Labor Redistribution in Wings Express

Person Search
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

![Screenshot of Labor Redistribution Person Search]

Results show all payrolls for ID.

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>ID</th>
<th>Pay Year</th>
<th>Pay</th>
<th>Pay Number</th>
<th>Sequence</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Duck</td>
<td>Casey</td>
<td>ID00007426</td>
<td>2006</td>
<td>M3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

12/18/2009
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 Redistibution

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
Labor Redistribution
Viewing Redistribution in progress

Current and Updated Distrib. shown
Displays multiple earnings codes
Originator may be incorrectly displayed
Use arrows to open or close these screens

12/18/2009
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
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