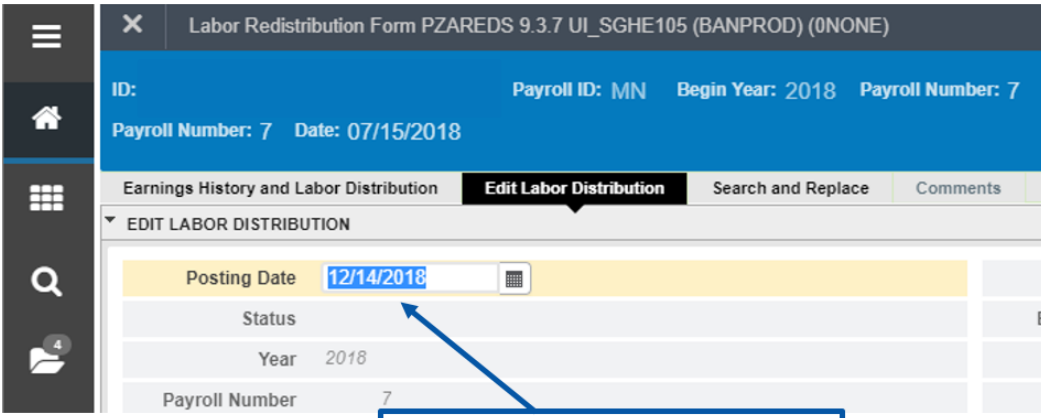


Year End Labor Redistributions

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](#).

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). If you have questions regarding this job aid, contact David Andersen at danderse@uillinois.edu or 217-333-7460.

Step	Task
1.	<p>Performing Labor Redistributions</p> <p>a) Pay periods (except for payrolls MN 7 and BW15) – 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.</p> <p>b) For pay periods MN 7 and BW15 – These pay periods relate to service dates in two 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.</p> <p>Posting Override Date</p> 

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

Status	Effort Certification Locked	Year	Payroll Number	Sequence Number	Jobs ID	Effective Date
	<input type="checkbox"/>	2018	7		0 CC7983-00	08/16/2017
	<input type="checkbox"/>	2018	7		0 CC7983-00	07/01/2018

June Labor Charges (prior fiscal year)
 Effective Date <7/1/20XX
 Where 20XX is the current calendar year

July Labor Charges (current fiscal year)
 Effective Date = 7/1/20XX
 Where 20XX is the current calendar year

In this case one pay event has effective dated records for both Fiscal Year 2017 (8/16/2017 effective date) and FY18 (7/1/2018 effective date). When processing a redistribution before period 12 close, we would want to use a blank posting override date by deleting the date in the posting date field when editing the labor redistribution **before** changing any of the line item information.

2. Making labor redistribution corrections

a) **For pay periods excluding MN 7 and BW 15** – 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 CFOAPAL (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 MN 7 or BW15** – 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 re-entered 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.