Labor Redistribution in Wings Express

As of 11/2/2010
Labor Redistribution
Training Steps

• Login
• Person Search
• Redistribution
• Approval
• Miscellaneous
Labor Redistribution in Wings Express

Login

Return to Menu
Labor Redistribution
Wings Express Login
Labor Redistribution
Wings Express Login

Type in UID & PIN
Labor Redistribution
Wings Express Main Screen

Click Employee link
Labor Redistribution
Wings Express Employee tab

Click Labor Redistribution link
Labor Redistribution
Flex login

Sometimes you will get a second login screen; click the Browser back button to proceed. May take multiple tries.
Labor Redistribution Flex - Effort Certification

Click Labor Redistribution tab
Labor Redistribution
Flex - Labor Redistribution

An initiator will have Person Search option
Labor Redistribution
Flex - Labor Redistribution

An approver will not have Person Search option
Labor Redistribution in Wings Express

Person Search

Return to Menu
Labor Redistribution
Person Search Main Screen

Use for redistribution or review.
Click here to search by UID.
Click either place to use Advanced Search options.

This window will display open records, but you should have only one record open at a time and should not use this function.
Labor Redistribution
Person Search by UID

Type in UID and hit enter or click arrow.
Labor Redistribution  
Person Search by UID

Results show all payrolls for ID.

Click to sort by column header; 
Drag and drop to resort columns.  
Use scrollbar to see all pays.
Labor Redistribution
Person Search Advanced Search

After clicking Advanced Search click dropdown arrow
Labor Redistribution
Person Search Advanced Search

Last name or UID are required fields
Labor Redistribution
Person Search Advanced Search

Type in attributes and click Go
Labor Redistribution
Viewing Person Search Results

Select pay to view; disposition codes:
47 – redistribution not submitted
48 – redistribution in progress
60 – redistribution completed
70 – redistribution fed to finance
Labor Redistribution
Viewing Person Search Results

Double click to view distribution in progress
Labor Redistribution
Viewing Redistribution in progress

Use arrows to open or close these screens

Originator may be incorrectly displayed

Current and Updated Distrib. shown

Displays multiple earnings codes
Labor Redistribution
Viewing Comments

Click to view comments
Labor Redistribution

Viewing Routing queue

Click to view queue: Displays queue member name, source, sequence, roll, status and email link.
Labor Redistribution
Viewing Routing queue

Click to close and return to search results.

For adding on-the-fly queue member.
Labor Redistribution

Viewing Completed Redistribution

Refer to Cognos Labor Redistribution report that shows full redistribution details for completed transactions.
Labor Redistribution in Wings Express

Redistribution

Return to Menu
Labor Redistribution
Making a Redistribution

Search for and choose payroll for redistribution (Disposition 70 only)

Choose Find Replace or double click highlighted distribution
Labor Redistribution

Find Replace

Use to make changes to FOAPAL components only. This will affect all earnings codes.
Labor Redistribution
Find Replace

Select COA, Posting Date, and enter FOAPAL components

Click Save.
Labor Redistribution
Find Replace

You will get a confirmation screen for a successful redistribution.

Click OK to view redistribution before completing.
Labor Redistribution
Applying a Redistribution

Click Apply or Delete Updates to start over
Labor Redistribution
Submitting a Redistribution

Click More Actions to add comments

Click Submit to complete or Erase to start over
Labor Redistribution
Redistribution Submitted

Disposition is now 48
Labor Redistribution
Redistribution Submitted

Routing queue created.
Labor Redistribution
Standard Redistribution Method

Click pencil icon to edit distribution.
Labor Redistribution Update Distributions Screen

Choose Posting Date  Click to change all earnings
Labor Redistribution Update Distributions Screen

Click Add Line to split distribution.
Labor Redistribution Update Distributions Screen

Start typing in index code...
Labor Redistribution Update Distributions Screen

...or select drop down list
Labor Redistribution Update Distributions Screen

Hit enter or tab and then fill in account code
Labor Redistribution
Update Distributions Screen

FOAPAL can be split by Hours, Pct or Amount; Multiple lines can be added.
Labor Redistribution Update Distributions Screen

Click drop down arrow to edit original distribution. Current and Updated distribution totals don’t equal.
Labor Redistribution Update Distributions Screen

Select Hrs, Pct or Amt and click Round button. Current now equals updated distribution totals.
Labor Redistribution Update Distributions Screen

