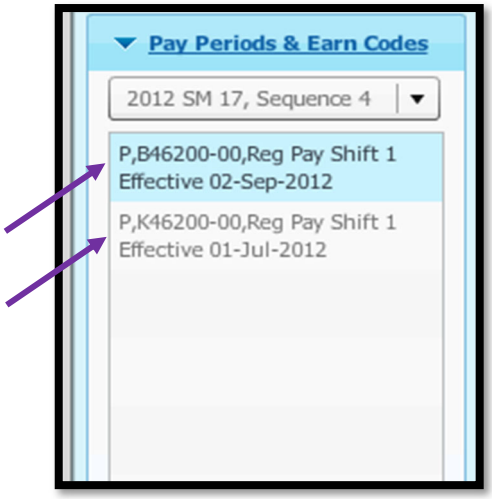
To correct this situation where the intent was to change both earn code positions, prior to **Save** and **Submit**, the user can edit the change (using the REG rather than DPA pay) and select the **Change All** box and then **OK Changes**. Then, both earning types will have the "X" in front of them.



F. Employees with Multiple Positions

Employees may have multiple positions. For example, a Postdoctoral Fellow may have both B and K positions. The primary position typically has a suffix code of 00 and the other position may have a different position or suffix. When the redistribution is entered in Banner, select the primary position (00 suffix position) and then on the edit screen check the **Change All** box and this will automatically make the changes for the 01 position and the 00 position as long as the funding is the same as the regular position. The "**X**" in front of each position number indicates the change captured in the redistribution includes for both positions. After saving the changes, the "**X**" in front of each position number changes to a "**P**".



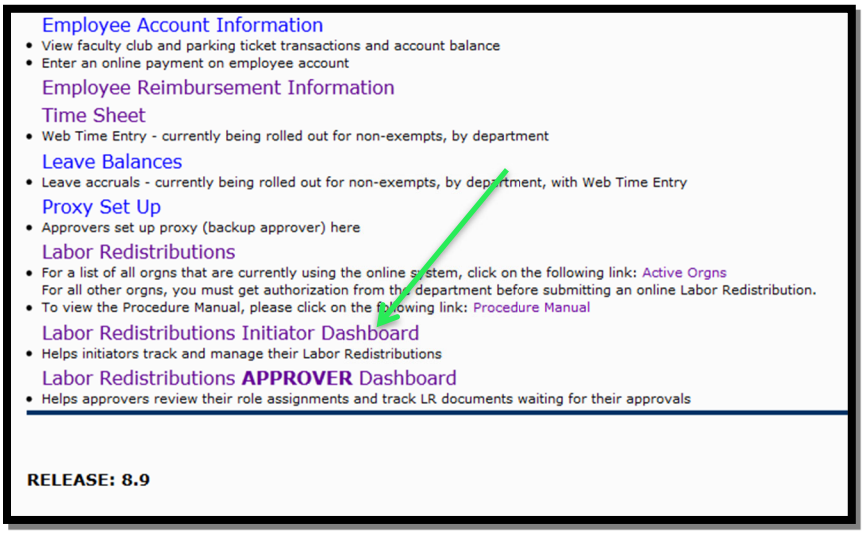


NOTE: If the employee has a 00 suffix position and a 01 suffix position with the same funding and only one suffix requires redistribution for a range of pay periods, the **Change All** function cannot be used. Individual changes by pay period are required.

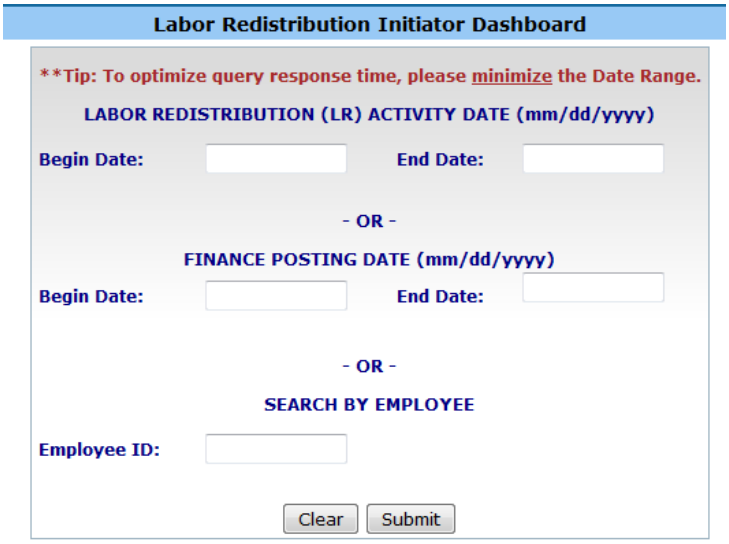
XI. Initiator Dashboard

A dashboard provides an easy way for initiators to keep track of the progress of their redistributions through the approval queues and to determine when these redistributions have been completed and updated into the financial ledger. This dashboard also allows other initiators/approvers with the same home ORG access to view and review the accuracy of the OLR requests.

The Initiator Dashboard is accessible in ESTHER under Employee > **Labor Redistributions Initiator Dashboard**.



