

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

User Login - Windows Internet Explorer
https://oas5.wright.edu/pls/PROD/twbkwbis.P_WWWLogin

File Edit View Favorites Tools Help

User Login

WRIGHT STATE UNIVERSITY
WINGS EXPRESS Your Self-Service Command Center

HELP | EXIT

WINGS Express Hours
Monday thru Friday:
7 a.m. - Midnight
Saturday:
7 a.m. - 7 p.m.
Sunday:
Noon - Midnight

Welcome to WINGS Express
WINGS Express is your self-service site for many of the University services that have been found on ROX for Students and Wright Online (WOL) for faculty and staff.

Logging into WINGS Express
To access WINGS Express you will need a University ID (UID) and PIN. The UID is different from your CAMPUS account that you use to access WINGS. To [find your UID](#) and [PIN](#), you must first have a CAMPUS username (e.g., w001abc) and password.

[For Help, WINGS Resource Center](#)

For assistance contact the CaTS Help Desk at (937) 775-4827, 1-888-775-4827 or by email helpdesk@wright.edu.

UID:
PIN:

Login Forgot PIN? Find UID?

Note, before clicking on "Forgot PIN?", enter your University ID (UID).

RELEASE: 8.2

powered by
SUNGARD HIGHER EDUCATION

Trusted sites | Protected Mode: Off | 100%

3 Microsoft ... 2 Windows E... 4 Internet Ex... Daily log - BP ... 3 Microsoft ... Oracle Develo... 2:34 PM

Labor Redistribution

Wings Express Login

User Login - Windows Internet Explorer

https://oas5.wright.edu/pls/PROD/twbkwbis.P_WWWLogin

File Edit View Favorites Tools Help

User Login

WRIGHT STATE UNIVERSITY

WINGS EXPRESS Your Self-Service Command Center

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[For Help, WINGS Resource Center](#)

For assistance contact the CaTS Help Desk at (937) 775-4827, 1-888-775-4827 or by email helpdesk@wright.edu.

UID:

PIN:

Type in UID & PIN

Login Forgot PIN? Find UID?

Note, before clicking on "Forgot PIN?", enter your University ID (UID).

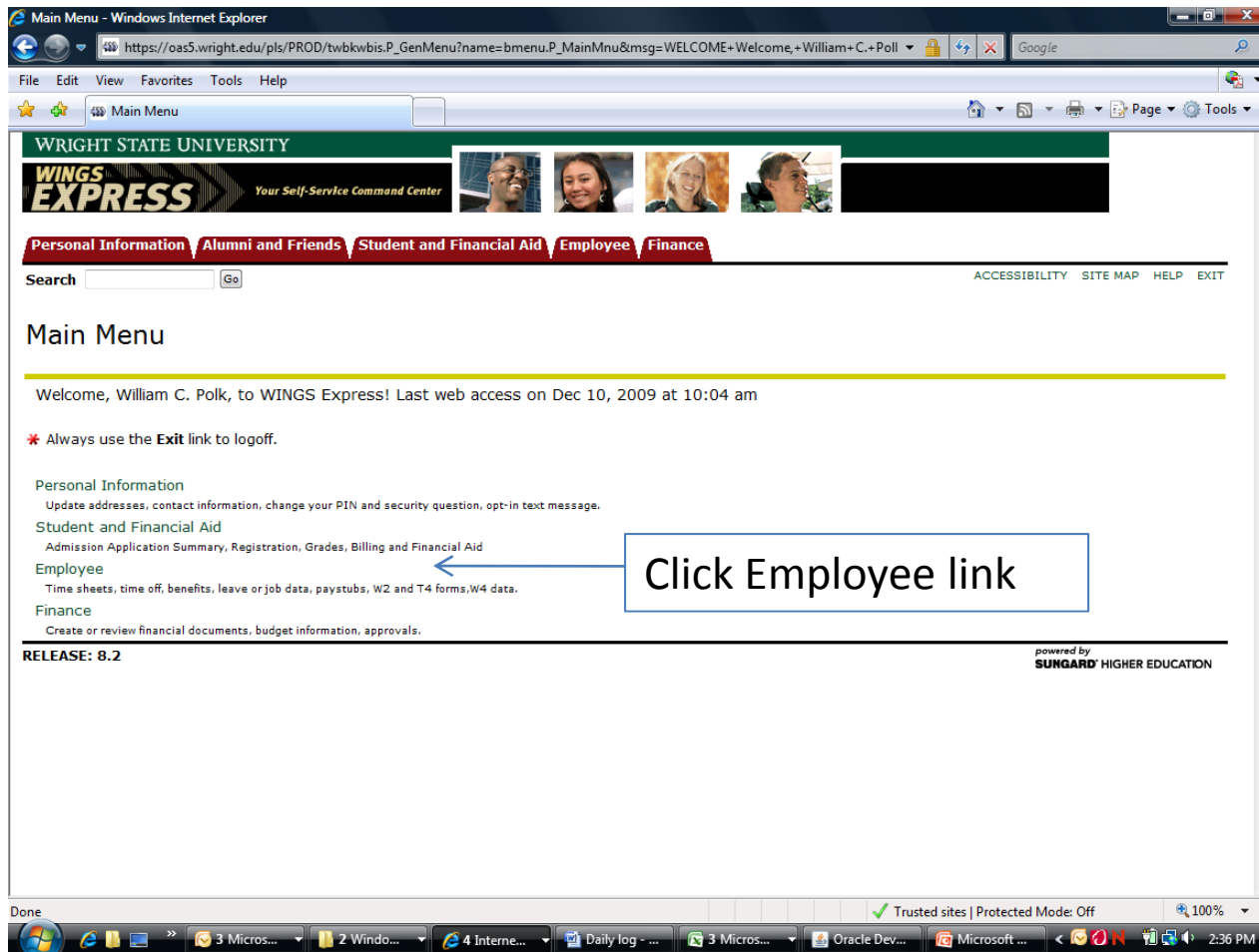
RELEASE: 8.2

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SUNGARD HIGHER EDUCATION

Trusted sites | Protected Mode: Off | 100%

3 Micros... 2 Windo... 4 Interne... Daily log - ... 3 Micros... Oracle Dev... Microsoft ... 2:36 PM

Labor Redistribution Wings Express Main Screen



Labor Redistribution

Wings Express Employee tab

The screenshot shows a web browser window titled "Employee - Windows Internet Explorer". The address bar displays the URL: https://oas5.wright.edu/pls/PROD/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Wright State University logo and the "WINGS EXPRESS Your Self-Service Command Center" banner. Below the banner is a navigation menu with tabs: Personal Information, Alumni and Friends, Student and Financial Aid, Employee (selected), and Finance. A search bar is located below the navigation menu. The main content area is titled "Employee" and contains a welcome message: "Welcome to Employee Self Services. This is our initial release - additional On-Demand HR Services will quickly follow, e.g., Leave Balances, Benefits and Deductions, Request Time Off, etc. Need more information on *Employee Self Services*?" Below this is a note: "Note, your current Pay Stubs can be found in the **Pay Information** service, while your past Pay Stubs (prior to Jan. 1, 2006) are still on Wright OnLine in the **Pay Advice** service." A list of services is displayed: Time Sheet, Electronic Personnel Action Forms, Pay Information (with a sub-note: "Direct deposit allocation, earnings and deductions history, or pay stubs."), Tax Forms, W4 information, Leave Balances, Effort Certification (with a sub-note: "Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others."), and Labor Redistribution (with a sub-note: "Allows administrative staff to create and approve labor redistribution transactions."). A blue box with the text "Click Labor Redistribution link" has an arrow pointing to the "Labor Redistribution" link. The footer of the page includes "RELEASE: 8.2" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the Start button, several open applications (Micro..., Windo..., 4 Interne..., Daily log, 3 Micro..., Oracle Dev..., Microsoft ...), and the system clock showing 2:37 PM on 12/18/2009.

Employee - Windows Internet Explorer

https://oas5.wright.edu/pls/PROD/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

Employee

WRIGHT STATE UNIVERSITY

WINGS EXPRESS Your Self-Service Command Center

Personal Information Alumni and Friends Student and Financial Aid **Employee** Finance

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Employee

Welcome to Employee Self Services. This is our initial release - additional On-Demand HR Services will quickly follow, e.g., Leave Balances, Benefits and Deductions, Request Time Off, etc. Need more information on *Employee Self Services*?

Note, your current Pay Stubs can be found in the **Pay Information** service, while your past Pay Stubs (prior to Jan. 1, 2006) are still on Wright OnLine in the **Pay Advice** service.

- Time Sheet
- Electronic Personnel Action Forms
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
- W4 information
- Leave Balances
- Effort Certification
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
- Labor Redistribution**
Allows administrative staff to create and approve labor redistribution transactions.

RELEASE: 8.2

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Trusted sites | Protected Mode: Off | 100%

2:37 PM

Labor Redistribution

Flex login

Sometimes you will get a second login screen; click the Browser back button to proceed. May take multiple tries.

Welcome

Sign in to Banner Effort Certification
Please enter your User Name and Password.

Your sign in attempt was not successful, try again.

User Name:

Password:

☐ Remember User Name?

Sign In

SUNGARD HIGHER EDUCATION

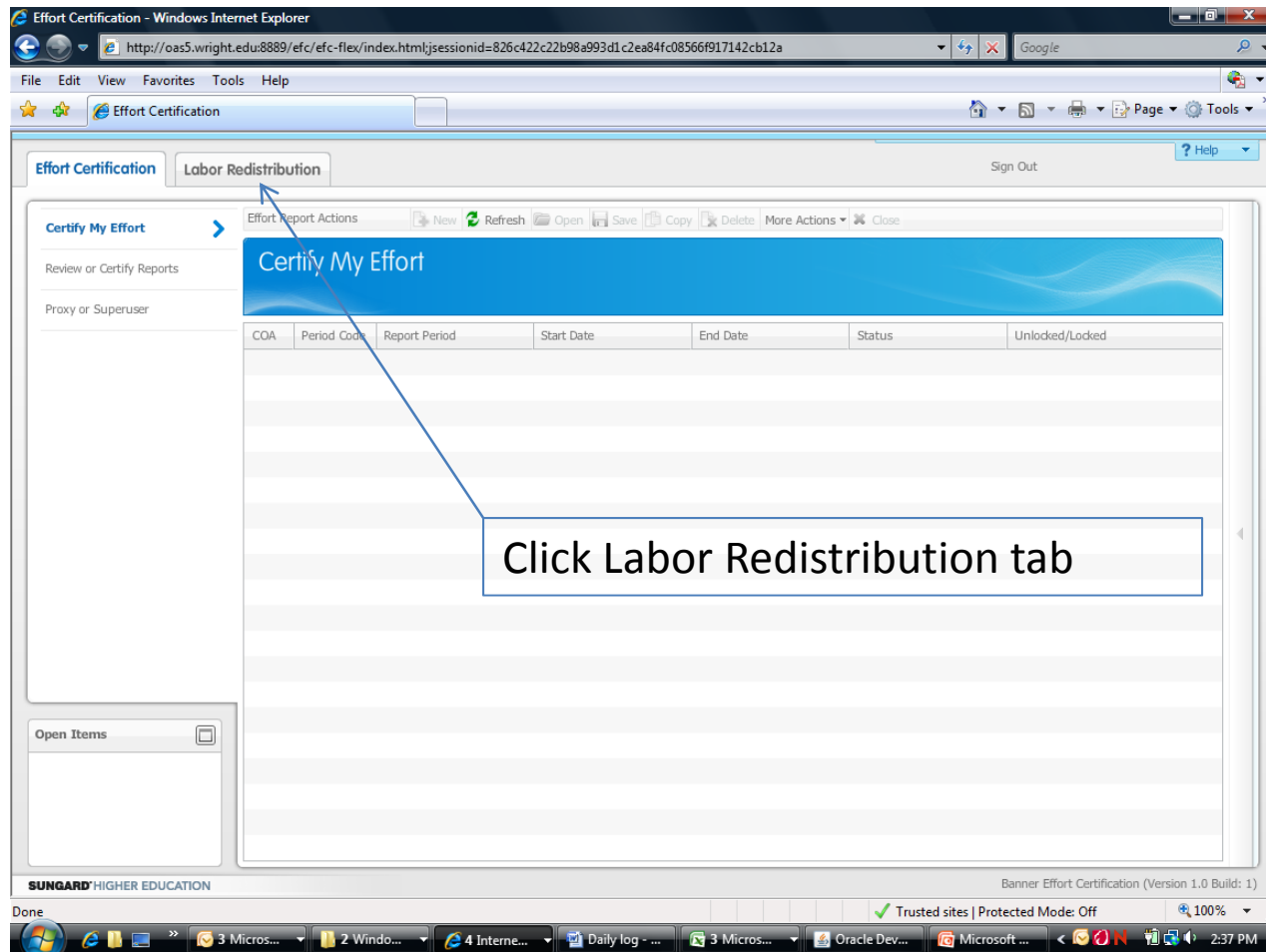
Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution Flex - Effort Certification



