

# BANNER HR REDISTRIBUTION TRANSACTIONS

## **GENERAL INFORMATION**

- Redistributions can be done for Labor only. The corresponding Fringe Benefit charges will automatically move with the labor and cannot be considered separately.
- The Redistribution method of moving payroll transactions is the method associated with the Banner HR System.
- The Redistribution method works with labor percentages (100.00 format), hours, or dollar amounts. The entire pay event (with respect to specific earnings codes and job positions numbers/suffixes) must be accounted for when redistributing. You can specify certain earnings codes individually or enter the word "ALL" to move everything. Similarly, you can specify certain job position suffixes or omit a suffix entirely. Within the designated parameters, all funds must be included in the form's table even if they will not be directly affected by the redistribution.
- Labor and Benefit costs are redistributed to the appropriate FOPALs based on the new labor FOPALs and applicable percentages, hours, or amounts.
- Banner HR Redistribution Transactions will be accumulated and processed once a week. To ensure the entries are posted within the desired month, entries should be submitted prior to the 12<sup>th</sup> of each month. Individuals preparing Recast Transactions should review reports and prepare adjusting entries in a timely manner. Entries not received prior to the Payroll month-end will be held until the next month for posting.
- The correctness of the information for a redistribution adjustment is the responsibility of the originating department. Prior to creating the request form, ensure the information you are analyzing is up to date (i.e., if a prior redistribution was processed for the respective pay event(s), the most recent labor distribution will differ from that of the original check date). Supplemental documentation does assist the redistribution specialist in clarifying information. Entries will be posted as received when possible.

## **INSTRUCTIONS FOR COMPLETING THE HRS RECAST FORM**

- **This Form Prepared By (or Document ID on previous form):**  
Enter the name and phone number of the person preparing the HRS Recast Transaction and the date it was prepared.
- **Employee Name:**  
Enter the employee's name (last name first, followed by first name and middle initial).

- **Banner ID:**

Enter the employee's Banner ID.

- **Calendar Year:**

Enter the calendar year for the specific payroll being redistributed. Please note, calendar year may differ from fiscal year. Only one calendar year is to be addressed per redistribution form. The exception to this is if the pay IDs in question are consecutive. (Example: One request form for calendar years 2023-2024 would be acceptable for pay IDs JM10-12 of 2023 and JM1-2 of 2024.)

- **Pay ID's:**

Enter the payroll ID number(s) for the specific payroll being redistributed (Examples: JM7 for the monthly payroll period in July 2016; JB16 for the first biweekly payroll in August 2016.)

- **Job on Pay ID:**

Enter the job assigned to the employee for the Payroll ID to be redistributed. A job is a position number and a suffix. As noted earlier, a suffix may be omitted if it is the only suffix for the employee's respective job position. Employees will sometimes have more than one job. If you want each redistributed, they must be listed separately.

- **Earnings Code:**

The NHIEDST screen in Banner lists labor distribution by earnings code. If you want to move the labor on just one earnings code, enter that code. If you want to move the labor on all earnings codes write ALL. If an earnings code is charged to a different account, it will need to be listed separately.

- **New Funding:**

Enter all the labor FOPALs involved in the new distribution up to a maximum of 12 funds per position number. Benefits are not listed.

- **New Funding Hours, Amount, or Percent:**

Enter the hours, amount, or percent of labor to be paid on each FOPAL (percent includes two places after the decimal, 100.00). Hours must total the original number of hours for the job and pay ID. Amount must total the original amount for the job and pay id. Percentages must total 100.00.

- **Reason:**

Write a brief but specific reason for the labor distribution change.

- **Authorized By:**

Obtain signatures of the appropriate departmental personnel and/or department heads authorizing the changes. If either side of this transaction impacts a grant, contract, or cost share fund, GCFA and Principal Investigator signatures must be accounted for.

- **Attachments:**

The Banner Redistribution Transaction form and attachments should be assembled in the following order: Redistribution form on top followed by copies of the NHIEDST screenshots or report pages.

- **Routing of Forms:**

The Banner Redistribution Transaction form will originate in university departments and be submitted to 409 Whitehurst for processing. Between the originating department and the final destination, the form must receive all required signatures. Specific routing within colleges or administrative units may be different. Fiscal officers should have specific instructions for their respective divisions. Forms that impact grant accounts must be routed through GCFA.

- **Any questions regarding the preparation of the Banner Redistribution Transaction form should be addressed to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu).**
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