Labor Redistribution in Wings Express

As of 11/2/2010

Labor Redistribution Training Steps
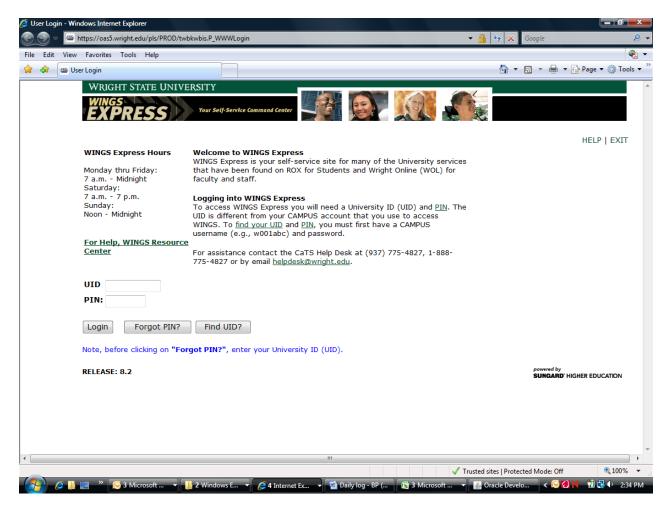
- [Login](#)
- [Person Search](#)
- [Redistribution](#)
- [Approval](#)
- [Miscellaneous](#)

Labor Redistribution in Wings Express
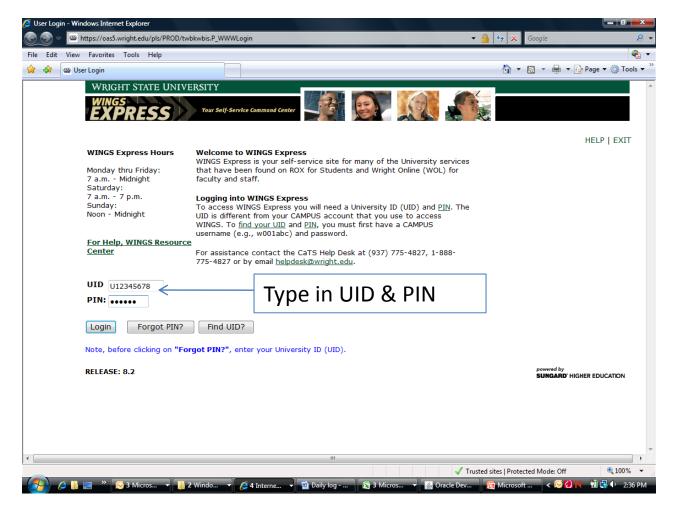
Login

[Return to Menu](#)

Labor Redistribution Wings Express Login
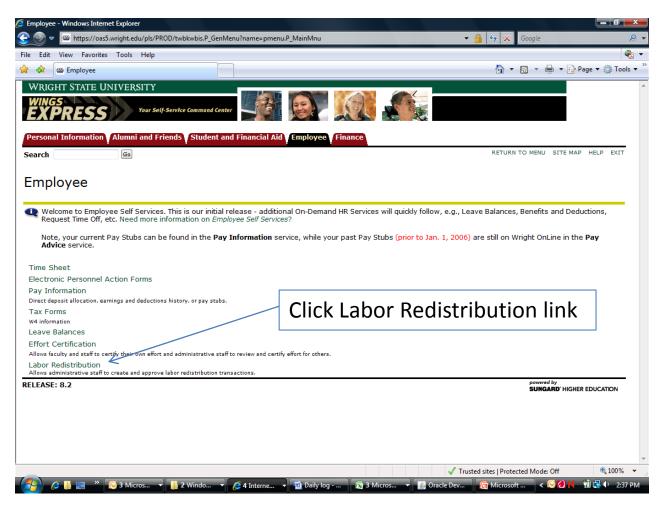
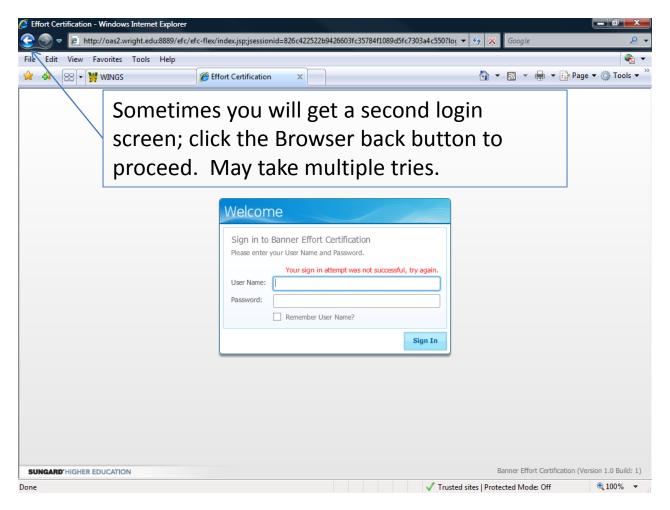# Labor Redistribution
Wings Express Login