Labor Redistribution

Flex - Labor Redistribution

The screenshot shows a web browser window titled "Effort Certification - Windows Internet Explorer". The address bar displays a URL from "http://oas5.wright.edu:8889/efc/efc-flex/index.html". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page has a navigation bar with "Effort Certification" and "Labor Redistribution" tabs, and a "Sign Out" link. The main content area is titled "Person Search" and includes a "Search by ID" input field with a search button. Below this is an "Advanced Search" dropdown menu. A table with headers "Last Name", "First Name", "ID", "Pay Year", "Pay ID", "Pay Number", "Sequence", and "Disposition" is shown, with a note "Displaying 0 rows." Below the table is a "Search Tips" section with text explaining search functionality and a link to "Advanced Search". A blue arrow points from the "Advanced Search" link to a text box that says "An initiator will have Person Search option". The bottom of the page features a "SUNGARD HIGHER EDUCATION" banner and a status bar indicating "Banner Effort Certification (Version 1.0 Build: 1)". The Windows taskbar at the bottom shows various open applications and the system clock at 2:38 PM.

Effort Certification - Windows Internet Explorer

http://oas5.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422c22b98a993d1c2ea84fc08566f917142cb12a

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

An initiator will have Person Search option

Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

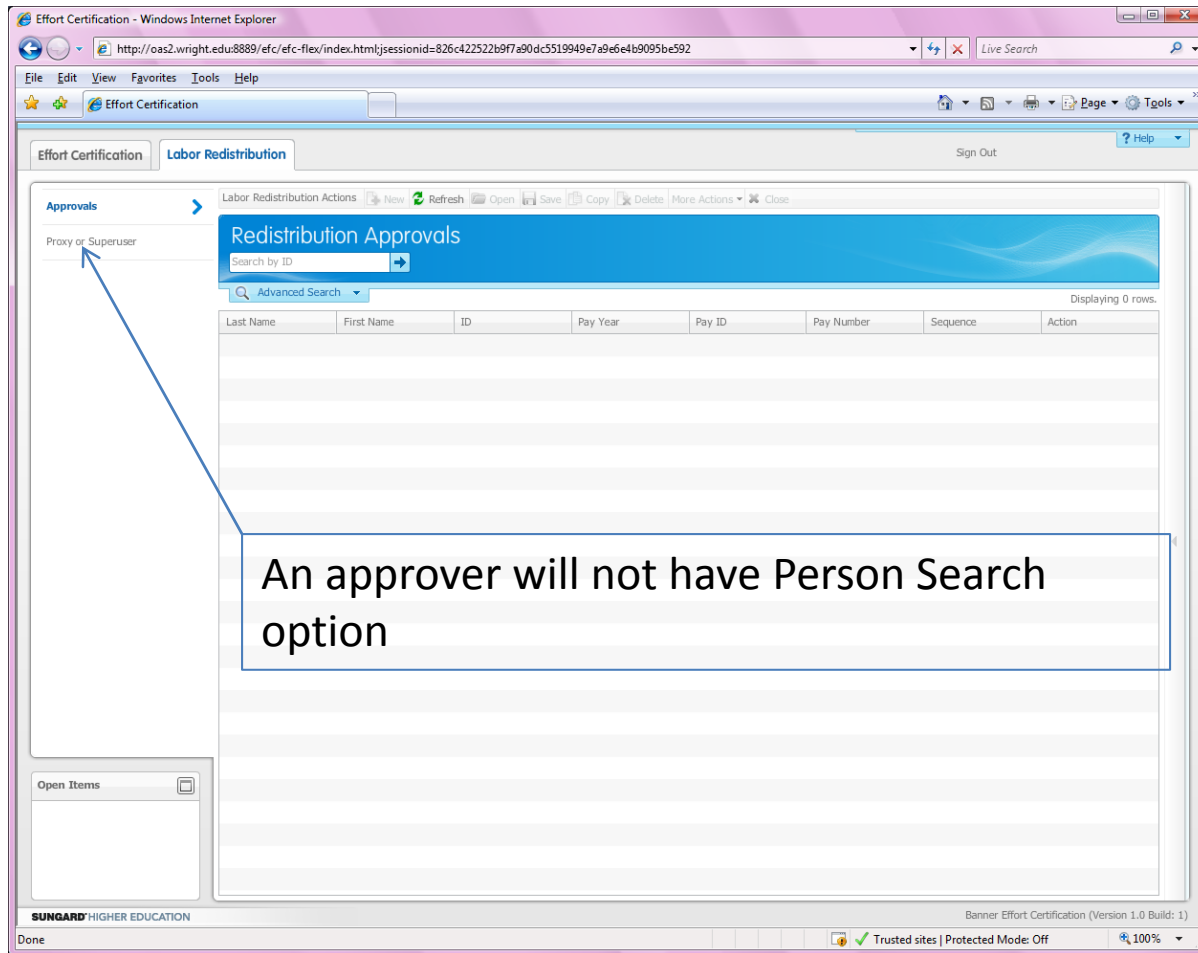
Trusted sites | Protected Mode: Off

100%

2:38 PM

Labor Redistribution

Flex - Labor Redistribution



Labor Redistribution in Wings Express

Person Search

[Return to Menu](#)

Labor Redistribution Person Search Main Screen

The screenshot shows the 'Person Search' main screen within the 'Effort Certification' application. The browser window title is 'Effort Certification - Windows Internet Explorer'. The address bar shows the URL 'http://oas2.wright.edu:8889/efc/efc-flex/index.html'. The application has a navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs. The 'Person Search' section is active, showing a search interface with a 'Search by ID' field and an 'Advanced Search' link. A table of search results is visible, with columns for 'Last Name', 'First Name', 'ID', 'Pay Year', 'Pay ID', 'Pay Number', 'Sequence', and 'Disposition'. The table currently displays 0 rows. Annotations with arrows point to specific elements: 'Use for redistribution or review.' points to the 'Search by ID' field; 'Click here to search by UID.' points to the 'Advanced Search' link; 'Click either place to use Advanced Search options.' points to the 'Advanced Search' link and the 'Advanced Search' text in the search tips; 'This window will display open records, but you should have only one record open at a time and should not use this function.' points to the 'Open Items' section at the bottom left. The footer includes 'SUNGARD HIGHER EDUCATION', 'Banner Effort Certification (Version 1.0 Build: 1)', and a status bar with 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Search by ID

Use for redistribution or review.

Advanced Search

Click here to search by UID.

Click either place to use Advanced Search options.

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

This window will display open records, but you should have only one record open at a time and should not use this function.

Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Person Search by UID

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

u00007424

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
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Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Person Search by UID

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Search by ID

Search Descriptions: ID = U00007426

Results show all payrolls for ID.

Advanced Search

Displaying 52 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Duck	Daisy	U00007426	2006	MO	1	0	70, Complete
Duck	Daisy	U00007426	2006	MO	2	0	70, Complete
Duck	Daisy	U00007426	2006	MO	3	0	70, Complete
Duck	Daisy	U00007426	2006	MO	4	0	70, Complete
Duck	Daisy	U00007426	2006	MO	5	0	70, Complete
Duck	Daisy	U00007426	2006	MO	6	0	70, Complete
Duck	Daisy	U00007426	2006	MO	7	0	70, Complete
Duck	Daisy	U00007426	2006	MO	8	0	70, Complete
Duck	Daisy	U00007426	2006	MO	9	0	70, Complete
Duck	Daisy	U00007426	2006	MO	10	0	70, Complete
Duck	Daisy	U00007426	2006	MO	11	0	70, Complete
Duck	Daisy	U00007426	2006	MO	12	0	70, Complete
Duck	Daisy	U00007426	2007	MO	1	0	70, Complete
Duck	Daisy	U00007426	2007	MO	1	1	70, Complete
Duck	Daisy	U00007426	2007	MO	2	0	70, Complete
Duck	Daisy	U00007426	2007	MO	3	0	70, Complete
Duck	Daisy	U00007426	2007	MO	4	0	70, Complete

Click to sort by column header;
Drag and drop to resort columns.
Use scroll bar to see all pays.

