Access VandalWeb:

Go to: Banner Self-Service
Employee Main Menu

- myBenefits
  Links to the myBenefits enrollment site.
- Payroll
- Electronic Personnel Action Form (EPAF)
- Employee Information
- Financial Tasks
- UI Administrative Tasks
- Finance Query for Non-Banner Users
- Purchasing Service Contract

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Employee Information

- Banner Employee Profile
- Employee Account Center
  Use this to view your employee account transactions; if you have a balance, you may pay it with a credit card.
- Current and Past Job History
  Historical information on current and past jobs.
- Employee Development and Learning Course Catalog
  Register for current employee learning opportunities. Located outside of the Employee Web Interface.
- List of Direct Reports (For Supervisors Only)
  Show a list of your direct reports. Supervisor use only.
- Target Annual Pay
  See how Target Annual Pay is calculated
- Salary Agreements
  Review and sign your salary agreement/letter.

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Click the Labor Redistribution link located in the bottom right corner box.

When the labor redistribution screen opens, it may default to “Advanced Search” (If not, open Advanced Search box). This is where you can search for a specific record or click the “x” in the upper right corner to close the search box.

To search for the record that will be corrected, enter the following parameters into the advanced search.

- ID = Employee’s V#
- Pay ID = UI (must choose in drop down – do not type)
- From Pay Year = payroll calendar year (i.e. 2020)
- Click “Go”
Note: More parameters can be entered to narrow the search.

**Lock Symbol:** If this appears, the employee has already certified their effort report. A payroll cost transfer cannot be processed unless the effort report is unlocked. Contact OSP with justification as to why the effort report needs to be unlocked. It is important to ensure people do not certify their effort report unless the payroll is correct. Unlocking a locked record is a last resort and should be avoided. However, if an “unlock” is required, please contact osp-effort@uidaho.edu to request the effort report be unlocked.

**Notes about sponsored project related labor redistributions:**

Labor redistributions on grants are a red flag to auditors indicating that we have not monitored grants as we should. The first preference is to appoint employees via an EPAF to the correct grant fund so that payroll charges will match effort. If there is a delay in funding, an early setup request should be submitted to OSP so EPAFs can be completed and payroll can post correctly. If, as a last resort, a labor redistribution is required you must provide the following:

- Initiators must include the grant code in the comments.
- Justification must include how the employee’s effort relates to the costs being transferred and how this error occurred.
- Include specific internal controls that will be implemented from the date of this redistribution forward. OSP will not approve redistributions that contain the same updates to internal controls since internal controls should eliminate the need for future transfers.
- If this request is over 90 days, include the extenuating circumstances surrounding the delay in processing.
• If the PCT is for a graduate student and they had tuition charged proportionally, then the tuition charges need to be adjusted to maintain the proper proportions.

To generate the payroll cost transfer, check the box next to the affected pay period (multiple pay periods can be checked). Then click “Open”.

Make sure the appropriate pay type is being corrected by clicking on the correct shift.

**NOTE – If the redistribution is not date sensitive always use Reg pay first. Reg pay is indicated by earn codes such as REX, RAY, RTH, RCL, etc. If there is not enough payroll on the Reg pay earn code for a given pay period on the budget specified, then Holiday (HOL), sick pay (SIC), Vacation/Annual Leave(VAC), FMS(FMLA Sick), CVQ(COVID-19 Telework) or OTP (Overtime pay) should be used to make up the difference.

If this is a redistribution that is date sensitive (e.g. a grant ended 6/30 and we have to move off any payroll posted after 6/30) then please use the actual earning codes for the payroll posted during the unallowable period.
Also note, the **DPO** earn code will not move any salary expense, only **fringe benefits**. For academic year faculty who work only during the academic year, but are paid over the entire fiscal year (spread pay) when their salary is earned, it is expensed to the departmental budget using earn code DPA. It is then moved to a Central budget until it is to be paid out. During the spread pay period, their salary is paid out on earn code DPO and pulled out of the Central budget. Fringe benefits are NOT deferred in this manner and are expensed against the departmental budget as they are paid out with the DPO earn code. Therefore, we can move fringe benefits by themselves when we move the DPO earn code.

Then click the “Edit” icon.

Click the left arrow for the line (or both lines) that needs to be updated.

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**One line open:**
Both lines open:

Once the line is expanded, any changes can be made on an existing line or a line can be added by clicking the “Add Line” icon in the lower right corner.

If you are adding a new line, click the “Add Line” icon. A new box will appear where the new information can be added. Complete each box beginning with the index (the FOAPAL will flood in). Enter the Account (E-code). Enter either the hours, percent, or amount. If one of these is entered, the others will flood in with the appropriate calculation. Click the “Round” icon to ensure there are no rounding errors.
Once your changes are complete. Click “OK Changes”.

Then click “Save”

Once the changes are saved, click on the “Comments” tab to enter justification for the payroll cost transfer. If this is a change to a grant, please include the grant code in the comments. Then click “Add Comment”. (See page 4 for the comments required on sponsored programs redistributions.)
Then return to the “Initiator” tab and click “Submit”.

![Initiator tab with updated distributions]

- [COA] 827910  |  [Index] 211322  |  [Fund] 827  |  [Orgn] E4105  |  [Account] 01DRF  |  [Additional Components]  |  [Hours] 0.00  |  [Percent] 13.00%  |  [Amount] $0.00
- [COA] 827948  |  [Index] 100000  |  [Fund] 827  |  [Orgn] E4105  |  [Account] 01INX  |  [(A)827PCS]  |  [Hours] 0.00  |  [Percent] 87.00%  |  [Amount] $0.00
Approving a payroll cost transfer:

Once an initiator has submitted a change, it will be listed in the approver’s queue.

To approve changes, open the transaction by double-clicking the line or single-clicking the line to highlight it and then click the “Open” icon.

Please note the green approve icon under action does not do anything. You must open the line item to approve it.

Once the transaction is opened, make sure you review the changes, comments, etc. Note, you may need to toggle between the shifts to see the changes. Then click “Approve”.
To review the Routing Queue, click on the “Routing Queue” tab.
If disapproval is needed, click “Return for Correction”.

Then a comment box will pop up where the reason for returning it can be noted. Then click “Confirm”.
How to add a Proxy:

If a designated approver will be out or unable to perform their duties as an approver, a proxy approver can be assigned.

Return to main menu and choose “Proxy Super User”.

Click “Add a new proxy”
Begin typing the last name of the person you would like to add in the “select employee” drop-down menu. The system will search for the person indicated (this takes a few seconds). When you identify the correct person, click their name. This will add the person to the “Existing Proxies” list.

Note: the people in your “Existing Proxies” list will show up in the person’s “Act as proxy for” list on their end. Make sure you have others follow the steps on pages 13 and 14 to set you up as a proxy in their list as well. This will ensure each person can choose a proxy when needed.

Once complete, click “Navigate to Labor Redistribution application” button.
Argos Reports:

There are two reports for tracking the progress of a labor redistribution:

1. Finance/Production/Departmental Financial Reporting/Labor Redistribution/Labor Redistribution

Enter the pertinent parameters and click “Routing”. This will show where the labor redistribution is in the process.

2. Finance/Production/Departmental Financial Reporting/Labor Redistribution/Labor Redistribution - Returned for Correction

Enter the pertinent parameters and click “Get Report”. This will show labor redistributions that have been returned for correction.
3. Finance/Production/Departmental Financial Reporting/Detailed Payroll Reporting (V)

Use this report when assessing payroll that needs to be corrected.