

AABC HR and Payroll Labor Redistribution Procedures:

Departments/Units send a request for labor change to AABC HR or directly to AABC payroll. This could be a retroactive change or a future change. If HR receives the request they forward the request to AABC Payroll to process.

HR can forward these requests and we will follow up with the department if there is further explanation or information needed.

Payroll will accept emails forwarded to them, a spreadsheet format, or a labor distribution form.

We require:

1. Authorization: From appropriate budget authority and OPAA if required. OPAA requires approval on any prior fiscal year changes and on changes to grants that are over 90 days prior.
 - a. Email or signature on written request, signed labor distribution form, or signed spreadsheet or list.
2. Time: Month or Months and year to be redistributed.
 - a. Payroll can only move whole months of pay. If only a partial month would be changed this must be reflected in the labor distribution amounts. For example if half of the month is to be moved to a different index you could represent this as 50% on one index and 50% on another (if the month can be split equally in half).
 - b. Using the word **only** (ex. June 2011 **Only**) or a time period (ex. Jan-June 2011) indicates that time or month only. June 2011 is not clear if the request is for June only or June on.

Example: 7/1/2011 ONLY – indicates only July pay should be distributed to the indicated index. 7/1/2011 indicates the change will begin with that months' pay and continue until another request is made. 7/1/2011-10/31/2011 would indicate the change should occur for these months and then will revert back to the previous labor that had been in place or to whatever change is indicated to begin in November.

- c. Payroll views information from the HR process' not the FIS processes.
 - i. FIS reports the month the charges were made to an account or index. HRIS reports the month the pay was for. If June is requested to be moved we will move what was paid for June, the month FIS reports look at may not show that money hitting that index until July. For example if a manual check was created in December but was for November pay the change should be requested to move November even though it was processed and charged the index in December.

3. Position and Suffix: Specific position number and associated suffix should be requested.
 - a. If employee has one position number but several departments paying on that position number it should be clear what particular pay is to be moved. From what index to what index or what amount of pay.

Example: This employee has two positions they were paid on in the given time period. Should both positions be affected by the labor change or just one. This would also include other suffix positions such as a stipend with the 77 suffix or the communication allowance with the CC suffix.

Year	Payroll Sequence		Jobs ID	Effective Date	Shift	Earning Code
	Number	Number				
2011	6	0	C31612-00	01-JAN-2011	1	REG
2011	6	1	C18673-00	27-JUN-2011	F	OAP
2011	6	1	C31612-00	01-JAN-2011	1	RAD
2011	6	2	C31612-00	30-JUN-2011	1	LPC
2011	7	0	C18673-00	01-JUL-2011	1	SAL

4. Earn Codes: Specify from what index to what index or what amount is to be moved.
 - a. If an employee has been paid from multiple departments on one position number indicating ALL pay is to be moved may move pay not associated with the requesting department. For example and employee may have been paid on earn code RST for one position and a stipend on RSU for another. It should be clear what pay is to be moved.
 - b. Payroll cannot move OPE separately from the pay itself, wherever pay is distributed the associated OPE will follow.

Year	Payroll Sequence		Jobs ID	Effective Date	Shift	Earning Code
	Number	Number				
2011	6	0	C31612-00	01-JAN-2011	1	REG
2011	6	1	C18673-00	27-JUN-2011	F	OAP
2011	6	1	C31612-00	01-JAN-2011	1	RAD
2011	6	2	C31612-00	30-JUN-2011	1	LPC
2011	7	0	C18673-00	01-JUL-2011	1	SAL

5. Amount to move in Percentage: Payroll must affect all pay in a period. We enter amounts as percentages split amongst indexes.
 - a. If only a portion of pay should be moved it must be clear that the other portion is to be left as is or to be applied to a different index.

- b. The labor distribution form has a tab that allows for dollar amounts to be entered and will fill in the associated percentage. This may be used to calculate the percentage to apply between different indexes.

Example: We must apply the entire \$3,750.00 to something. If only \$700.00 should be moved to a different index we need to know that the rest of the \$3,050.00 should either stay where it currently is being charged or should be applied to what other index(s).

Earnings Labor Distributions									
Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	
173.33	100.00	3,750.00	C	QBC270	001100	394220	10103	61000	
173.33	100.00	3,750.00	Totals						

- 6. What index or indexes: Payroll must know what index all pay should be applied to. We only require the index be given we do not need the account number or other FIS information associated with the index. We also do not require having the index that the pay is being moved from but it may help for further clarification so that department/unit wishes are truly met.

Earnings Labor Distributions									
Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	
173.33	100.00	3,750.00	C	QBC270	001100	394220	10103	61000	
173.33	100.00	3,750.00	Totals						

If all of the necessary information is not provided the AABC payroll office will follow up with the requesting party to clarify or supply the needed information. HR does not need to be responsible for further requests from the department of unit. This is intended to be a guide for what information we require to properly fulfill the requests being made.