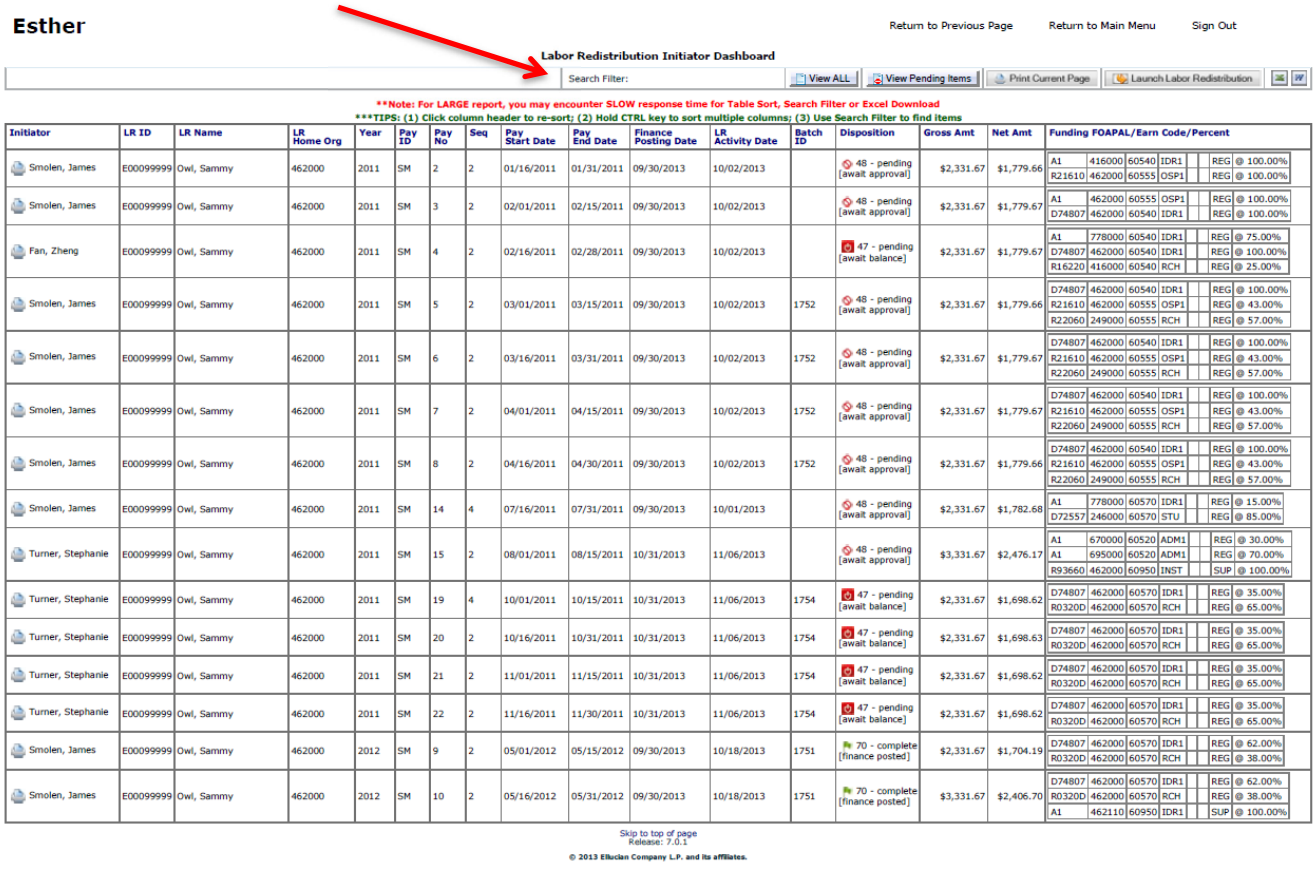
Click on the link to access the dashboard.



From this interface, the user can look at all OLRs, both complete and incomplete, according to the dates entered into the OLR system (top) or the dates posted in the financial ledger (middle). An OLR of an individual employee's payroll can also accessed (bottom).

The Initiator can see the OLR as long as ONE of the following criteria is satisfied:
1) The Initiator is the originator of the OLR; or
2) The Initiator has the HR org access to the employee's home ORG; or
3) The Initiator has the HR org access to the funding source's ORG.

The figure below shows a query for Sammy Owl. As seen below, a large number of OLRS can appear. However, to manage the data, the columns are sortable, individually or in combination. The bar at the top (red arrow) contains very useful tools.



Esther

Return to Previous Page | Return to Main Menu | Sign Out

Labor Redistribution Initiator Dashboard

Search Filter: | View ALL | View Pending Items | Print Current Page | Launch Labor Redistribution

**Note: For LARGE report, you may encounter SLOW response time for Table Sort, Search Filter or Excel Download
***TIPS: (1) Click column header to re-sort; (2) Hold CTRL key to sort multiple columns; (3) Use Search Filter to find items

