



HRIS Retroactive Payroll Redistribution's (PHAREDS)

Review Labor Distribution in BANNER Forms

PWIVERI, PHAHOUR, PWIEMPL, PHAREDS and PHILIST

PHAREDS Basic Steps

1. Enter employee ID, Pay ID, and range of payrolls.
2. In the **criteria window** optionally enter a position or earn code to select specific earnings by position or earn code. Leave position and earn code blank to see all employee earnings. Click OK.
3. Select either the **Replace or Edit** tab. Use 'Replace' to search for a bad FOAPA and replace with the correct one. Use 'Edit' to change the % distribution or move a specific dollar amount between FOAPAs).
4. Optionally change the **posting override date**, (top left corner of the replace and edit windows), if you wish to post to an open prior period.
5. **Make the desired FOAPAL changes.**

a) In the Replace window: enter the FOAPAL to search for and the FOAPAL to replace with, then click OK from the Options drop down menu to get back to the main window and review your changes. Leave account code blank to replace earnings for all account codes.

b) In the Edit window: In the New Earnings Labor Distribution block, enter a new FOAPA distribution. Click OK changes in the Options drop down list or the save button. To get back to the main window and review your changes once you are finished editing the distribution for all earn codes, click on the visible portion of the main window.

Note: You can change all earn codes with the same distribution by checking the 'Change All' box at the bottom of the edit window.

6. In the main window, **review the distribution of each earn code with changes** (marked with status X).

Note: You can abort the transaction by rolling back to the key block without saving.

7. **Save**, (disposition will become 48 and status pending).

Note: You can abort by erasing each earn code pending approval. You must save after erasing.

8. **Submit** Pending Redistributions (In the Options Menu), at this point you can no longer erase.
9. **Save** again, (status goes blank and disposition becomes 60).

Note: You can immediately redistribute the record (now at disposition 60) if you made a mistake.



Exercise

Scenario 1 Search and Replace (Replace bad Index)

FrankXX was paid on the wrong index (BASGFX) in May and June. We want to search and replace the bad index with SBADIR in payrolls 5 and 6.

Scenario 2 Edit one Pay Event (move \$500 dollars using the Edit window)

ClarrisXX did \$500 worth of unanticipated research for the Business Office in May, which I want to move to Index SBADIR.

Scenario 3 Edit multiple Pay Events (change % distribution using Edit window and Change All check box)

UrsulaXX had the wrong labor distribution in May and June. I want to redistribute her regular pay 50% to index FINSTR and 50% to FCHAMS for May and June.

Scenario 4 (Self Directed)

Move half of the \$200 that SammyXX earned at a special rate in June (earn code RS1) from index Z9XWLK to index SBADIR.

Review Issues

Try Some Real Redistributions in PROD



Known Issues

1. When you use the dollar column in the edit window to move a dollar amount between indexes BANNER recalculates the amount using the corresponding percent column. As a result the amount transferred may be pennies different. (for example I moved \$200 and BANNER redistributed \$199.92)
2. If hitman kills your session or if your system shuts down for any other reason while you are in the PHAREDS form, when you log back into BANNER and you try to access the same employee redistribution you will get an error message: "Another user is currently processing this employee". Wait until the next morning. If the record is still locked, please contact Payroll.
3. When will I see the results of my redistribution in PWIEMPL or PWIFOAP? Payroll will post payroll expenses to FIS almost every day so you should be able to see your changes in Banner the following day.
4. It is important to select and redistribute pay events that are complete (at disposition 70). Do not redistribute the current payroll until it is complete. Errors in the employee's current payroll and direct deposit may result. You can immediately redistribute a pay event that you have redistributed incorrectly even though it is at disposition 60.
5. PHAREDS is restricted so you can only redistribute pay as far back as the beginning of the current open fiscal quarter. Please keep in mind that the expenditures are posted in the current open fiscal period.
6. If you check 'change all' in the edit window and adjust the labor distribution on one earn code, all earn codes with the same distribution will be affected. Be sure to review all the changes before approving.
7. PHAREDS will default the current date as the posting date. You may wish to change this date to post to an open, prior fiscal period. Redistributions intended for a fiscal period that is about to close should be completed in PHAREDS one day prior to the fiscal period close. For example: On July 3rd you could override the posting date with June 30th to post in the prior month. Redistributions that are not completed by the deadline will be posted to the following fiscal period.
8. OPE (account 109XX) gets redistributed automatically. When redistributing pay between a federal and non federal funds you will see a net difference in the amount of OPE credited and debited. This is because mass transit tax is exempt from federal funds. For example, if you move all of an employee's salary from federal to general funds the OPE credit will be the original amount, (without mass transit) and the debit on the new general fund will be higher since it now includes mass transit.
9. If you want to move payroll expenses from a FOAPA with an activity code to an index or FOAP with a null activity code, (this would be the case when moving payroll expenses from a cost sharing grant index to a general fund index), you must use the PHAREDS Edit window instead of the Replace window. If you use the Search and Replace window to move expenses originally charged to a FOAPA that included an activity code, to an index or FOAP without an activity code, the original activity code will be carried over to the new FOAP.
10. PHAREDS will not allow you to redistribute an employee's pay if there is an earn code with a negative pay amount. Occasionally the Payroll Office will input a negative pay amount as a correcting entry. If you run across this problem contact Payroll Accounting 6-3092/6-3148.
11. PHAREDS does not allow you to redistribute OPE only. If a situation arises where you need to redistribute OPE only, you must JV the amount using the 10904/10907/10908 account codes. The JV must have good documentation and will be disapproved if any other account code is used.