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

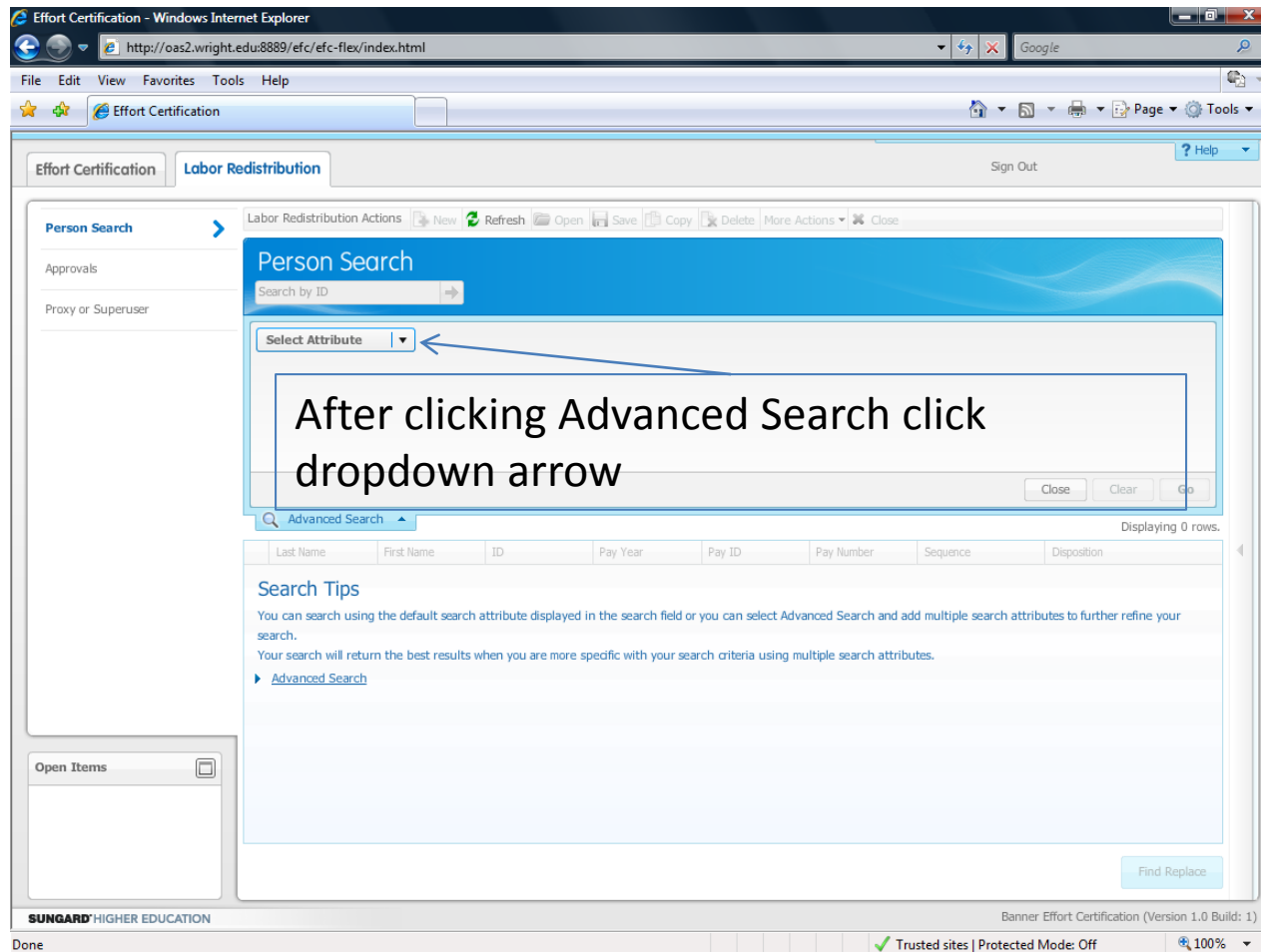
Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Person Search Advanced Search



Labor Redistribution

Person Search Advanced Search

The screenshot shows a web browser window titled "Effort Certification - Windows Internet Explorer" with the address bar displaying "http://oas2.wright.edu:8889/efc/efc-flex/index.html". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a navigation bar with "Effort Certification" and "Labor Redistribution" tabs, and a "Sign Out" link. The main content area is titled "Person Search" and includes a "Search by ID" input field. A dropdown menu labeled "Select Attribute" lists "First Name", "From Pay Number", "From Pay Year", "ID", and "Last Name". A text box overlay with the message "Last name or UID are required fields" is positioned over the search area. Below the search field is an "Advanced Search" link. A table with columns "Last Name", "First Name", "ID", "Pay Year", "Pay ID", "Pay Number", "Sequence", and "Disposition" is shown, with a note "Displaying 0 rows." Below the table is a "Search Tips" section with instructions on how to use the search functionality. A "Find Replace" button is located at the bottom right of the search area. The footer of the page includes the "SUNGARD HIGHER EDUCATION" logo and the text "Banner Effort Certification (Version 1.0 Build: 1)". The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

Effort Certification - Windows Internet Explorer
http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Search by ID

Select Attribute

- First Name
- From Pay Number
- From Pay Year
- ID
- Last Name

Last name or UID are required fields

Close Clear Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Person Search Advanced Search

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Search by ID

Last Name Duck

First Name Daisy

Select Attribute

Type in attributes and click Go

Close Clear Go

Advanced Search

Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
-----------	------------	----	----------	--------	------------	----------	-------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Viewing Person Search Results

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Search by ID

Search Descriptions: Last Name = Duck, First Name = Daisy

Advanced Search

Displaying 52 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Duck	Daisy	U00007426	2008	MO	8	0	70, Complete
Duck	Daisy	U00007426	2008	MO	9	1	70, Complete
Duck	Daisy	U00007426	2008	MO	10	0	70, Complete
Duck	Daisy	U00007426	2008	MO	11	0	70, Complete
Duck	Daisy	U00007426	2008	MO	12	0	70, Complete
Duck	Daisy	U00007426	2009	MO	1	0	70, Complete
Duck	Daisy	U00007426	2009	MO	2	0	70, Complete
Duck	Daisy	U00007426	2009	MO	3	0	70, Complete
Duck	Daisy	U00007426	2009	MO	4	0	70, Complete
Duck	Daisy	U00007426	2009	MO	5	0	70, Complete
Duck	Daisy	U00007426	2009	MO	6	0	70, Complete
Duck	Daisy	U00007426	2009	MO	7	0	70, Complete
Duck	Daisy	U00007426	2009	MO	8	2	48, Pre-Approve Update
Duck	Daisy	U00007426	2009	MO	9	0	70, Complete
Duck	Daisy	U00007426	2009	MO	10	0	70, Complete
Duck	Daisy	U00007426	2009	MO	11	0	70, Complete

Select pay to view; disposition codes:

- 47 – redistribution not submitted
- 48 – redistribution in progress
- 60 – redistribution completed
- 70 – redistribution fed to finance

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Viewing Person Search Results

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Search by ID

Search Descriptions: Last Name = Duck, First Name = Daisy

Advanced Search

Displaying 52 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Duck	Daisy	U00007426	2008	MO	8	0	70, Complete
Duck	Daisy	U00007426	2008	MO	9	1	70, Complete
Duck	Daisy	U00007426	2008	MO	11	0	70, Complete
Duck	Daisy	U00007426	2008	MO	12	0	70, Complete
Duck	Daisy	U00007426	2009	MO	1	0	70, Complete
Duck	Daisy	U00007426	2009	MO	2	0	70, Complete
Duck	Daisy	U00007426	2009	MO	3	0	70, Complete
Duck	Daisy	U00007426	2009	MO	4	0	70, Complete
Duck	Daisy	U00007426	2009	MO	5	0	70, Complete
Duck	Daisy	U00007426	2009	MO	6	0	70, Complete
Duck	Daisy	U00007426	2009	MO	7	0	70, Complete
Duck	Daisy	U00007426	2009	MO	8	2	48, Pre-Approve Update
Duck	Daisy	U00007426	2009	MO	9	0	70, Complete
Duck	Daisy	U00007426	2009	MO	10	0	70, Complete
Duck	Daisy	U00007426	2009	MO	11	0	70, Complete

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Double click to view distribution in progress

Labor Redistribution

Viewing Redistribution in progress

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out ? Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Daisy Duck Current and Updated Distrib. shown

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215250	190000	215250	611100	60005		173.33	100	\$250.26

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215220	190000	215220	611100	60005		34.67	20	\$1050.05
W	215250	190000	215250	611100	60005		138.66	80	\$4200.21

Pay Periods & Earn Codes

2009 MO 8, Sequence 2

P,997884-00,SALARY U Shift 1 Effective 01-Jul-2009

Displays multiple earnings codes

Use arrows to open or close these screens

Redistribution Details

2009 MO 8, Sequence 2 :

01-Aug-2009 - 31-Aug-2009

Disposition :

48, Pre-Approve Update

Status : Submitted

Hours : 173.33

Amount : \$5,250.26

Percent : 100.00%

Originator : William Polk

Post Date : 01-Dec-2009

Originator may be incorrectly displayed

Proxy or Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Viewing Comments

The screenshot displays the Banner Effort Certification web application in a Windows Internet Explorer browser. The address bar shows the URL <http://oas2.wright.edu:8889/efc/efc-flex/index.html>. The application interface includes a top navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' link. A left sidebar contains a 'Person Search' section with a search bar and a list of items, including 'Daisy Duck'. The main content area is titled 'Labor Redistribution Actions' and features a toolbar with buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. The central panel displays a comment by 'William Polk' with the text 'Comments can be added here.' and a timestamp of 'Posted on December 13, 2009 at 02:34 PM'. A blue arrow points from the 'Comments' link in the left sidebar to the comment box. A text box with the text 'Click to view comments' is overlaid on the comment box. The right sidebar contains two sections: 'Pay Periods & Earn Codes' showing '2009 MO 8, Sequence 2' and 'P,997884-00,SALARY U Shift 1 Effective 01-Jul-2009', and 'Redistribution Details' showing '2009 MO 8, Sequence 2 : 01-Aug-2009 - 31-Aug-2009' with various details like Disposition, Status, Hours, Amount, Percent, Originator, and Post Date. A 'Proxy or Superuser' link is at the bottom of the right sidebar. The footer of the application shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Version 1.0 Build: 1)'.

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Daisy Duck

William Polk

Comments can be added here.

Posted on December 13, 2009 at 02:34 PM

Click to view comments

Add Comment

Pay Periods & Earn Codes

2009 MO 8, Sequence 2

P,997884-00,SALARY U Shift 1 Effective 01-Jul-2009

Redistribution Details

2009 MO 8, Sequence 2 : 01-Aug-2009 - 31-Aug-2009

Disposition : 48, Pre-Approve Update

Status : Submitted

Hours : 173.33

Amount : \$5,250.26

Percent : 100.00%

Originator : William Polk

Post Date : 01-Dec-2009

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Viewing Routing queue

The screenshot shows a web application titled "Effort Certification" within a Windows Internet Explorer browser. The address bar shows the URL <http://oas2.wright.edu:8889/efc/efc-flex/index.html>. The application has a navigation bar with "Effort Certification" and "Labor Redistribution" tabs. A "Sign Out" link and a "Help" button are also present.

The main content area is titled "Labor Redistribution Actions" and includes a toolbar with buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. A blue header bar displays "Daisy Duck".

On the left, a "Person Search" sidebar shows "Initiator" and "Comments" fields. Below these, a "Routing Queue" link is highlighted with a blue arrow pointing to the queue list. At the bottom of the sidebar, an "Open Items" section shows "Person Search" results for "Daisy Duck".

The central "Routing Queue" list contains the following entries:

Member Name	Source	Sequence	Status	Roll	Email Link
Sommer Todd	Additional University Controller	Sequence 25.00	Pending	Approve	E-mail
P. Ullman	Additional University Controller	Sequence 30.00	Pending	FY1	E-mail
Sheri Coyle	Group	Sequence 40.00	Pending	Approve	E-mail
Caye Elmore	Group	Sequence 40.00	Pending	Approve	E-mail
Jacqueline Robinson	Group	Sequence 40.00	Pending	Approve	E-mail

A green callout box with a blue arrow pointing to the "Routing Queue" link contains the text: "Click to view queue: Displays queue member name, source, sequence, roll, status and email link."

