

University of Alaska Anchorage
Labor Redistribution Instructions

Purpose

The labor redistribution is used to transfer labor charges from one labor account to another. The labor redistribution (LR) process is also used to correct all fund, organization, account, and program code errors for labor charged.

Revised timesheets are not required to process the labor transfer to another fund or org. Therefore, all labor redistribution transfer requests must be properly completed and include the appropriate signature approvals. The Labor Redistribution form is an official document, when completing the form do not use pencil. When correcting an error, line thru and initial the change, do not use whiteout.

If restricted or match funds are included in the LR, route to the UAA Post Award Office. Check their website for additional LR requirements before submitting form.

<https://www.uaa.alaska.edu/research/>

Header Block

- o Circle the MAU/Major Administrative Unit: This is the regional campus.
- o Check distribution: Provide TKL (Time Keeping Location)
- o Employee Name: Last name, first name, and middle initial.
- o Employee UA ID#
- o Employee's work phone (optional)

PHAREDS Block

- o FY (fiscal year) – Designate the fiscal year in which the LR will be processed.
- o Begin Year – Beginning calendar year in which the original labor charges to be corrected were processed.
- o Begin Pay No – Beginning pay period in which the original labor charges to be corrected were processed.
- o End Year – End calendar year in which the original labor charges to be corrected were processed.
- o End Pay No - End pay period in which the original labor charges to be corrected were processed.

Selection Criteria Block

The information entered in this section should reflect the funds and codes that were originally entered for the employee. For each pay period, there may be more than one earnings code that needs to be redistributed. If this is the case, enter the first earnings code to be corrected in the EC block (m); specify any other earnings codes in the margin to the left of the run number block in the next section.

- o Position – The position control number (PCN) of employee for labor charges to be redistributed.
- o EC - The earnings code used to identify the type of earnings to be redistribute (labor hours).
- o Fund - The six-digit fund code that was used in the original labor distribution.
- o Orgn - The five-digit organizational code that was used in the original labor distribution.
- o Acct - The four-digit labor account code that was used in the original labor distribution.
- o Prog - The six-digit program code that was used in the original labor distribution.

Earnings Labor Distributions Block

The information entered in this section includes the original charges and the changes that will be processed in the redistribution. Changes for more than one pay period or for more than one earnings code should be noted in the left-hand section of this portion of the form.

- o Run No. - Indicate the payroll run number for the original charges.
- o Old - should reflect the accounts that were originally charged.
- o New - should reflect where the labor should be charged in Banner.
- o Complete only ONE of the following:
 - Hours - The total hours charged for each earnings code/fund/org/acct.
 - % (Percentage of effort) - The percentage of time distributed to specific fund.
 - Amount - The dollar amount of salary to be redistributed, do not include benefits.
- o Fund, Orgn, Acct, fields should be completed for Old and New lines.
- o Program code field can be left blank unless the LR is correcting a program code error.
- o Reason for change - Include an explanation for the redistribution Signature Block

Required Signatures:

DocuSign for required signatures is authorized

- o Completed by & phone # to contact for questions.
- o Employee
- o Supervisor or Principal Investigator - This is the person that signs time sheets as the supervisor.
- o UAA Post Award approval (restricted/match funds only).
- o Back-up information to be submitted with LR form (include one of the following):
 - Copy of NHIDIST print-screen

Email LRs to UAA Budget Office for processing.