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 underline 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**