

HSC Unrestricted Accounting
Fiscal Aid Kit



Subject: Labor Redistribution Business Purpose drops out of PHAREDS!

If you created a Labor Redistribution in PHAREDS, and no matter how you try your business purpose in NOT THERE, here is a “quick fix”:

- 1) Go to My UNM, the Employee Life tab
 - a) Select LoboWeb
 - b) Select Effort Certification & Labor Redistribution
 - c) Select the Labor Redistribution tab (This is the LoboWeb Self Service Labor Redistribution area)
- 2) Find the Labor Redistribution
 - a) Select one of the attributes in the drop down menu
 - i. such as the employee’s Last Name
 - ii. Employee’s ID number
- 3) Find the Labor Redistribution you created in PHAREDS
 - a) Do this by finding the pay period you redistributed
 - b) It will have a disposition number of 47 or 48
- 4) Double click on that pay period to bring up the labor redistribution
- 5) Click on “Comments”
 - a) If you see a business purpose there, it exists as you see it
 - b) If it is correct you are done.
- 6) If you do not see a correct business purpose in the “Comments” section
 - a) Select the “Add Comment” button located in the lower right hand area of the screen. Another option is to use the “More Actions” icon in the menu bar and select “Add Comment”.
 - b) Add your business purpose
 - c) Select the “Save” button at the bottom
 - d) You are done.
- 7) The location of Labor Redistribution Job Aids is at <http://www.unm.edu/~fssc/jobaids.html#LR>