Initiator	LR ID	LR Name	LR Home Org	Year	Pay ID	Pay No	Seq	Pay Start Date	Pay End Date	Finance Posting Date	LR Activity Date	Batch ID	Disposition	Gross Amt	Net Amt	Funding FOAPAL/Earn Code/Percent
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	2	2	01/16/2011	01/31/2011	09/30/2013	10/02/2013		48 - pending [await approval]	$2,331.67	$1,779.66	A1 416000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 100.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	3	2	02/01/2011	02/15/2011	09/30/2013	10/02/2013		48 - pending [await approval]	$2,331.67	$1,779.67	A1 462000 60555 OSP1 REG @ 100.00% D74807 462000 60540 IDR1 REG @ 100.00%
Fan, Zheng	E00099999	Owl, Sammy	462000	2011	SM	4	2	02/16/2011	02/28/2011	09/30/2013	10/02/2013		47 - pending [await balance]	$2,331.67	$1,779.67	A1 778000 60540 IDR1 REG @ 75.00% D74807 462000 60540 IDR1 REG @ 100.00% R16220 416000 60540 RCH REG @ 25.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	5	2	03/01/2011	03/15/2011	09/30/2013	10/02/2013	1752	48 - pending [await approval]	$2,331.67	$1,779.66	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	6	2	03/16/2011	03/31/2011	09/30/2013	10/02/2013	1752	48 - pending [await approval]	$2,331.67	$1,779.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	7	2	04/01/2011	04/15/2011	09/30/2013	10/02/2013	1752	48 - pending [await approval]	$2,331.67	$1,779.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	8	2	04/16/2011	04/30/2011	09/30/2013	10/02/2013	1752	48 - pending [await approval]	$2,331.67	$1,779.66	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
Smolen, James	E00099999	Owl, Sammy	462000	2011	SM	14	4	07/16/2011	07/31/2011	09/30/2013	10/01/2013		48 - pending [await approval]	$2,331.67	$1,782.68	A1 778000 60570 IDR1 REG @ 15.00% D72557 246000 60570 STU REG @ 85.00%
Turner, Stephanie	E00099999	Owl, Sammy	462000	2011	SM	15	2	08/01/2011	08/15/2011	10/31/2013	11/06/2013		48 - pending [await approval]	$3,331.67	$2,476.17	A1 670000 60520 ADM1 REG @ 30.00% A1 695000 60520 ADM1 REG @ 70.00% R93660 462000 60950 INST SUP @ 100.00%
Turner, Stephanie	E00099999	Owl, Sammy	462000	2011	SM	19	4	10/01/2011	10/15/2011	10/31/2013	11/06/2013	1754	47 - pending [await balance]	$2,331.67	$1,698.62	D74807 462000 60570 IDR1 REG @ 35.00% R0320D 462000 60570 RCH REG @ 65.00%
Turner, Stephanie	E00099999	Owl, Sammy	462000	2011	SM	20	2	10/16/2011	10/31/2011	10/31/2013	11/06/2013	1754	47 - pending [await balance]	$2,331.67	$1,698.63	D74807 462000 60570 IDR1 REG @ 35.00% R0320D 462000 60570 RCH REG @ 65.00%
Turner, Stephanie	E00099999	Owl, Sammy	462000	2011	SM	21	2	11/01/2011	11/15/2011	10/31/2013	11/06/2013	1754	47 - pending [await balance]	$2,331.67	$1,698.62	D74807 462000 60570 IDR1 REG @ 35.00% R0320D 462000 60570 RCH REG @ 65.00%
Turner, Stephanie	E00099999	Owl, Sammy	462000	2011	SM	22	2	11/16/2011	11/30/2011	10/31/2013	11/06/2013	1754	47 - pending [await balance]	$2,331.67	$1,698.62	D74807 462000 60570 IDR1 REG @ 35.00% R0320D 462000 60570 RCH REG @ 65.00%
Smolen, James	E00099999	Owl, Sammy	462000	2012	SM	9	2	05/01/2012	05/15/2012	09/30/2013	10/18/2013	1751	70 - complete [finance posted]	$2,331.67	$1,704.19	D74807 462000 60570 IDR1 REG @ 62.00% R0320D 462000 60570 RCH REG @ 38.00%
Smolen, James	E00099999	Owl, Sammy	462000	2012	SM	10	2	05/16/2012	05/31/2012	09/30/2013	10/18/2013	1751	70 - complete [finance posted]	$3,331.67	$2,406.70	D74807 462000 60570 IDR1 REG @ 62.00% R0320D 462000 60570 RCH REG @ 38.00% A1 462110 60950 IDR1 SUP @ 100.00%

Skip to top of page
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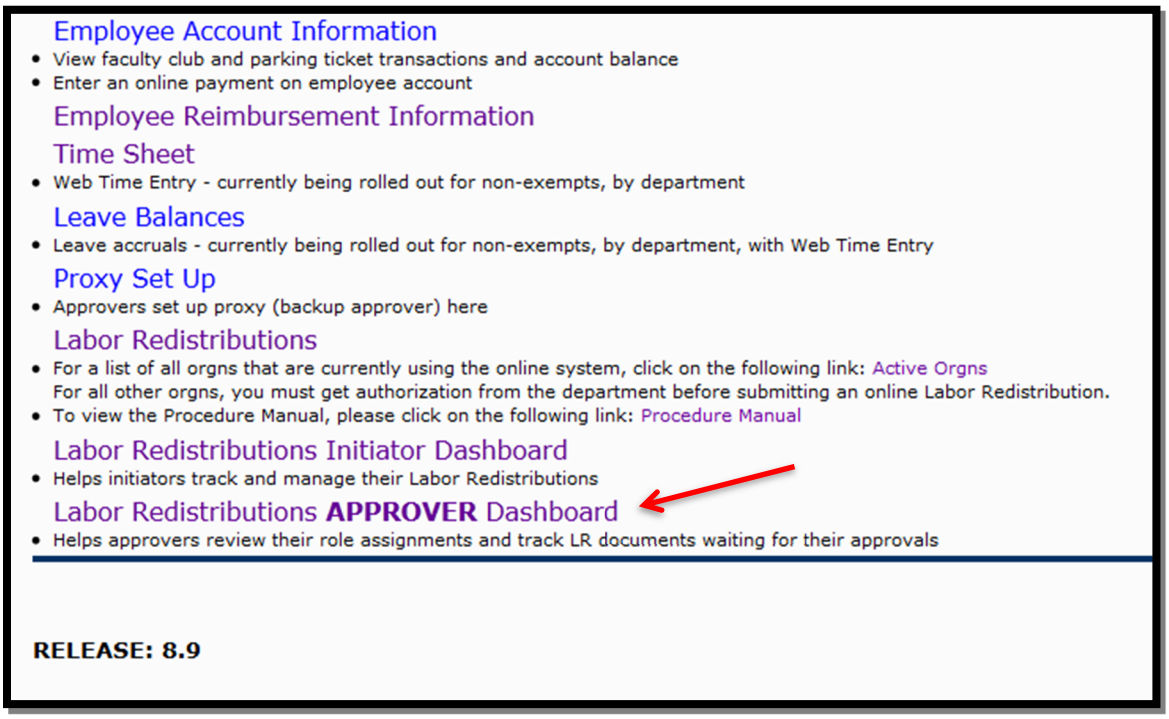
The search filter narrows down the results returned by screening all fields for the characters entered. For example, "turn" would retrieve the OLR's initiated by Stephanie Turner. The "View All" button deletes the filter contents. "View Pending Items" shows only those OLR's at dispositions 47 through 60. The next two tabs allow the page to be printed using the format as currently prepared, and to launch the OLR application. Finally, the last two buttons on the right download the data into Microsoft Excel or Word.