Type in UID & PIN

Labor Redistribution
Wings Express Main Screen

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.
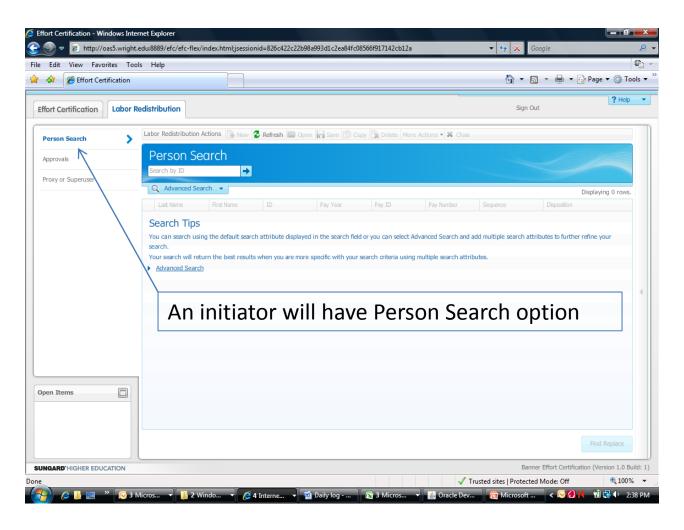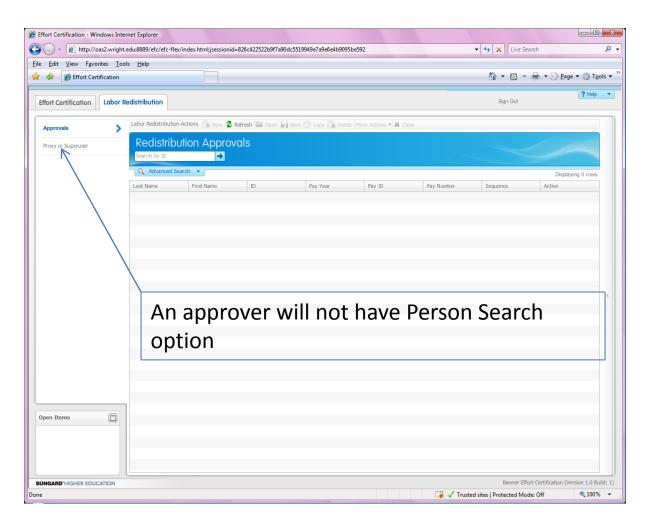
Labor Redistribution
Flex - Effort Certification

Labor Redistribution
Flex - Labor Redistribution

Labor Redistribution
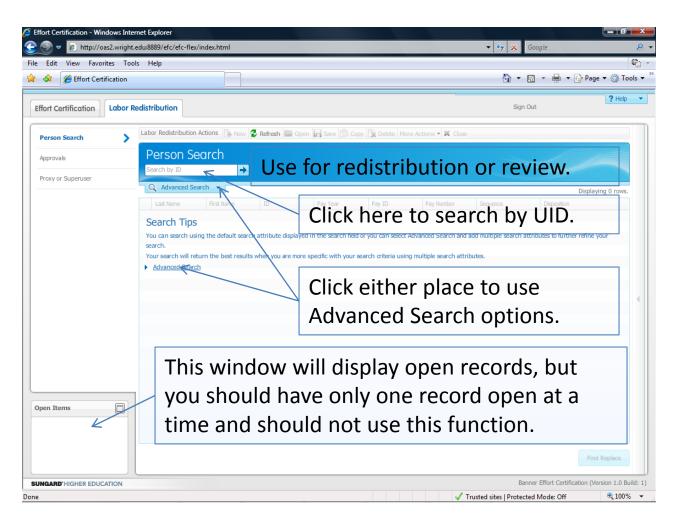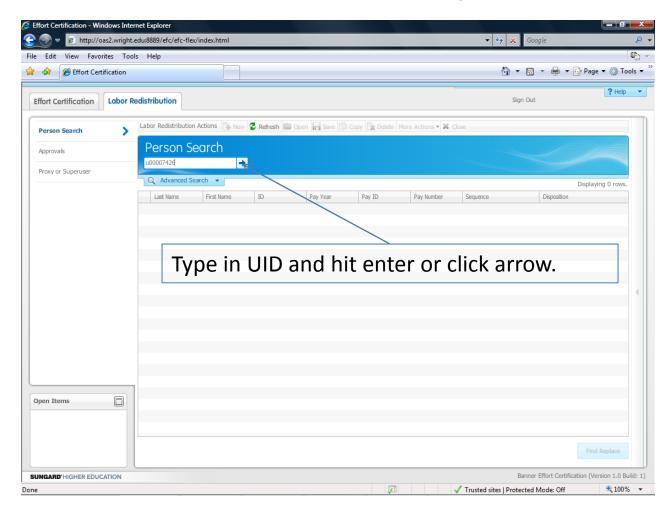# Flex - Labor Redistribution