On the right, a "Pay Periods & Earn Codes" section shows "2009 MO 8, Sequence 2" and "P,997884-00,SALARY U Shift 1 Effective 01-Jul-2009". Below this, a "Redistribution Details" section shows "2009 MO 8, Sequence 2" and "01-Aug-2009 - 31-Aug-2009". It also lists "Disposition: 48, Pre-Approve Update", "Status: Submitted", "Hours: 173.33", "Amount: \$5,250.26", "Percent: 100.00%", "Originator: William Polk", and "Post Date: 01-Dec-2009". A "Proxy or Superuser" link is at the bottom of this section.

The footer of the application shows "SUNGARD HIGHER EDUCATION" and "Banner Effort Certification (Version 1.0 Build: 1)". The browser status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

Labor Redistribution

Viewing Routing queue

The screenshot shows the 'Effort Certification - Windows Internet Explorer' window. The address bar displays 'http://oas2.wright.edu:8889/efc/efc-flex/index.html'. The page title is 'Effort Certification'. The main content area is titled 'Labor Redistribution' and features a 'Person Search' sidebar on the left. The central pane shows a list of routing queue items for 'Daisy Duck'. Each item includes the name of the initiator, their title, sequence number, and status (e.g., 'Pending'). A green callout box with an arrow pointing to the 'Close' button in the top right of the list says 'Click to close and return to search results.' Another blue callout box with an arrow pointing to the 'Add Member' button at the bottom right says 'For adding on-the-fly queue member.' The right sidebar contains 'Pay Periods & Earn Codes' and 'Redistribution Details' sections. The footer shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Version 1.0 Build: 1)'.

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out ? Help

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Daisy Duck

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Daisy Duck

Sommer Todd
Additional University Controller
Sequence 25.00 Approve
Pending E-mail

P. Ullman
Additional University Controller
Sequence 30.00 FY1
Pending E-mail

Sheri Coyle
Group
Sequence 40.00 Approve
Pending E-mail

Caye Elmore
Group
Sequence 40.00 Approve
Pending E-mail

Jacqueline Robinson
Group
Sequence 40.00 Approve
Pending E-mail

Pay Periods & Earn Codes

2009 MO 8, Sequence 2

P,997884-00,SALARY U Shift 1
Effective 01-Jul-2009

Redistribution Details

2009 MO 8, Sequence 2 :
01-Aug-2009 - 31-Aug-2009
Disposition :
48, Pre-Approve Update
Status : Submitted
Hours : 173.33
Amount : \$5,250.26
Percent : 100.00%
Originator : William Polk
Post Date : 01-Dec-2009

Proxy or Superuser

Add Member

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Viewing Completed Redistribution

The screenshot displays the 'Effort Certification - Labor Redistribution' web application. The interface includes a top navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' link. A left sidebar contains 'Person Search', 'Initiator', 'Comments', and 'Routing Queue'. The main content area features a 'Labor Redistribution Actions' toolbar with buttons like 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', and 'More Actions'. Below this is a blue banner for 'Daisy Duck' stating 'Only Current Distribution Shown'. A table titled 'Current Distributions' lists two entries:

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215220	190000	215220	611100	60005		34.67	20	1050.05
W	215250	190000	215250	611100	60005		138.66	80	4200.21

Below the table is a text box with the instruction: 'Refer to Cognos Labor Redistribution report that shows full redistribution details for completed transactions.'

The right sidebar contains three sections: 'Pay Periods & Earn Codes' (showing '2009 MO 8, Sequence 2' and '997884-00,SALARY U Shift 1 Effective 01-Jul-2009'), 'Redistribution Details' (showing '2009 MO 8, Sequence 2 : 01-Aug-2009 - 31-Aug-2009' with details like Disposition: 60, Finance; Status: Approved; Hours: 173.33; Amount: \$5,250.26; Percent: 100.00%), and 'Proxy or Superuser' (stating 'You are acting as a Superuser'). At the bottom of the main area are buttons for 'Delete Updates', 'Erase', 'Apply', and 'Submit'. The footer shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Version 1.0 Build: 1)'.

Labor Redistribution in Wings Express

Redistribution

[Return to Menu](#)

Labor Redistribution

Making a Redistribution

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Person Search

Search by ID

Search Descriptions: ID = u00016921

Advanced Search

Displaying 58 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Duck	Donald	U00016921	2008	MO	12	0	70, Complete
Duck	Donald	U00016921	2008	SU	2	0	70, Complete
Duck	Donald	U00016921	2008	SU	3	0	70, Complete
Duck	Donald	U00016921	2009	MO	1	0	70, Complete
Duck	Donald	U00016921	2009	MO	2	0	70, Complete
Duck	Donald	U00016921	2009	MO	3	0	70, Complete
Duck	Donald	U00016921	2009	MO	4	0	70, Complete
Duck	Donald	U00016921	2009	MO	5	0	70, Complete
Duck	Donald	U00016921	2009	MO	6	0	70, Complete
Duck	Donald	U00016921	2009	MO	7	0	70, Complete
Duck	Donald	U00016921	2009	MO	8	0	70, Complete
Duck	Donald	U00016921	2009	MO	9	0	70, Complete
Duck	Donald	U00016921	2009	MO	10	0	70, Complete
Duck	Donald	U00016921	2009	MO	11	0	70, Complete
Duck	Donald	U00016921	2009	SU	2	0	70, Complete
Duck	Donald	U00016921	2009	SU	3	0	70, Complete

Open Items

Choose Find Replace or double click highlighted distribution

Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Find Replace

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc-efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Supervisor

Find and Replace

COA: Select Posting Date: Dec 13, 2009

Find

Index	Fund	Orgn	Account	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Replace With

Index	Fund	Orgn	Account	Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Cancel Save

Find Replace

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Find Replace

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Supervisor

Find and Replace

Select COA, Posting Date, and enter FOAPAL components

COA: W Posting Date: Dec 01, 2009

Find

Index	Fund	Orgn	Account	Program
242000 ***	190000 ***	242000 ***	614100 ***	10005 ***

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

***	***	***	***
-----	-----	-----	-----

Replace With

Index	Fund	Orgn	Account	Program
242002 ***	190000 ***	242002 ***	614100 ***	10005 ***

Additional Components: (A) Activity (L) Location (P) Project (C) Cost

***	***	***	***
-----	-----	-----	-----

Click Save.

Cancel Save

Find Replace

SUNGARD[®] HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Find Replace

The screenshot shows the Effort Certification web application in a Windows Internet Explorer browser. The URL is <http://oas2.wright.edu:8889/efc-efc-flex/index.html>. The application is titled "Effort Certification" and has a "Labor Redistribution" tab selected. The user is "Donald Duck".

A confirmation dialog box is displayed in the center of the screen with the following text:

Warning
Transaction completed - 3 sets of labor distributions marked as changed.

Below the dialog box, there is a table showing the updated labor distributions:

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242002	19000						100	3777.42

On the right side of the screen, there is a "Pay Periods & Earn Codes" section showing the following information:

- 2009 MO 5, Sequence 0
- X,999691-00,Shift 1 Effective 01-Jan-2009
- X,999691-00,HOLIDAY Shift 1 Effective 01-Jan-2009
- X,999691-00,SALARY Shift 1 Effective 01-Jan-2009

Below this, there is a "Redistribution Details" section showing the following information:

- 2009 MO 5, Sequence 0 : 01-May-2009 - 31-May-2009
- Disposition : 70, Complete
- Status :
- Hours : 1.00
- Amount : \$3,777.42
- Percent : 100.00%

At the bottom of the screen, there are buttons for "Delete Updates", "Erase", "Apply", and "Submit". The status bar at the bottom indicates "SUNGARD HIGHER EDUCATION" and "Banner Effort Certification (Version 1.0 Build: 1)".

You will get a confirmation screen for a successful redistribution.

Click OK to view redistribution before completing.

Labor Redistribution

Applying a Redistribution

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Donald Duck

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		1	100	3777.42

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242002	190000	242002	614100	10005		1	100	3777.42

Click Apply or Delete Updates to start over

Delete Updates Erase Apply Submit

Pay Periods & Earn Codes

2009 MO 5, Sequence 0

X,999691-00,912 Shift 1
Effective 01-Jan-2009

X,999691-00,HOLIDAY Shift 1
Effective 01-Jan-2009

X,999691-00,SALARY Shift 1
Effective 01-Jan-2009

Redistribution Details

2009 MO 5, Sequence 0 :
01-May-2009 - 31-May-2009

Disposition :
70, Complete

Status :
Hours : 1.00
Amount : \$3,777.42
Percent : 100.00%

Originator : William Polk
Post Date : 29-May-2009

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Submitting a Redistribution

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Add Comment

Donald Duck

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		1	100	3777.42

Click More Actions to add comments

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242002	190000	242002	614100	10005		1	100	3777.42

Click Submit to complete or Erase to start over

Open Items

Person Search

Donald Duck

Pay Periods & Earn Codes

2009 MO 5, Sequence 2

P,999691-00,912 Shift 1
Effective 01-Jan-2009

P,999691-00,HOLIDAY Shift 1
Effective 01-Jan-2009

P,999691-00,SALARY Shift 1
Effective 01-Jan-2009

Redistribution Details

2009 MO 5, Sequence 2 :
01-May-2009 - 31-May-2009

Disposition :
47, Pre-Balance Update

Status : Started

Hours : 1.00

Amount : \$3,777.42

Percent : 100.00%

Originator : William Polk

Post Date : 01-Dec-2009

Proxy or Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution Redistribution Submitted

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Donald Duck

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		1	100	3777.42

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242002	190000	242002	614100	10005		1	100	3777.42

Disposition is now 48

Pay Periods & Earn Codes

2009 MO 5, Sequence 2

P,999691-00,912 Shift 1
Effective 01-Jan-2009

P,999691-00,HOLIDAY Shift 1
Effective 01-Jan-2009

P,999691-00,SALARY Shift 1
Effective 01-Jan-2009

Redistribution Details

2009 MO 5, Sequence 2 :
01-May-2009 - 31-May-2009

Disposition :
48, Pre-Approve Update

Status : Submitted

Hours : 1.00

Amount : \$3,777.42

Percent : 100.00%

Originator : William Polk

Post Date : 01-Dec-2009

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Redistribution Submitted

The screenshot displays the 'Effort Certification' web application in a Windows Internet Explorer browser. The address bar shows the URL <http://oas2.wright.edu:8889/efc/efc-flex/index.html>. The application has a navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' link. A 'Person Search' sidebar on the left shows 'Donald Duck' as the selected user. The main content area, titled 'Labor Redistribution Actions', features a toolbar with options like 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', and 'More Actions'. A large blue banner for 'Donald Duck' is at the top of the main area. Below it, a 'Routing Queue' is displayed, listing three pending items for approval: Kevin Watson, Sheri Coyle, and Caye Elmore. Each item includes details like 'Additional Raj Soin College of Business', 'Sequence 30.00', and 'Approve' status. A 'Pending' status icon and an 'E-mail' link are shown for each. A 'Routing queue created.' message is overlaid on the queue. On the right, a 'Pay Periods & Earn Codes' sidebar shows '2009 MO 5, Sequence 2' and lists three codes: 'P,999691-00,912 Shift 1', 'P,999691-00,HOLIDAY Shift 1', and 'P,999691-00,SALARY Shift 1', all effective 01-Jan-2009. Below this, a 'Redistribution Details' sidebar shows '2009 MO 5, Sequence 2' with a disposition of '48, Pre-Approve Update', status of 'Submitted', hours of '1.00', amount of '\$3,777.42', and percent of '100.00%'. A 'Proxy or Superuser' sidebar at the bottom right indicates 'You are acting as a Superuser'. The footer shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Version 1.0 Build: 1)'. The browser status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

Donald Duck

Kevin Watson

Additional Raj Soin College of Business

Sequence 30.00 Approve

Pending E-mail

Sheri Coyle

Group

Sequence 40.00 Approve

Pending E-mail

Caye Elmore

Group

Sequence 40.00 Approve

Pending E-mail

Jacqueline Robinson

Group

Sequence 40.00 Approve

Pending E-mail

Routing queue created.