XII. Approver Dashboard

A dashboard allow approvers to review role assignments and track OLR documents that are awaiting their approvals.

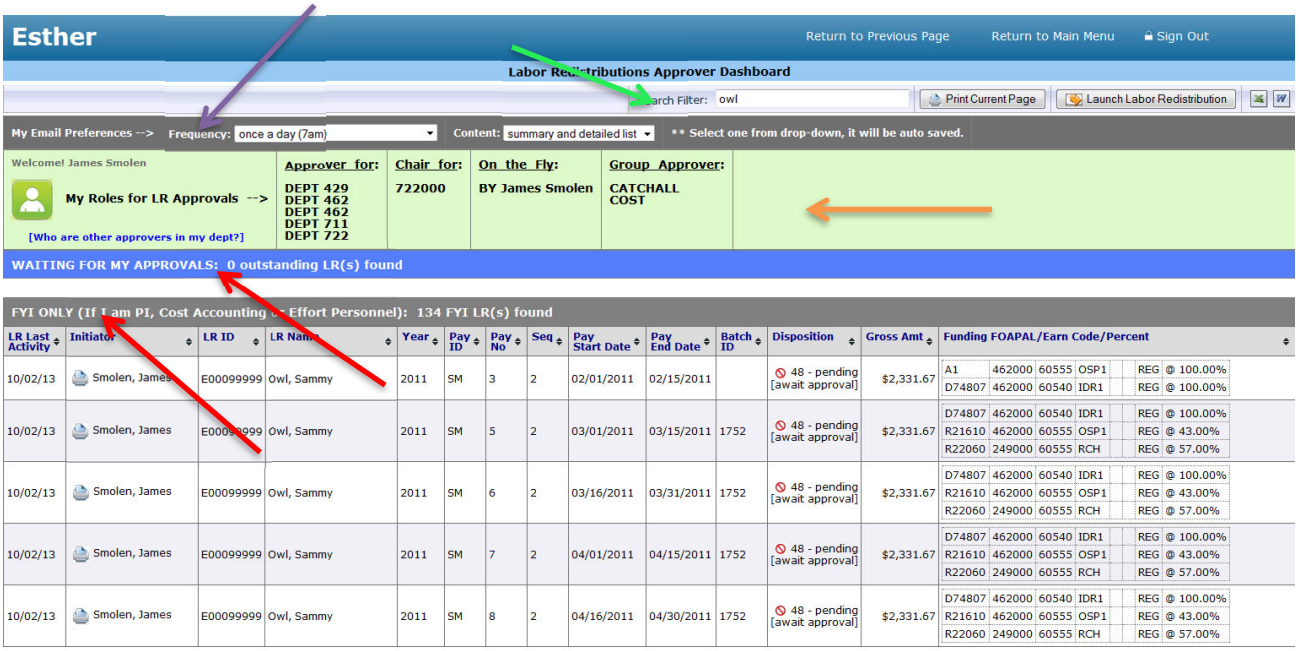
The Approver Dashboard is accessible in ESTHER under Employee > **Labor Redistributions APPROVER Dashboard**.



The approver will receive an output similar to the one shown on the next page. As with the Initiator Dashboard, the dashboard provide large amounts of information. In the case below, the filter "owl" returned only those OLRs referring to Sammy Owl.

Also, in the top row (**green arrow**) are buttons that allow the page to be printed using the format as currently displayed and to launch the OLR application. Finally, the last two buttons on the right download the data into Microsoft Excel or Word.

The section below the filter bar allows the user to determine their email notification preferences (**purple arrow**). The user can select the frequency for receiving pending approval notifications and select detail or summary information provided in those emails.