Visually confirm that Current Summary matches Updated totals for Hours, Percent and Amount. Click Save to continue.
Labor Redistribution
Applying and Submitting

Follow previous steps for applying and submitting redistribution
Labor Redistribution Posting Date

- Keep at default date unless at fiscal year end
- At fiscal year end follow published instructions
Labor Redistribution in Wings Express

Approval

Return to Menu
Labor Redistribution

Redistribution Approval

This screen will show redistribution approvals pending in your queue, whether you are next approver or not.
Labor Redistribution
Email notification

You will receive an email notification when a redistribution is ready for your approval. The initiator will be specified in the email.
Labor Redistribution
Redistribution Approval

Refresh button will clear queue; Browser refresh or log out/in to repopulate

Type of action to take:
Approve – controls queue: approve or return
FYI – Acknowledge only: won’t hold up queue
Labor Redistribution
Redistribution Approval

Select item to approve and double click item or click Open
Labor Redistribution
Redistribution Approval

Current and Updated Distrib. shown

View comments & Routing queue

Check posting date

Approve or Return only

View by earnings code
**Labor Redistribution**

**Redistribution FYI**

Current and Updated Distrib. shown

<table>
<thead>
<tr>
<th>CDA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Additional Components</th>
<th>Hours</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>262012</td>
<td>190000</td>
<td>262002</td>
<td>615400</td>
<td>10005</td>
<td></td>
<td>80</td>
<td>100%</td>
<td>1364.36</td>
</tr>
</tbody>
</table>

Updated Distributions

<table>
<thead>
<tr>
<th>CDA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Additional Components</th>
<th>Hours</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>262002</td>
<td>190000</td>
<td>262002</td>
<td>615400</td>
<td>10005</td>
<td></td>
<td>68</td>
<td>100%</td>
<td>1363.11</td>
</tr>
<tr>
<td>W</td>
<td>262012</td>
<td>190000</td>
<td>262002</td>
<td>615400</td>
<td>10005</td>
<td></td>
<td>12</td>
<td>15%</td>
<td>205.25</td>
</tr>
</tbody>
</table>

**View by earnings code**

**View comments & Routing queue**

**Check posting date**

**Acknowledge only**

12/18/2009
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy

Proxy selected
Labor Redistriibution
Approve as Proxy

Click approvals link to see pending approvals for person your are acting as proxy for. You will not receive email notifications from the system as a proxy approver.
Labor Redistribution
Approve as Proxy

Select item to approve and double click item or click Open
Labor Redistribution
Approve as Proxy

Displays who your are acting as proxy for
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy

Click to close

Options grey out after selected
Labor Redistribution
Approve as Proxy

Proxy approval is gone from the Approval queue
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy

You are no longer acting as proxy
Labor Redistribution
Approve as Proxy

You can now view your own Approval queue
Labor Redistribution in Wings Express

Miscellaneous

Return to Menu
Labor Redistribution
Contact Information

• For help contact the Help Desk at helpdesk@wright.edu, 4827
• You may also contact Bill Polk at william.polk@wright.edu, x2137 or Teresa Kramer at teresa.kramer@wright.edu, x2893
Labor Redistribution Miscellaneous Non-IE Browser
Labor Redistribution
Context-sensitive help

Click here for context-sensitive help or Help Suite
Labor Redistribution
Context-sensitive help
Labor Redistribution Help Suite

The Help Suite opens in a separate window
Labor Redistribution

Important information

- Make sure to close out all screens before logging out or system can lock up records.
- On-the-fly members should be added at a sequence number greater than that of an existing queue member that has already approved.
- If errors redistributing, log out & log back in.
- If can’t see queue, refresh browser or log out/in.
- An employee may have multiple earnings codes to redistribute but some codes shouldn’t be redistributed.
- Once you submit a redistribution it can’t be changed, only returned for correction.
- Be patient with speed of Flex application.
Labor Redistribution
Important information continued

• The Cognos Labor Redistribution report shows full redistribution details for completed transactions. The Labor Redistribution module shows full redistribution details for redistributions in process, and current distribution details for completed transactions.

• Do not use the Open Items window to switch between records.

• Click the refresh button if the system displays multiple pays for a given period with the same sequence number.

• If an approver is auto-assigned to the queue multiple times based on org level, then that approver must approve multiple times, i.e. for each instance.
Labor Redistribution

TEST instance

• Contact Bill Polk at william.polk@wright.edu, x2137 for latest information on the test instance