Pay Periods & Earn Codes

2009 MO 5, Sequence 2

P,999691-00,912 Shift 1
Effective 01-Jan-2009

P,999691-00,HOLIDAY Shift 1
Effective 01-Jan-2009

P,999691-00,SALARY Shift 1
Effective 01-Jan-2009

Redistribution Details

2009 MO 5, Sequence 2 :
01-May-2009 - 31-May-2009

Disposition :
48, Pre-Approve Update

Status : Submitted

Hours : 1.00

Amount : \$3,777.42

Percent : 100.00%

Proxy or Superuser

You are acting as a Superuser

Add Member

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Standard Redistribution Method

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Donald Duck

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		173.33	100	11332.27

Click pencil icon to edit distribution.

Choose earnings code

Pay Periods & Earn Codes

2009 MO 6, Sequence 0

999691-00,912 Shift 1 Effective 01-Jan-2009

999691-00,SALARY Shift 1 Effective 01-Jan-2009

Redistribution Details

2009 MO 6, Sequence 0 : 01-Jun-2009 - 30-Jun-2009

Disposition : 70, Complete

Status :

Hours : 173.33

Amount : \$11,332.27

Percent : 100.00%

Proxy or Superuser

You are acting as a Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Pay Periods & Earn Codes

Sequence 0

Shift 1 Effective

ARY Shift 1

n-2009

Update Distributions

COA: W Posting Date Dec 13, 2009 Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27

Choose Posting Date

Click to change all earnings

Current Summary:

Hours: 173.33	Updated:	173.33	100%	\$11,332.27
Amount: \$11,332.27				
Percent: 100%				

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Person Search

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Pay Periods & Earn Codes

Update Distributions

COA: W Posting Date: Dec 01, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27
					0	0	0

(A) Activity (L) Location (P) Project (C) Cost

Click Add Line to split distribution.

Current Summary: Hours: 173.33 Updated: 173.33 100% \$11,332.27
Amount: \$11,332.27
Percent: 100%

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Pay Periods & Earn Codes

Sequence 0

Shift 1 Effective

ARY Shift 1

n-2009

Update Distributions

COA: W Posting Date: Dec 01, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27
6674	***	***	***	***	0	0	0
667402	***	***	***	***	0	0	0
667407	***	***	***	***	0	0	0
667409	***	***	***	***	0	0	0
667411	***	***	***	***	0	0	0
667414	***	***	***	***	0	0	0
667415	***	***	***	***	0	0	0
667416	***	***	***	***	0	0	0

Activity (L) Location (P) Project (C) Cost

Start typing in index code...

Current Summary: Hours: 173.33 Updated: 173.33 100% \$11,332.27

Amount: \$11,332.27

Percent: 100%

Cancel Round Add Line Save

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Effort Certification Labor Redistribution

...or select drop down list

Update Distributions

COA: W Posting Date: Dec 01, 2009

Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000			3	100	11332.27
					0	0	0

(A) Activity (L) Location

Current Summary:

Hours: 3 Amount: 11332.27 Percent: 100%

Available Index Codes

Code	Title
260026	Cost Share on 667418 ADVANCE
667411	Production Rates of Thermal-Ener
667414	Business First Program
667415	Academic Admin Units Primary Car
667416	Derm Clinical Research Fellowship;
667418	Footsteps of Katharine Wright - N

Cancel Select

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

Update Distributions

COA: W Posting Date: Dec 01, 2009

Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27
667414	667414	240000		30070	0	0	0

(A) Activity (L) Location (P) Project (C) Cost

Hit enter or tab and then fill in account code

Current Summary: Hours: 173.33 Amount: \$11,332.27 Percent: 100%

Updated: Hours: 173.33 Amount: 100% \$11,332.27

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Labor Redistribution Actions

Update Distributions

COA: W Posting Date: Dec 01, 2009

Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27
667414	667414	240000	614100	30070	0	20	0

(A) Activity (L) Location (P) Project (C) Cost

FOAPAL can be split by Hours, Pct or Amount;
Multiple lines can be added.

Current Summary: Hours: 173.33 Updated: 173.33 100% \$11,332.27
Amount: \$11,332.27
Percent: 100%

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Click drop down arrow to edit original distribution.
Current and Updated distribution totals don't equal.

Update Distributions

COA: W Posting Date: Dec 01, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27
<div>(A) Activity (L) Location (P) Project (C) Cost</div>							
667414	667414	240000	614100	30070	34.67	20	2266.45
<div>(A) Activity (L) Location (P) Project (C) Cost</div>							

Current Summary: Hours: 173.33 Amount: \$11,332.27 Percent: 100%

Updated: 208 120% \$13,598.72

Cancel Round Add Line Save

SUNGARD[®] HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Select Hrs, Pct or Amt and click Round button.
Current now equals updated distribution totals.

Update Distributions

COA: W Posting Date: Dec 01, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	138.66	80	9,655.82
<div>(A) Activity (L) Location (P) Project (C) Cost</div> <div>*** *** *** ***</div>							
667414	667414	240000	614100	30070	34.67	20	2266.45
<div>(A) Activity (L) Location (P) Project (C) Cost</div> <div>*** *** *** ***</div>							

Current Summary: Hours: 173.33 Amount: \$11,332.27 Percent: 100%

Updated: 173.33 100% \$11,332.27

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done Trusted sites | Protected Mode: Off 100%

Labor Redistribution

Update Distributions Screen

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Person Search

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Pay Periods & Earn Codes

Sequence 0

Shift 1 Effective

LARY Shift 1

n-2009

Update Distributions

COA: W Posting Date: Dec 01, 2009 ☐ Change All

Index	Fund	Organization	Account	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	138.66	80	9065.82
<div>(A) Activity (L) Location (P) Project (C) Cost</div>							
667414	667414	240000	614100	30070	34.67	20	2266.45
<div>(A) Activity (L) Location (P) Project (C) Cost</div>							

Current Summary: Hours: 173.33 Updated: 173.33 100% \$11,332.27

Amount: \$11,332.27 Percent: 100%

Cancel Round Add Line Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

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

Labor Redistribution

Applying and Submitting

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Initiator

Comments

Routing Queue

Open Items

Person Search

Donald Duck

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Donald Duck

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		173.33	100	11332.27

Follow previous steps for applying and submitting redistribution

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		138.66	80	9065.82
W	667414	667414	240000	614100	30070		34.67	20	2266.45

Pay Periods & Earn Codes

2009 MO 6, Sequence 0

999691-00,912 Shift 1 Effective 01-Jan-2009

X,999691-00,SALARY Shift 1 Effective 01-Jan-2009

Redistribution Details

2009 MO 6, Sequence 0 : 01-Jun-2009 - 30-Jun-2009

Disposition : 70, Complete

Status :

Hours : 173.33

Amount : \$11,332.27

Percent : 100.00%

Proxy or Superuser

You are acting as a Superuser

Delete Updates Erase Apply Submit

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Posting Date

- Keep at default date unless at fiscal year end
- At fiscal year end follow published instructions

The screenshot shows a software window titled "Update Distributions". At the top left, it says "COA: W". In the center, there is a "Posting Date" field with a calendar icon, which is circled in red and contains the text "Dec 13, 2009". To the right of this field is a checkbox labeled "Change All". Below these elements is a table with the following columns: Index, Fund, Organization, Amount, Program, Hours, Percent, and Amount. The first row of data contains the values: 242000, 190000, 242000, 614100, 10005, 173.33, 100, and 11332.27. Below the table, there is a "Current Summary:" section with the following details: Hours: 173.33, Amount: \$11,332.27, and Percent: 100%. To the right of this is an "Updated:" section with the same values: Hours: 173.33, Percent: 100%, and Amount: \$11,332.27. At the bottom right of the window are four buttons: "Cancel", "Round", "Add Line", and "Save".

Index	Fund	Organization	Amount	Program	Hours	Percent	Amount
242000	190000	242000	614100	10005	173.33	100	11332.27

Current Summary:
Hours: 173.33
Amount: \$11,332.27
Percent: 100%

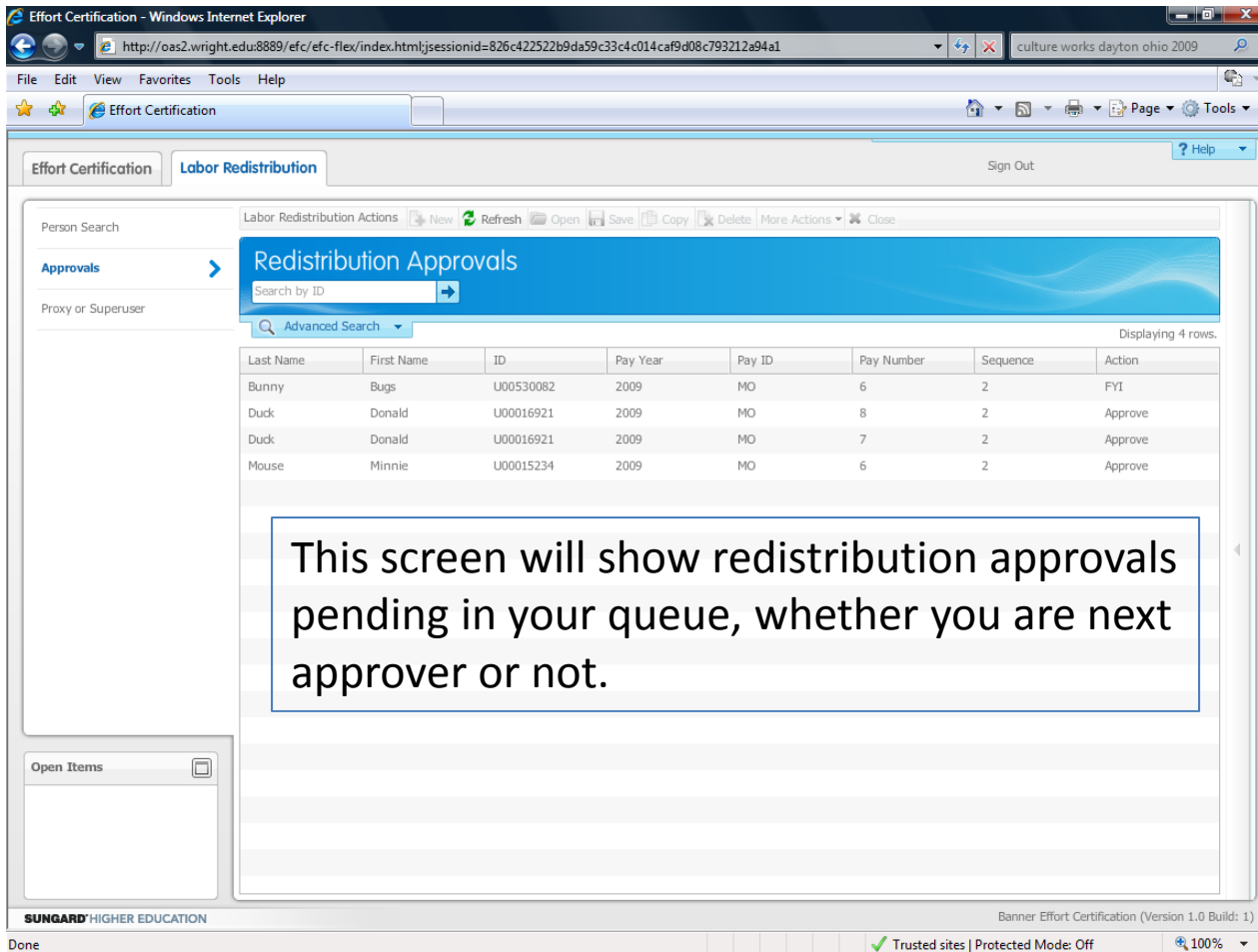
Updated:
Hours: 173.33
Percent: 100%
Amount: \$11,332.27