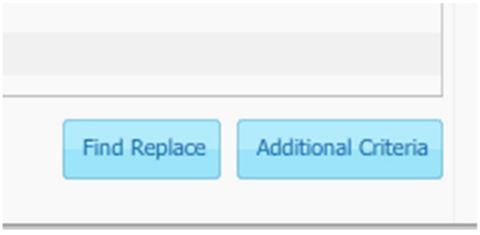
LR Last Activity	Initiator	LR ID	LR Name	Year	Pay ID	Pay No	Seq	Pay Start Date	Pay End Date	Batch ID	Disposition	Gross Amt	Funding FOAPAL/Earn Code/Percent
10/02/13	Smolen, James	E00099999	Owl, Sammy	2011	SM	3	2	02/01/2011	02/15/2011		48 - pending [await approval]	$2,331.67	A1 462000 60555 OSP1 REG @ 100.00% D74807 462000 60540 IDR1 REG @ 100.00%
10/02/13	Smolen, James	E00099999	Owl, Sammy	2011	SM	5	2	03/01/2011	03/15/2011	1752	48 - pending [await approval]	$2,331.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
10/02/13	Smolen, James	E00099999	Owl, Sammy	2011	SM	6	2	03/16/2011	03/31/2011	1752	48 - pending [await approval]	$2,331.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
10/02/13	Smolen, James	E00099999	Owl, Sammy	2011	SM	7	2	04/01/2011	04/15/2011	1752	48 - pending [await approval]	$2,331.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%
10/02/13	Smolen, James	E00099999	Owl, Sammy	2011	SM	8	2	04/16/2011	04/30/2011	1752	48 - pending [await approval]	$2,331.67	D74807 462000 60540 IDR1 REG @ 100.00% R21610 462000 60555 OSP1 REG @ 43.00% R22060 249000 60555 RCH REG @ 57.00%

The next row (**orange arrow**), provides the approver with information concerning the ORGs and groups over with they have approver privileges.

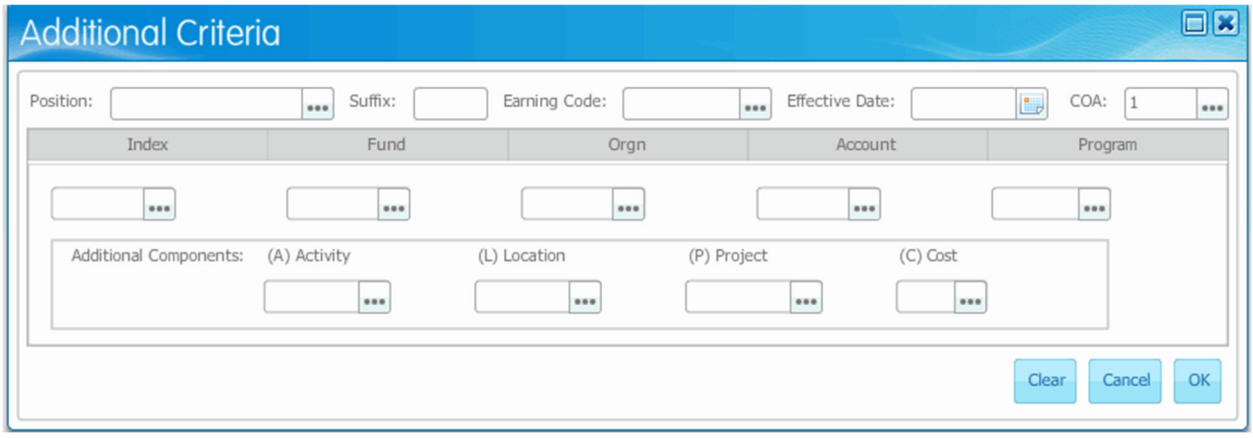
The final two blocks (**red arrows**) show the OLRs that are in the viewer's approval queue (top) or for which they have FYI privileges (bottom). In this particular example, the approver has no items pending approval, but has several OLRs available for review on an FYI basis.

XIII. Advanced Topics

The search screen has two addition buttons that can be extremely useful. After performing a Person Search, the following appears in the lower right corner of the retrieval screen:

