



Year End Labor Redistributions

Job Aid

NOTE: This job aid is designed specifically for year end issues and is a supplement to the **PZAREDS** labor redistribution job aid located at [OBFS Home > Jobs Aids & Training Materials > Payroll & Earnings > Labor Redistribution](#). Note there is a very small period of time when this document is applicable, from July 1 to the end of period 12 (after period 12 no more labor redistributions are allowed to post in June). Contact Amy Pendle at 217-244-3426 if you have any questions regarding this job aid.

1) Performing Labor Redistributions

- a) **Pay periods (except for payrolls BW 15 and MN 7)** – Labor redistributions must have a manually entered override posting date in **June** to appear on the June period 12 statements. This field is in the upper left corner of the “Edit Labor Distribution” tab of the **PZAREDS** form and is labeled “Posting Date”. The system date is automatically populated in this field, so the user **MUST** change the date unless the user wants the redistributions to post in July. See the screen print below for the location of this field.

- b) **For pay periods BW 15 and MN 7** – These pay periods cross over the fiscal years and may have expenditures in both fiscal years. To redistribute the charges properly across both fiscal years, the posting override date should be **blank**. The system date is automatically populated in this field, so the user **MUST** blank out this field; otherwise, the redistributions will post in July. This field is in the upper left corner of the “Edit Labor Distribution” tab of the **PZAREDS** form and is labeled “Posting Date”. Use the edit labor distributions feature instead of the search and replace functionality. See the screen print below for the location of this field. **NOTE:** It is never appropriate to redistribute the July portion of the labor charges in June. See below for an example of how to identify the June and July portion of these payrolls.

How to identify the June labor charges (prior fiscal year) and the July labor charges (next fiscal year) of a payroll

Oracle Developer Forms Runtime - Web: Open - PZAREDS

File Edit Options Block Item Record Query Tools Help

Labor Redistribution Form PZAREDS 7.1.5.2 [MC:37.0.2] (BANPROD) (ONONE)

ID: UIN & Name removed

Payroll ID: MN Begin Year: 2006 Payroll Number: 7 Date: 16-JUN-2006

End Year: 2006 Payroll Number: 7 Date: 15-JUL-2006

Earnings History										
Status	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date	Shift	Earning Code	Disposition	Type	Posting
<input type="checkbox"/>	2006	7	0	C90757-00	16-AUG-2005	1	RGE	70	C	
<input checked="" type="checkbox"/>	2006	7	0	C90757-00	01-JUL-2006	1	RGE	70	C	
<input type="checkbox"/>										
<input type="checkbox"/>										

Earnings Labor Distributions												
Hours	Percent	Amount	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
82.54	100.00	1,796.07	2		100007	857000	211300	857001				
82.54	100.00	1,796.07	Totals									

Earnings Year: Record: 2/2 <OSC>

In this example, the **first sequence** is the June portion of the labor charges. This is evident because the effective date of the job is before June 30.

In this example, the **second sequence** is the July portion of the labor charges. This is evident because the effective date of the job is after June 30 (in the next FY).

2) Making labor redistribution corrections

- a) **For pay periods *excluding* payrolls BW15 and MN 7** – There can be situations where the labor redistributions are posted to the wrong fiscal year. In this situation, assume the following:
- i) \$100 on C-FOAPAL (A) is transferred using **PZAREDS** to C-FOAPAL (B) with a July posting override date, thus it posts in July. The intent was for this to post in June.
 - ii) To correct this, a July redistribution needs to be completed, reversing the entry above using a July posting override date on **PZAREDS**. This entry would transfer the labor charges from C-FOAPAL (B) to C-FOAPAL (A).
 - iii) Another redistribution using **PZAREDS** then needs to be completed with a June posting override date. This entry would transfer the labor charges from C-FOAPAL (A) to C-FOAPAL (B).
 - iv) The corrections are similar when a redistribution posts to June when it should have posted in July. The June labor redistribution needs to be reversed with a June posting override date and reentered with a July posting override date.
- b) **For pay periods *involving* payrolls BW 15 and MN 7** – There can be situations where the labor redistributions are posted to the wrong fiscal year. In this situation, assume the following:
- i) \$100 on C-FOAPAL (A) is transferred using **PZAREDS** to C-FOAPAL (B) with a July posting override date. The intent was for this to post in June.
 - ii) To correct this, a July redistribution needs to be completed, reversing the above entry above using a July posting override date on **PZAREDS**. This entry would transfer the labor charges from C-FOAPAL (B) to C-FOAPAL (A).
 - iii) Another redistribution using **PZAREDS** then needs to be completed with the posting override date left blank. This will redistribute the June portion in June and the July portion in July. This entry would transfer the labor charges from C-FOAPAL (A) to C-FOAPAL (B).
 - iv) The corrections are similar when a redistribution posts to June when it should have posted in July. The labor redistribution needs to be reversed entering the same posting override date that was used on the errant redistribution. If the posting override date was left blank, the transfer needs to be reversed with the posting override date blank and reentered with a July date. If the posting override date had a June date, the transfer needs to be reversed with a June posting override date and re-entered with a July date.
 - v) It is NEVER appropriate to redistribute July labor charges in June.