Labor Redistribution in Wings Express

Approval

[Return to Menu](#)

Labor Redistribution Redistribution Approval



Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions

Redistribution Approvals

Search by ID

Advanced Search

Displaying 4 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Bunny	Bugs	U00530082	2009	MO	6	2	FYI
Duck	Donald	U00016921	2009	MO	8	2	Approve
Duck	Donald	U00016921	2009	MO	7	2	Approve
Mouse	Minnie	U00015234	2009	MO	6	2	Approve

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

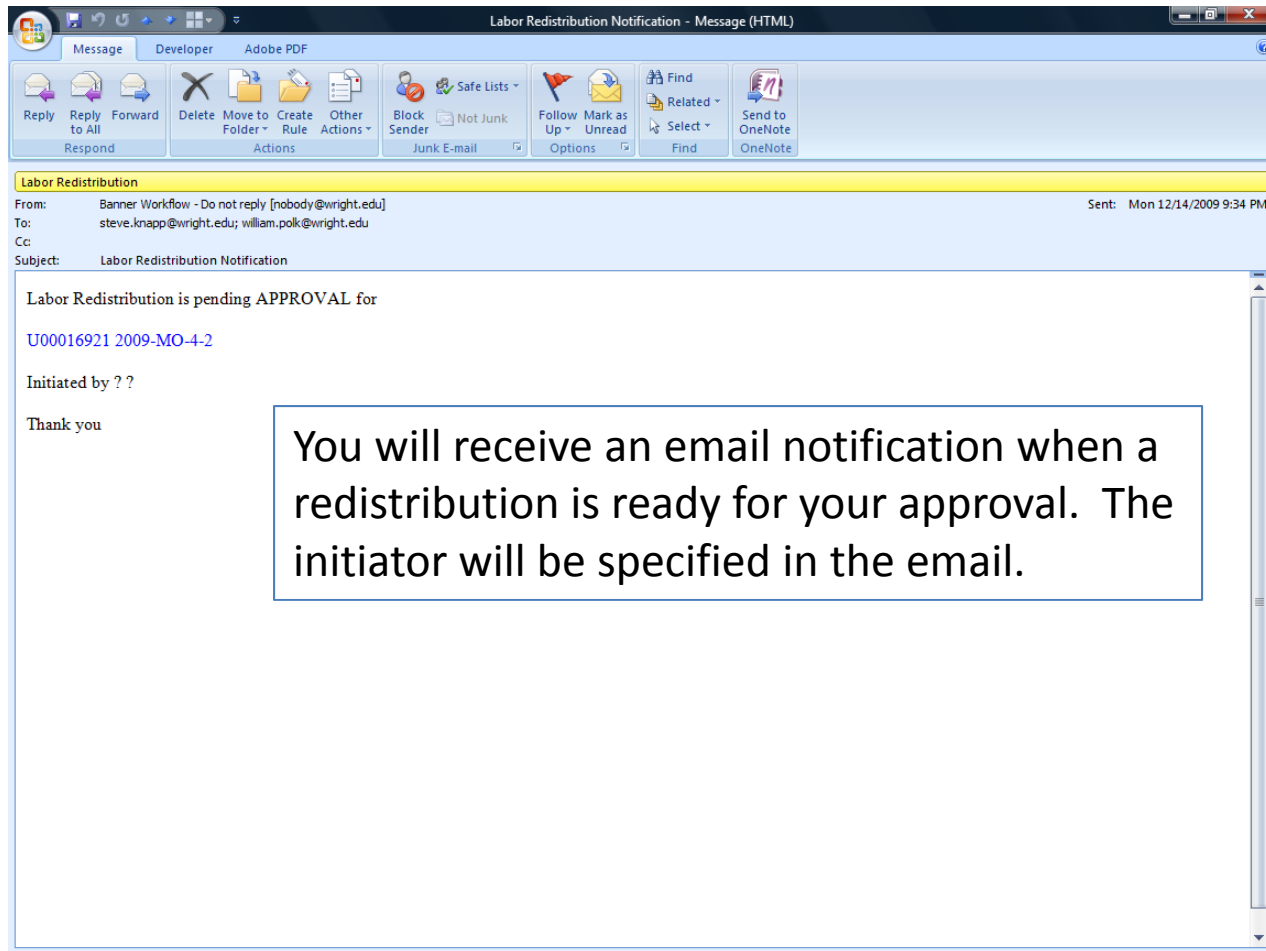
Done

Trusted sites | Protected Mode: Off

100%

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

Labor Redistribution Email notification



Labor Redistribution

Redistribution Approval

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions

Refresh

Redistribution Approvals

Search by ID

Advanced Search

Displaying 4 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Bunny	Bugs	U00530082	2009	MO	6	2	FYI
Duck	Donald	U00016921	2009	MO	8	2	Approve
Duck	Donald	U00016921	2009	MO	7	2	Approve
Mouse	Minnie	U00015234	2009	MO	6	2	Approve

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

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Redistribution Approval

The screenshot shows the 'Effort Certification' application in a Windows Internet Explorer browser. The 'Labor Redistribution' tab is active. The main area is titled 'Redistribution Approvals' and contains a table of data. A blue callout box with a white border points to the 'Open' button in the 'Labor Redistribution Actions' toolbar and contains the text: 'Select item to approve and double click item or click Open'.

Labor Redistribution Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

Redistribution Approvals

Search by ID:

Advanced Search

Displaying 5 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Bunny	Bugs	U00530082	2009	MO	6	2	FYI
Duck	Donald	U00016921	2009	MO	7	2	Approve
Duck	Donald	U00016921	2009	MO	8	2	Approve
Mouse	Minnie	U00015234	2009	MO	6	2	Approve

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution Redistribution Approval

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Redistribution Approvals

Redistribution

Comments

Routing Queue

View comments & Routing queue

Open Items

Approvals

Donald Duck

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Donald Duck Current and Updated Distrib. shown

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		1	100%	11332.27

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	242000	190000	242000	614100	10005		0.75	75%	8499.2
W	551122	551122	211170	614100	80005		0.25	25%	2833.07

Check posting date

Approve or Return only

Return for Correction Approve

Pay Period & Earn Codes

2009 MO 7, Sequence 2

999691-00, DEF Shift 1, Effective 01-Jul-2009

View by earnings code

Redistribution Details

2009 MO 7, Sequence 2 :
01-Jul-2009 - 31-Jul-2009
Disposition :
48, Pre-Approve Update
Status : Submitted
Hours : 1.00
Amount : \$11,332.27
Percent : 100.00%
Originator : William Polk
Post Date : 01-Dec-2009

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Redistribution FYI

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionid=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Redistribution Approvals

Redistribution

Comments

Routing Queue

View comments & Routing queue

Open Items

Approvals

Bugs Bunny

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Bugs Bunny Current and Updated Distrib. shown

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	262802	190000	262802	615400	10005		80	100%	1368.36

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	262802	190000	262802	615400	10005		68	85%	1163.11
W	262800	190000	262800	615400	10005		12	15%	205.25

Check posting date

Acknowledge only

Acknowledge

Pay Period & Earn Codes

2009 MO 6, Sequence 2

G99956-00, GTA Shift 1, Effective 01-Sep-2008

View by earnings code

Redistribution Details

2009 MO 6, Sequence 2 :
01-Jun-2009 - 30-Jun-2009
Disposition :
48, Pre-Approve Update
Status : Submitted
Hours : 80.00
Amount : \$1,368.36
Percent : 100.00%
Originator : William Polk
Post Date : 01-Dec-2009

Proxy or Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?jsessionid=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Proxy or Superuser

Superuser

☐ Act as a Labor Redistribution Superuser

Proxy

Act as Proxy For: Self, W102WCP

Self, W102WCP

Sommer Todd, W008SLT

Select proxy to act for

Update Proxy

Person Name	Remove

Add Proxy Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Proxy or Superuser

Superuser

☐ Act as a Labor Redistribution Superuser

Proxy

Act as Proxy For: Sommer Todd, W008SLT

Proxy selected

Update Proxy

Person Name	Remove

Add Proxy Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Redistribution Approvals

Search by ID

Advanced Search

Displaying 1 row.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Lea	Princess	U00564970	2009	BW	20	2	Approve

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

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

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionid=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Redistribution Approvals

Search by ID

Advanced Search

Displaying 1 row.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Leila	Princess	U00564970	2009	BW	20	2	Approve

Select item to approve and double click item or click Open

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc-efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Redistribution Approvals

Redistribution

Comments

Routing Queue

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Princess Leia

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215250	190000	215250	616100	60005		31	100%	241.8

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215220	190000	215220	616100	60005		7.75	25%	60.45
W	215250	190000	215250	616100	60005		23.25	75%	181.35

Displays who your are acting as proxy for

Open Items

Approvals

Princess Leia

Pay Period & Earn Codes

2009 BW 20, Sequence 2

S99798-00, STU REG Shift 1, Effective 22-Aug-2009

Redistribution Details

2009 BW 20, Sequence 2 : 05-Sep-2009 - 18-Sep-2009

Disposition : 48, Pre-Approve Update

Status : Submitted

Hours : 31.00

Amount : \$241.80

Percent : 100.00%

Proxy or Superuser

You are acting as Sommer Todd

Return for Correction Approve

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionid=826c422522b9da59c33c4c014caf9d08c793212a94a1

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Redistribution Approvals

Redistribution

Comments

Routing Queue

Open Items

Approvals

Princess Leia

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Princess Leia

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215250	190000	215250	616100	60005		31	100%	241.8

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215220	190000	215220	616100	60005		7.75	25%	60.45
W	215250	190000	215250	616100	60005		23.25	75%	181.35