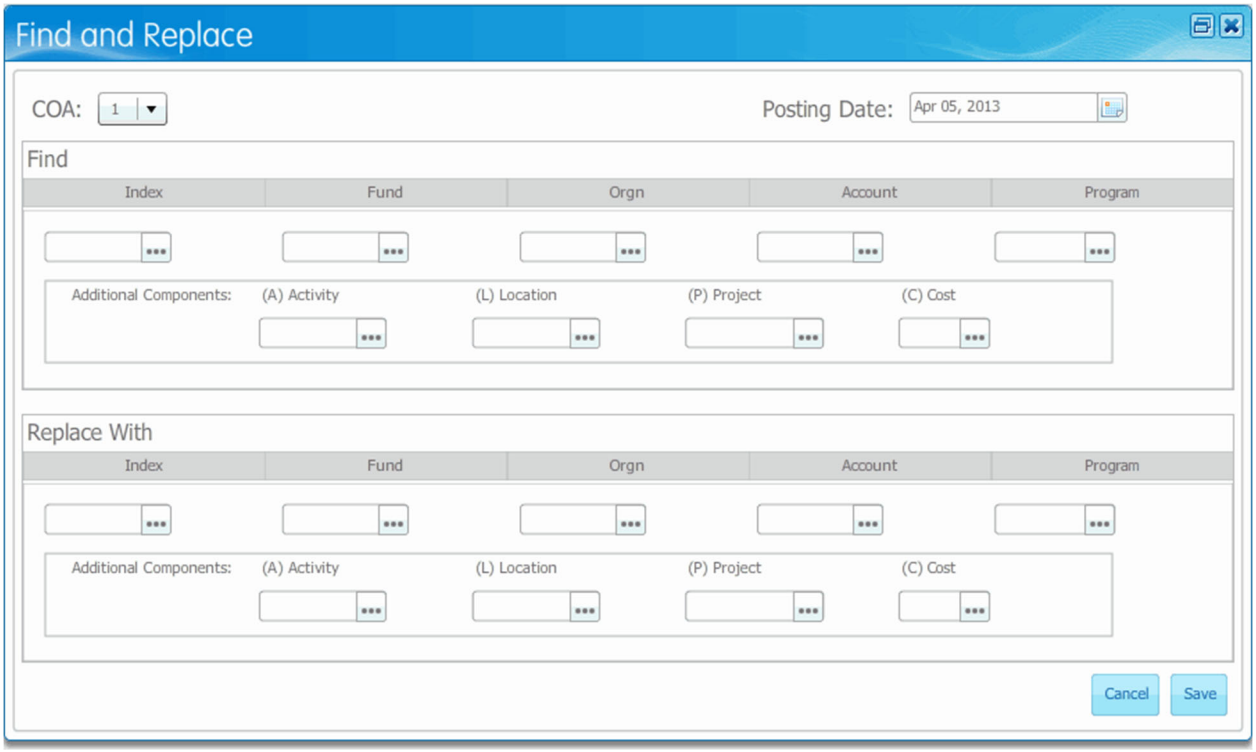


A. Additional Criteria



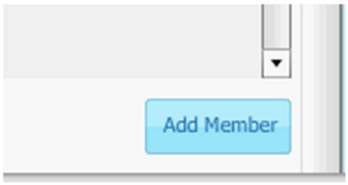
This option allows one to "fine-tune" their searches. For example, one can enter a particular fund number to return pay periods containing that fund number. This is also a handy way of selecting only particular Positions, Suffixes, or Earn Codes, should an employee have more than one.

B. Find and Replace



This function allows the user to replace one or more FOAPAL elements in the retrieved set of pay periods. This is particularly useful for changing ORG or PROG errors. After saving the function (and run), a batch will be created as the **Change All** function described before. However, one key difference is that a batch prepared with Find/Replace does not allow comments to all of the pay periods simultaneously, but rather add one at a time to each of the pay periods.

C. "On the Fly" Approvers



Both approvers and initiators can add unscheduled, "on the fly" approvers from the Routing Queue display. Use the **Add Member** button found in the lower right of this display to do this. This will pop up a menu that allows the selection of an additional approver in the queue with either "Approve" or "FYI" responsibilities. "On the Fly" approvers do not receive email notifications so you will need to request the "On the Fly" approver to approve.

XIV. Fiscal Year End Procedures

In order to ensure that both the Payroll and Financial ledgers agree at year-end, the following procedures are currently in place. (Refer to the Controller's Office fiscal year-end memo for specific dates.)

- Labor redistributions (OLRs) must be approved by all queues, including Payroll, by 5 PM on the date of the final campus fiscal year-end close. Any transaction through this date with a June posting date will post in the closing fiscal year; any transaction with a July posting date will post in the current fiscal year.
- After the final campus fiscal year-end close, any OLRs remaining in the queue with a June posting date will be returned to the initiator so the posting date can be changed to a July date.

XV. Labor Redistributions – Helpful Hints

- A labor redistribution initiator can only enter labor redistributions for employees for which he/she has Banner HR org access. The home department of the employee is used to determine if the initiator has the appropriate access to make the labor redistribution. If the initiator does not have access to this ORG, the query process will not return this employee. There will be no error message.
- Initiators who have the same access to the Banner HR org for a particular employee can complete an existing labor redistribution created and saved by another initiator.
- A labor redistribution initiator can use any funding on the redistribution (not restricted to only funds in Banner HR org access). The redistribution will route electronically to the approvers with the appropriate Banner HR org access in the labor redistribution. All orgs require approval before the transaction completes and interfaces with Finance.
- All labor redistribution transactions entered by the initiator should have a comment entered that explains why the change is necessary.
- For transactions over 90 days old, the redistribution must have a comment that fully explains how the error occurred. An explanation merely stating that the change is "to correct error" or "to transfer to correct project" is not sufficient. Furthermore, an explanation of the corrective steps taken to avoid a recurrence must be included. Transactions without this documentation in the comments will result in transactions returned to the initiator.
- When using batches, keep in mind the following:
    a. Groups of pay periods will only batch those with the same FOAPAL.
    b. Always check EACH pay period in a batch to make sure it has an “X” next to it.
    c. If an initiator creates a batch and enters a comment after clicking SAVE and before clicking on SUBMIT, then the comment will appear in all pay periods.
    d. If an approver selects a batch (all check boxes highlighted), the approver’s comment should appear in all pay periods.

XVI. Appendices

A. OLR Quick Guide

B. Guidelines for Coding Graduate Student Stipends

C. Cost Sharing Summary

D. Payroll Earning Codes

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/Sxxxxxxxx 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**
14. Review **Routing Queue** and add "**On the Fly**" approvers, if needed – email them.
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

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

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**

Appendix B

GUIDELINES FOR CODING GRADUATE STUDENT STIPENDS

As used herein, the term "Graduate Student Stipend" refers both to those amounts paid:

a. as compensation for Research Assistant (RA) / Teaching Assistant (TA) services, using account codes 60850 / 60860, and
b. for fellowship/trainee purposes that do not require services, using account code 60820.

While all RAs/TAs and trainees/fellows must be making progress toward their degrees, federal regulations require that graduate students paid on research and non-training awards must be performing services related to the awards, while graduate students paid on training awards are not required to perform services. Furthermore, federal regulations also require that the stipend payments and associated costs be treated consistently across all funding sources. At Rice both **program codes** and **account codes** identify the correct coding for graduate students paid via the Graduate Student Payroll Authorization form.

