

LABOR REDISTRIBUTION

PURPOSE: Labor Redistributions (LRs) are done to correct salary expenses that have already been applied and posted to the account.

LABOR REDISTRIBUTION REQUIREMENTS: Email from PI stating the correction that needs to be done. Email should have the following components:

1. Specified date of error-month(s).
2. Where the corrected distribution should be applied.
3. Percentage to be applied. If this is an hourly employee hours are acceptable.
4. Banner Index Number of award.
5. Payroll Calendar: Needed only to identify the proper pay period(s) that need to be moved.

PROCESS:

1. Log into GW Info System tab found on the my GW web page.
2. Perform GWeb sign on
3. Select Employee Information tab and choose Labor Redistribution.
4. Enter GWID or search by first and last name, Then Click Go.
5. Locate the correct pay period under the Pay Number column and select by double clicking.
6. Identify the proper position number by looking at the top right hand box entitled "Pay Periods & Earn Codes", click on it. Faculty can have a number of active positions at any time. Be sure to update the proper one.
7. Click on the pencil in the right hand corner to begin inputting the update.
8. If you are changing the percentage of the existing funding click the arrow next to the banner index and input the updated information. To delete that line totally simply click on the "X" next to the amount.
9. If you are adding multiple distribution sources click Add Line near the bottom of the screen and input the updated information.
10. Click Round. A pop up box will appear. Click OK then Save.
11. Select Comment (far left side panel) if you would like to add one. Enter comment and select Add Comment.
12. Select Initiator on the far left side panel to bring you back to the previous page
13. You can no longer upload documents when performing a redistribution. If it is a late redistribution and an effort form has already been submitted one will need to upload the backup document in Remedy and add GCAS to the approval que.
14. Then select Submit. The LR is now in the queue for approval. You may want to verify that the approvers are correct. You can check the queue by selecting Routing Queue on the far left sidebar. Approvers can be updated if necessary but only AFTER you submit.

Version: September 2019