Approve or Return

Return for Correction Approve

Pay Period & Earn Codes

2009 BW 20, Sequence 2

S99798-00, STU REG Shift 1, Effective 22-Aug-2009

Redistribution Details

2009 BW 20, Sequence 2 : 05-Sep-2009 - 18-Sep-2009

Disposition : 48, Pre-Approve Update

Status : Submitted

Hours : 31.00

Amount : \$241.80

Percent : 100.00%

Proxy or Superuser

You are acting as Sommer Todd

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Help

Effort Certification Labor Redistribution

Redistribution Approvals

Redistribution

Comments

Routing Queue

Open Items

Approvals

Princess Leia

Labor Redistribution Actions

New Refresh Open Save Copy Delete More Actions Close

Princess Leia

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215250	190000	215250	616100	60005		31	100%	241.8

Click to close

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
W	215220	190000	215220	616100	60005		7.75	25%	60.45
W	215250	190000	215250	616100	60005		23.25	75%	181.35

Options grey out after selected

Return for Correction Approve

Pay Period & Earn Codes

2009 BW 20, Sequence 2

S99798-00, STU REG Shift 1, Effective 22-Aug-2009

Redistribution Details

2009 BW 20, Sequence 2 : 05-Sep-2009 - 18-Sep-2009

Disposition : 48, Pre-Approve Update

Status : Submitted

Hours : 31.00

Amount : \$241.80

Percent : 100.00%

Proxy or Superuser

You are acting as Sommer Todd

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

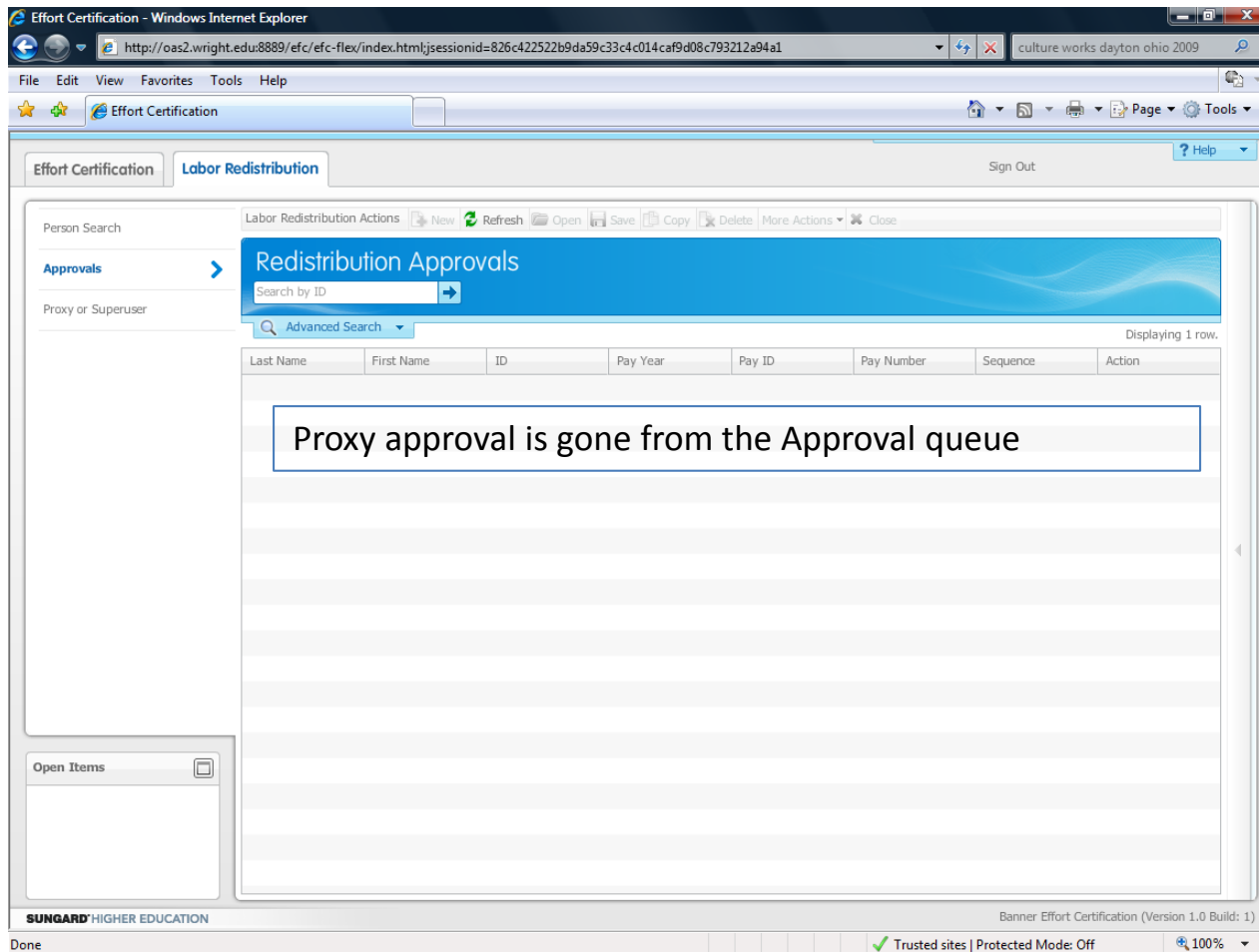
Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy



Labor Redistribution

Approve as Proxy

The screenshot shows the Effort Certification web application in a Windows Internet Explorer browser. The address bar displays the URL: <http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1>. The browser's address bar also shows "culture works dayton ohio 2009".

The application interface includes a top navigation bar with "Effort Certification" and "Labor Redistribution" tabs. A "Sign Out" link and a "Help" icon are also present. The main content area is divided into several sections:

- Person Search:** A sidebar on the left with a search bar and a list of results, including "Princess Leia".
- Routing Queue:** A central section showing a list of items pending approval. The first item is for "Princess Leia" (Sommer Todd, Additional University Controller, Sequence 25.00, Approve). It shows a green checkmark and the text "Posted on December 14, 2009 at 10:45 PM by William Polk | E-mail". Below this, there are three more items, each with a yellow triangle icon and the text "Pending" and "E-mail".
- Pay Periods & Earn Codes:** A sidebar on the right showing the selected pay period "2009 BW 20, Sequence 2" and the selected earn code "P,S99798-00,STU REG Shift 1 Effective 22-Aug-2009".
- Redistribution Details:** A sidebar on the right showing details for the selected pay period and earn code, including "Disposition: 48, Pre-Approve Update", "Status: In Process", "Hours: 31.00", "Amount: \$241.80", "Percent: 100.00%", and "Originator: William Polk".
- Proxy or Superuser:** A sidebar on the right showing the user's role: "You are acting as Sommer Todd".

A green box highlights the "Routing Queue" section with the text: "Routing queue shows that you have approved and who for".

The bottom of the application shows the "SUNGARD HIGHER EDUCATION" logo and the version information: "Banner Effort Certification (Version 1.0 Build: 1)". The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Proxy or Superuser

Superuser

☐ Act as a Labor Redistribution Superuser

Proxy

Act as Proxy For: Sommer Todd, W008SLT

Self, W102WCP

Sommer Todd, W008SLT

Select yourself

Update Proxy

Person Name Remove

Add Proxy Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?jsessionid=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Proxy or Superuser

Superuser

☐ Act as a Labor Redistribution Superuser

Proxy

Act as Proxy For: Self, W102WCP

You are no longer acting as proxy

Update Proxy

Person Name	Remove

Add Proxy Save

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution

Approve as Proxy

Effort Certification - Windows Internet Explorer

http://oas2.wright.edu:8889/efc/efc-flex/index.html?sessionId=826c422522b9da59c33c4c014caf9d08c793212a94a1

culture works dayton ohio 2009

File Edit View Favorites Tools Help

Effort Certification

Sign Out

Effort Certification Labor Redistribution

Person Search

Approvals

Proxy or Superuser

Labor Redistribution Actions: New Refresh Open Save Copy Delete More Actions Close

Redistribution Approvals

Search by ID

Advanced Search

Displaying 4 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Action
Bunny	Bugs	U00530082	2009	MO	6	2	FYI
Duck	Donald	U00016921	2009	MO	8	2	Approve
Duck	Donald	U00016921	2009	MO	7	2	Approve
Mouse	Minnie	U00015234	2009	MO	6	2	Approve

You can now view your own Approval queue

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Version 1.0 Build: 1)

Done

Trusted sites | Protected Mode: Off

100%

Labor Redistribution in Wings Express

Miscellaneous

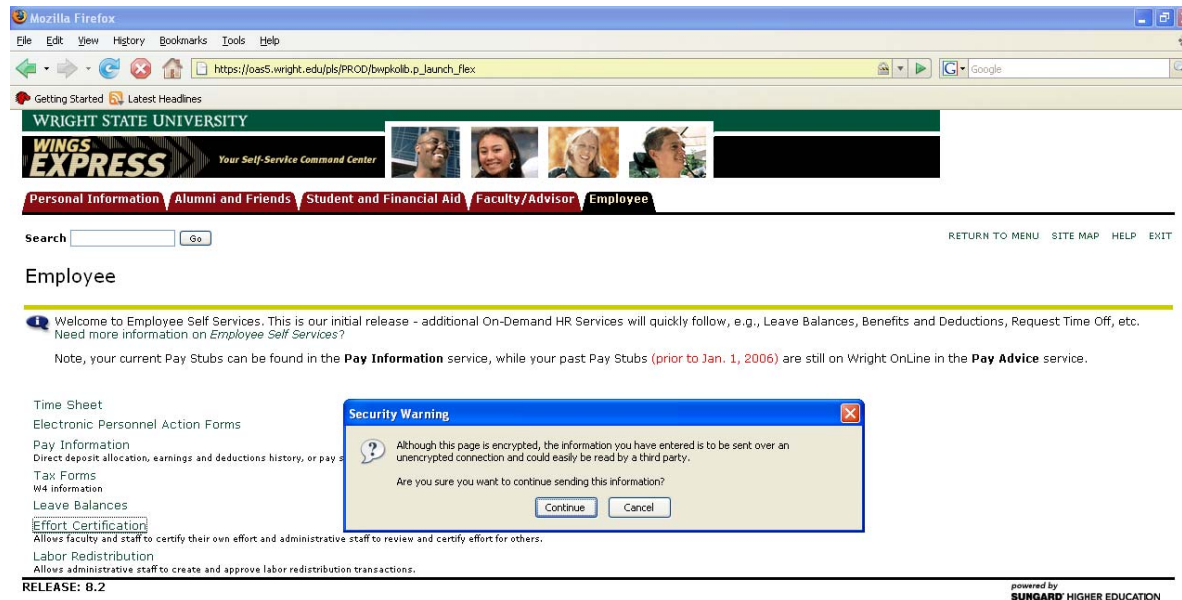
[Return to Menu](#)