Program codes are used to identify which funds require services and which are for trainee-related purposes. The fund-organization default program code **must** be used. Payments to graduate students charged to sponsored project (R) funds that default to RCH, OSP2 or INST and non-R funds that default to CTR or RCHU must be for services rendered and be coded to the RA/TA codes, using account codes 60850 / 60860. Payments to graduate students charged to R funds that default to OSP1 are only for trainees/fellows and are coded to account code 60820.

Account codes are determined based on whether or not services are required.

1. RAs and TAs (account codes 60850 / 60860) must be performing services related to the fund being charged.
2. Graduate fellowship stipends (account code 60820) are for trainees and fellows and no services are required.
3. Graduate students paid hourly are performing services (on an hourly basis) for the fund to which they are charged. They are paid via Web Time Entry and coded to account code 60880. Payments for hourly services are not subject to these guidelines.

The type of graduate student stipend determines the application of student fringe benefits (account code 62801), tuition remission (account code 62840), and tuition waivers (account codes 7245x, 7255x and 7256x). Payments to trainees or fellows are subject to the student fringe benefit rate. Payments to RAs and TAs are subject to the tuition remission rate. This is in accordance with federal costing guidelines that treat tuition remission as a part of compensation for services rendered. Tuition remission supports the cost of waivers for RAs and TAs. The Office of Graduate and Postdoctoral Studies determines eligibility for tuition waivers. Tuition waivers may be directly charged to departmental funds in accordance with university policy. Tuition waivers may be charged to R funds that are for the purpose of scholarships, fellowships, or student aid, as allowable under the terms of the award.

The matrix below summarizes these restrictions and associated codes.

Services Required or Trainee/Fellow	Type of Fund	Program Code Used Must Be Fund-Orgn Default	Graduate Student Account Code(s)	Tuition Remission or Student Fringe Benefits	Tuition Waivers Charged to Fund*
Services MUST be required	R fund	**RCH** (Research) **OSP2** (Other, including Outreach)	RA (60850)	Tuition Remission	NO
	R fund	**INST** (Sponsored Instruction)	TA (60860)	Tuition Remission	NO
	Non-R fund	**IDR2** (Cost Sharing) See [A] below	See [A] below	See [A] below	See [A] below
	Non-R fund	**CTR** (Service Center) **RCHU** (University Research)	RA (60850) or TA (60860)	Tuition Remission	NO
IF services are required	Non-R fund	**ALL** except **CTR, RCHU and IDR2**	RA (60850) or TA (60860)	Tuition Remission	NO
Trainee/Fellow: Services are NOT required	R fund	**OSP1** (Training or Fellowship)	Fellow (60820)	Student Fringe Benefits	If allowed by sponsor
	Non-R fund	**ALL** except **CTR, RCHU and IDR2**	Fellow (60820)	Student Fringe Benefits	If per university policy

(*Actual charges for tuition waivers are in accordance with the sponsored award provisions and university policy.)

[A] The coding restrictions of the associated R funds apply to the cost sharing charges. For example, if graduate students are cost shared on R98765, which defaults to RCH, they must be performing services for R98765 and coded to account code 60850.

Appendix C

COST SHARING SUMMARY

1. Definition. Cost sharing is that portion of project costs not borne by the sponsoring agency. Matching has the same meaning as cost sharing. Cost shared effort may also be referred to as contributed effort.

2. Criteria. To qualify as cost sharing, funds must meet the following criteria:

Be necessary and reasonable for the accomplishment of the project.

Must not be derived from Federal sources.

Must not have been used as cost sharing for any other project.

Be allowable costs.

Be verified through the accounting records.

Be specifically included in the budget when mandatory.

3. Project Period. Cost sharing funds must be expended during the performance period of the funded project. The sponsoring agency must approve use of cost sharing funds beyond the expiration date of the grant.

COMMITTING AND REPORTING COST SHARING AT RICE

Crucial Concepts Related to Labor Redistributions

Reporting Cost Sharing

Each PI is ultimately responsible for ensuring that all cost sharing requirements are met and properly reported. The academic department of that PI has the responsibility of oversight for the entire project, including cost sharing. The schedule below summarizes how the most common cost shared expenses are documented.

The Rice general ledger (Banner accounting system) allows for the recording of cost shared direct costs through appropriate coding of the Program and Location components of the six-part chart of account number (FOAPAL: **F**und - **O**rganization - **A**ccount - **P**rogram - **A**ctivity - **L**ocation).

The Program code for cost sharing is IDR2, and the Location code identifies the specific research fund for which cost sharing is being reported.

It is encouraged that a separate fund (usually D or G fund) be set up that defaults to the IDR2 Program code and the appropriate Location code. The Budget Transfer Memo to add a budget to

the fund should be requested by the department within 90 days of set up. Contact Crystal Davis (x2478, crystald@rice.edu) for further information or help with setting up a separate fund.

EXAMPLES OF COST SHARING EXPENDITURES

Example: What it looks like….

What it means….

FOAPAL: **F**und – **O**rganization– **A**ccount– **P**rogram– **L**ocation % / $

Example: A1 – 700000 – 60110 – IDR2 – R12345 10.00%

This indicates that a professor (Account code 60110) in an academic department (Organization code 700000) is paid from departmental funds (Fund code A1) and 10.00% of his/her salary is cost shared (Program code IDR2) to Location code R12345. Automatically in Banner, fringe benefits are calculated based on the account code used. Therefore, 10.00% of this professor's salary and fringe benefit charges would be cost shared to R12345.

