

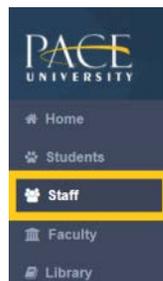
Pace University

HOW TO ENTER A LABOR REDISTRIBUTION

Procedures:

To Initiate a Labor Redistribution

- Open a browser and navigate to <https://portal.pace.edu>
- Login with your pace credentials
- Select the **Staff** tab on the left hand side



- Click on **Employee Dashboard** in the middle navigation panel.

Payroll and HR Information

Employee Dashboard

Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Add'l Fed taxes), Employment Summary and W2 statements.

Update addresses, contact information or marital status; review name or social security number change information.

- On the lower right side find **My Activities**
- Select **Labor Redistribution**



- On the home page of Labor Redistribution, please select the **Advanced Search** or **Person Search** Link.

- After you have selected the link, the system will display a drop down box. The box will contain fields to allow you to search the user.
 - ID : University ID
 - Name: User name
 - Pay ID : S1, S2 or M1
 - Pay Year: 2020
 - Pay Number: 1 to 24

- Please note, as you are search the PHARED or Labor Redistribution always include the **Pay ID, Pay Year and Pay Number**.

Person Search Proxy Super User Advanced Search

Advanced Search

ID: U [x] Name: [x] Pay ID: S2 From Pay Year: 2020

From Pay Number: 13 To Pay Year: Enter To Pay Year To Pay Number: Enter To Pay Number Disposition: Select a Disposition

Clear Close **Go**

- From the results, select the employee and pay event you want to adjust, highlight its line, select the checkbox and select **Open** or double-click the line to begin a redistribution transaction.
- Please see the screenshot below as a reference.

Person Search Approvals

Additional Criteria Find Replace **Open**

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input checked="" type="checkbox"/>				2020	S2	13	0	70 Complete	

Results found: 1 Page 1 of 1 Per Page 50

- The system will display the PHARED or Redistribution you have selected to edit.
- To edit the PHARED or Labor Redistribution, please click on the pencil icon.
- Screenshot is provided below as a reference.

Initiator Comments Routing Queue

Current Distributions 

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
1	C0001	F00101	CS0001	E11401	P00306	(A)DCSN, (L)CN50	35.00	100.00%	\$1,954.05

Pay Periods & Earn Codes

2020 S2 13, Sequence 0

HC0001 - 00, Reg Pay Shift 1 Effective 01/01/2020
 HE6564 - 00, Reg Pay Shift 1 Effective 01/01/2020
 HE6566 - 00, Reg Pay Shift 1 Effective 01/01/2020

Redistribution Details

2020 S2 13, Sequence 0 06/16/2020 - 06/30/2020

Disposition 70, Complete

Status

Hours 35.00

Amount \$1,954.05

Percent 100.00%

Originator

- After you have selected the pencil icon, the system will display the PHARED.
- Select the **Calendar Icon**, to enter the **Posting Date** for the PHARED or Labor Redistribution.
- **Please Note:** When you are entering the posting date of the PHARED, it needs to be the 15 or the 30/31st of the month. For example, if you are submitting a PHARED for the month of October, you can enter the posting date as 10/15/2020 or 10/31/2020. If you are entering a posting date for November, you can enter the posting date as 11/15/2020 or 11/30/2020. **If you enter an incorrect posting date, the PHARED will be returned.**
- Once you have selected the correct posting date, select **Add Line** and a screenshot if provided below.

Update Distributions

COA: 1 Posting Date: 11/10/2020 Change All

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
Dean's Office Seidenberg SchoolC0001	F00101	CS0001	E11401	P00306	35.00	100.00%	1,954.05

Current Summary: Hours: 35.00 Percentage: 100% Amount: \$1,954.05 Updated: Hours: 35.00 Percentage: 100% Amount: \$1,954.05

Cancel Round **Add Line** OK Changes

- When you select **Add Line**, the system will display a new line which you want to add your FOAPAL values. Please see the screenshot below.

COA	Posting Date																																						
1	11/15/2020	<input type="checkbox"/> Change All																																					
Index	Fund	Orgn	Account	Program	Hours	Percent	Amount																																
Dean's Office Seidenberg SchoolC0001	F00101	C50001	E11401	P00306	35.00	100.00%	1,954.05																																
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Cancel Round **Add Line** **OK Changes**

- Here you can enter the fields that needs to be updated, it can the **Index, Fund, Org or Account**.
- Enter either the hours, amounts or percent and the system will calculate the values.
- If the percentage is not 100%, the system will give an alert message stating ***"The total new labor distribution amount must equal total old earn amount; correct the amount or press the Round button"***.
- If you receive the message above, please select the **Round** button.
- **Please note:** If you select the **Round** button, and system zero out the fields you have entered. Please follow the steps below to fix this issue.

- The first line, select the drop down arrow to display the entire container. Screenshot is provided below as a reference.

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Index	Fund	Orgn	Account	Program	Hours	Percent	Amount																																
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Cancel Round **Add Line** **OK Changes**

- Enter **0** for the **Hours, Percentage and Amount** fields.
- Then go to the second line, enter the fields you need to update including the amount field.
- After you enter the correct amount for the new Labor Redistribution, please click on **Okay Changes**.
- This will update the Labor Redistribution, you will receive a notification stating ***Changes submitted successfully.***

- After you have select **Okay Changes** and received a green notification on the top right corner. The message should state **Changes submitted successfully.**
- At the bottom of the screen, you will see four buttons, **Delete Update, Erase, Save and Submit.**
 - Delete Update: It will delete the line
 - Erase: Erase all the changes you have made to the Labor Redistribution
 - Save: This will Save the Labor Redistribution with the changes made.
 - Submit: Submitting the Labor Redistribution to the Payroll Queue.
- After the changes was submitted successfully, first select the **Save** button to save the changes made to the Labor Redistribution.
- Then select the **Submit** button to submit the Labor Redistribution.
- You will receive a notification message stating: **Changes saved successfully.**
- Once the PHARED or Labor Redistribution is submitted, the Disposition will change from 70 to 47.
- When the PHARED or Labor Redistribution is at 47, this means it will go under the Grants Department for Approval. When it is at Disposition 48, the PHARED or Labor Redistribution is under the Payroll Department for approval.
- Please see the screenshot as a reference.

Redistribution Details	
2020 S2 16, Sequence 2	08/01/2020 - 08/15/2020
Disposition	47, Pre-Balance Update
Status	Started
Hours	33.25
Amount	\$1,856.35
Percent	100.00%
Originator	
Posting Date	10/31/2020

- **Workflow of Labor Redistribution or PHARED:**

When a Budget Rep. submits a PHARED or Labor Redistribution, it will go to Grants Department for approval. Once the Grants Department review the PHARED or Labor Redistribution, the posting date has been entered correctly then the team will approve the PHARED. Once it has been approved, it will go to the Payroll Department for final approval. After Payroll approve the PHARED, they will complete the Feed to Finance process. This process will feed all the approved Labor Redistribution into the Banner system. The Payroll Department review the PHAREDS every Thursday.