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

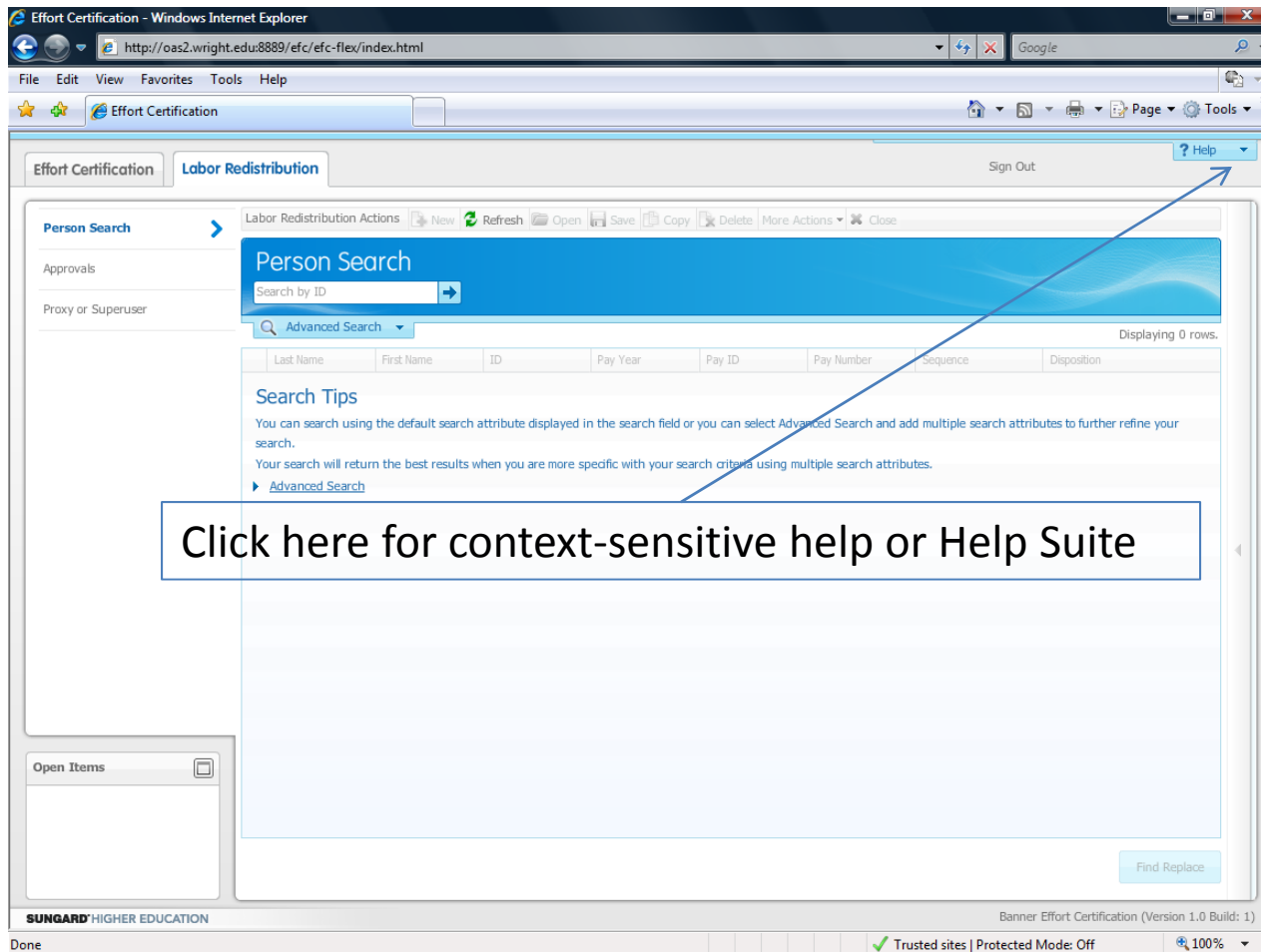


Click Continue to clear this message



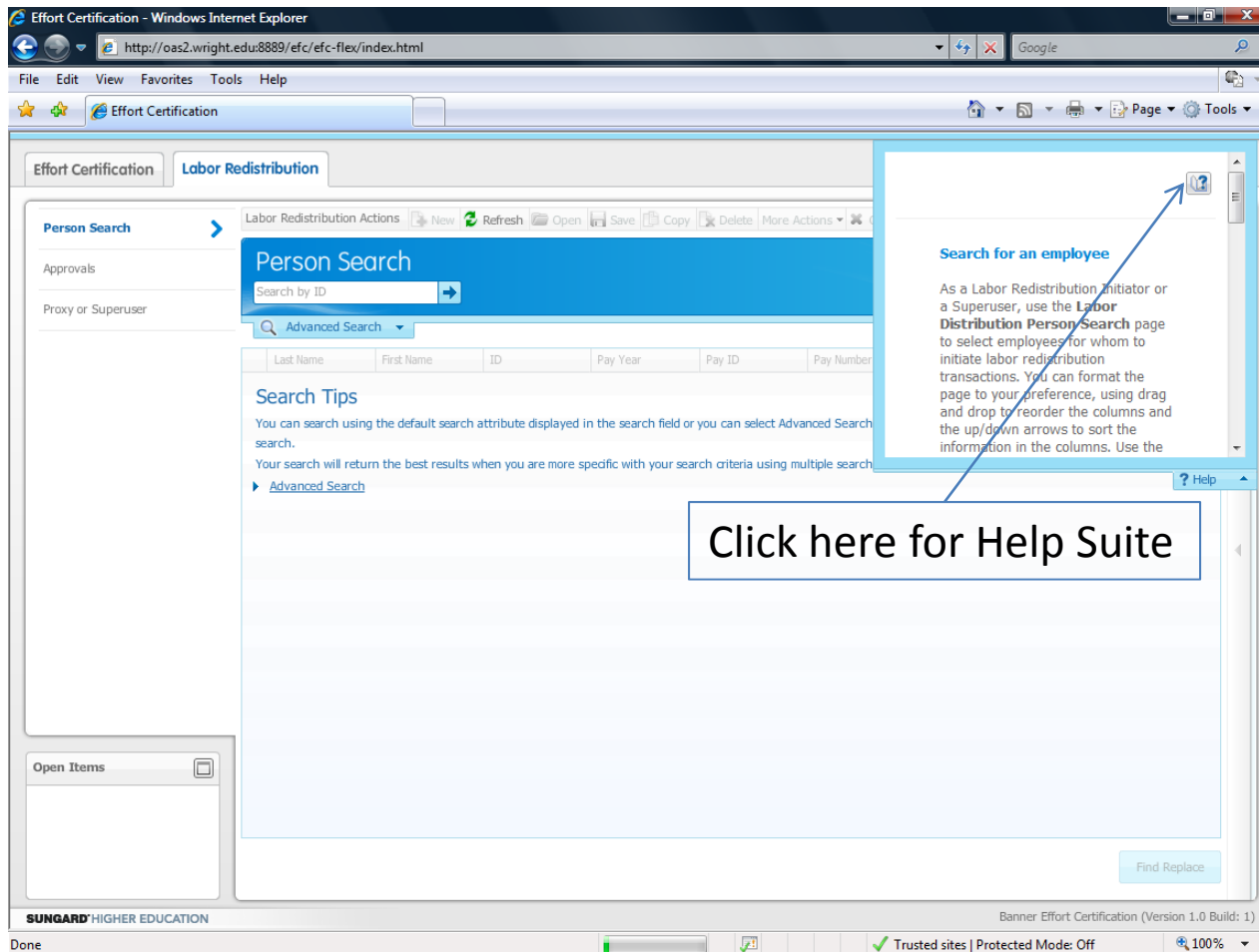
Labor Redistribution

Context-sensitive help

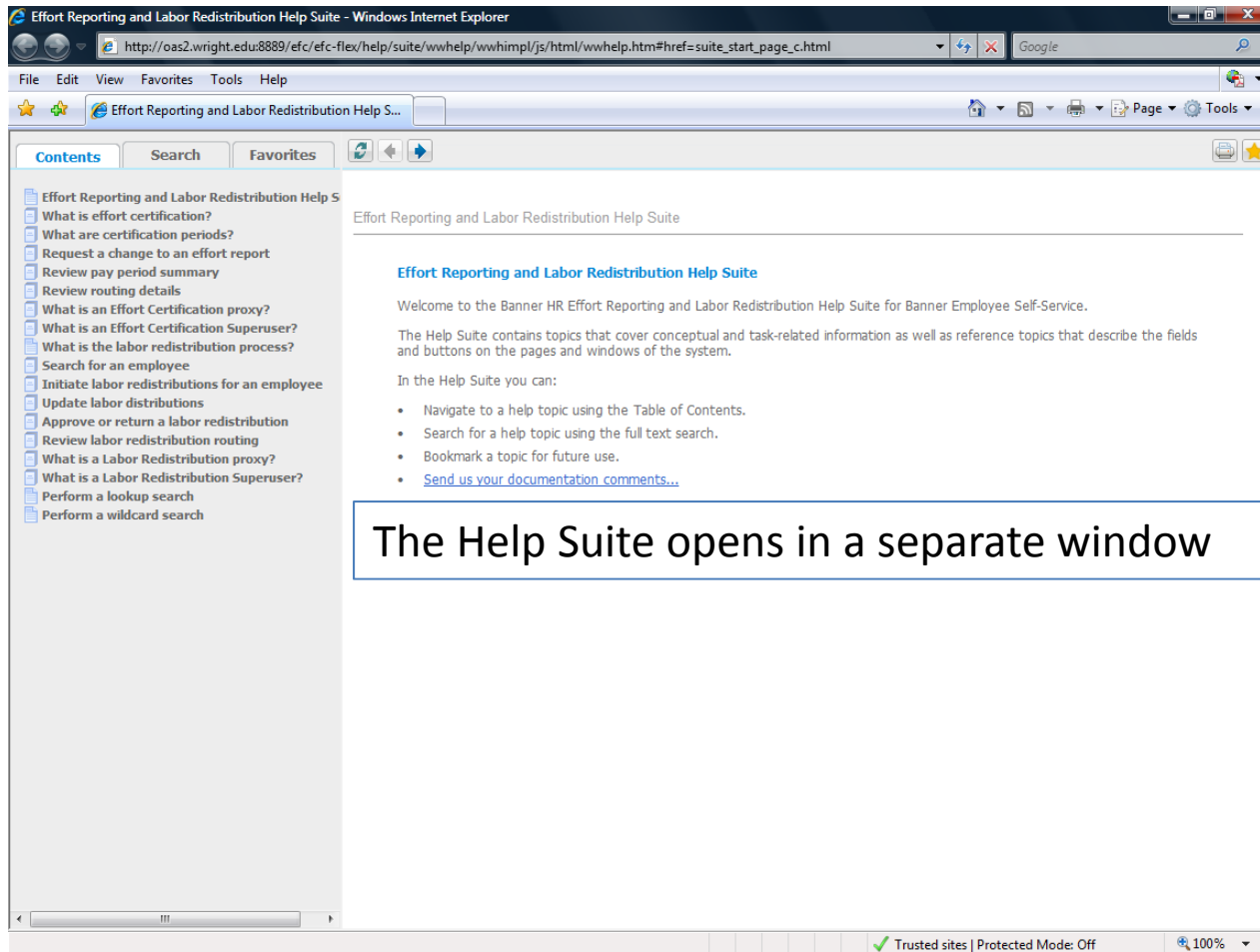


Labor Redistribution

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