These expenses are documented via the Time Allocation Report and certified on the Effort Report or Graduate Student Salary Confirmation Report.

Example: D98765 – 700000 – 60540 – IDR2 – R12345 10.00%

This indicates that a research associate (60540) in an academic department (700000) is paid with funds from D98765 and 10.00% of his/her salary is cost shared (IDR2) to R12345. Automatically in Banner, fringe benefits are calculated based on the account code used. Therefore, 10.00% of this research associate's salary and fringe benefit charges would be cost shared to R12345.

These expenses are documented via the Time Allocation Report and certified on the Effort Report or Graduate Student Salary Confirmation Report.

Example: A1 – 700000 – 75240 – IDR2 – R12345 $3,500.00

This indicates that laboratory equipment (75240) was purchased with departmental funds (A1) in an academic department (700000) in the amount of $3,500.00 and cost shared (IDR2) to R12345.

This expense is documented when a Purchase Order is issued or when a vendor invoice is coded and processed for payment.

Also, it can be corrected by submitting an Expense and Revenue Correction form to the Controller's Office (MS-70) for an expense previously recorded in Banner but not identified as cost sharing (IDR2 / LOCN).

Example: D98765 – 700000 – 72180 – IDR2 – R12345 $150.00

This indicates that laboratory supplies (72180) were purchased with funds from D98765 in an academic department (700000) in the amount of $150.00 and cost shared (IDR2) to R12345.

This expense is documented when a purchase is made or when a vendor invoice is coded for payment.

Also, it can be corrected by submitting an Expense and Revenue Correction form to the Controller's Office (MS-70) for an expense previously recorded in Banner but not identified as cost sharing (IDR2 / LOCN).

This type of fund (D98765) can also default to IDR2 – R12345 so that all expenses charged to D98765 will be recorded as cost sharing on R12345. Contact Research & Cost Accounting for more information on setting up these funds.

How to Calculate Cost Sharing for Salaries & Wages

Frequently, cost sharing is committed for a given number of months per project year. The commitment in months must be computed as a percentage of effort for monthly time allocation reporting. The following table illustrates these conversions, assuming that effort is worked evenly over the appointment period. Certainly, effort applied to projects changes throughout the project period and must be appropriately updated through monthly time allocation reporting if the effort percentage is significantly affected, often defined as +/- 5 percentage points.

Basic formula:

Effort in Months ÷ Months = % of Time Committed per Month

Effort in Months	Months	Percentage per Month
Faculty – Academic Year Time		
0.5 months	9 months	5.55%
0.75 months	9 months	8.33%
1 month	9 months	11.11%
2 months	9 months	22.22%
Research Staff – 1.0 FTE		
0.5 months	12 months	4.17%

0.75 months	12 months	6.25%
1 month	12 months	8.33%
2 months	12 months	16.67%

Academic Year Time (AYT) is defined as the nine-month period from August 16 and ending with 15 May. (Rice University Research Policy No. 311-98)

If research staff is included as a cost shared expense, then the 12-month percentage should be used if the effort was applied equally over the time period.

Using the correct percentage on the Time Allocation Report for contributed (cost shared) time will ensure that the employee's contributed effort is correctly reported in Banner. The Principal Investigator must subsequently confirm that the effort was performed as planned.

Note that salaries and wages charged to, or cost shared on, sponsored agreements must reasonably reflect the work performed during the reporting period, and may be based on estimates. For someone who normally works 40-hours per week, a commitment of 0.25 months over 12 months would be less than one hour per week, if the effort was applied equally over the time period. Unless a precise time tracking system is in place, effort percentages should not imply a level of precision higher than that normally associated with estimates.

Appendix D

Payroll Earning Codes

ADJ	Adjustment to Previous Pay(s)
AWA	Award
BEN	Paid Time Off (PTO)
BNS	Bonus
BRV	Bereavement
CPC	Crisis Pay – Essential On-Campus
CPN	Crisis Pay – Scheduled Hours
CPR	Crisis Pay – Essential Working Remotely
CPR	Crisis Pay – Campus Waiting (Stand By)
CPS	Cell Phone Allowance
DOC	Adjustment to Previous Pay(s)
DPA	Deferred Pay Accrual - repayment of advanced DPO at FY begin and end
DPO	Deferred Payout - advanced salary for faculty being paid over 12 months
DS2	Short-term Disability Pay (B2)
DSM	Short-term Disability Pay (SM)
HDF	Holiday Worked
HOL	Holiday
JUR	Jury Duty
LFP	Leave with Full Pay
LWB	Leave with Partial Pay
OVE	Overtime (.5 base rate)
PR1	Retroactive Pay Adjustment
PR2	Retroactive Pay Adjustment
PRM	Shift Premium
PRT	Retroactive Pay Adjustment
REG	Regular pay
RES	Winter Recess
SEV	Severance or Other Payout
SNR	Supplement Payment (not eligible for retirement benefits)

SP1	Retroactive Pay Adjustment
SP2	Retroactive Pay Adjustment
SP3	Retroactive Pay Adjustment
SP4	Retroactive Pay Adjustment
SP5	Retroactive Pay Adjustment
SUM	Summer Salary (faculty)
SUP	Supplemental Payment
TFB	Taxable Fringe Benefits (cash or non-cash)
VE2	Vehicle Allowance (cash)
VEH	Vehicle Allowance (non-cash – taxable)
VPO	PTO Payout (B2)
VPS	PTO Payout (SM)