Labor Redistribution in Wings Express
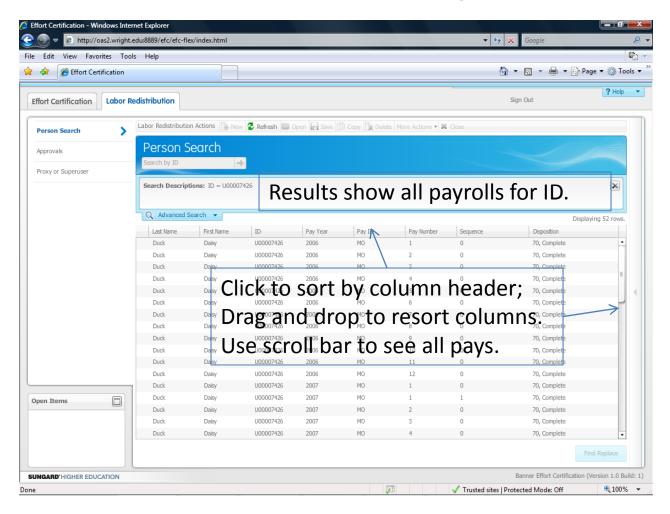
Person Search

[Return to Menu](#)

Labor Redistribution
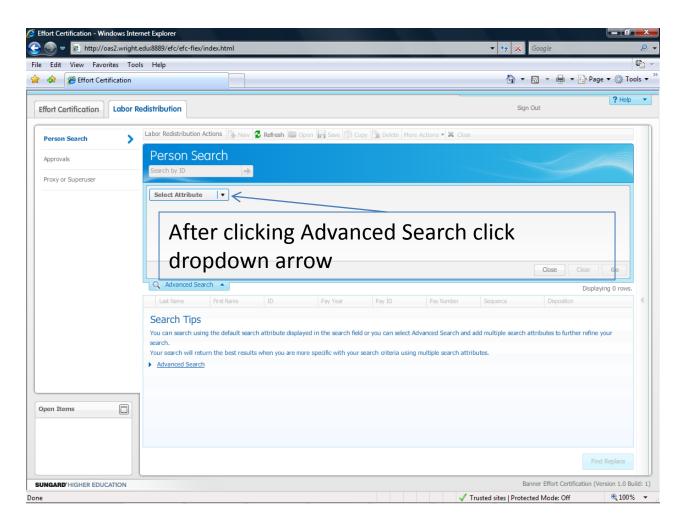# Person Search Main Screen

Labor Redistribution
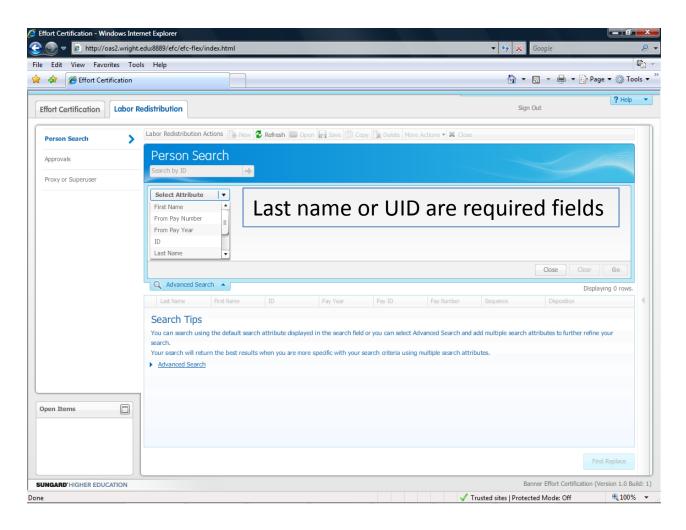# Person Search by UID
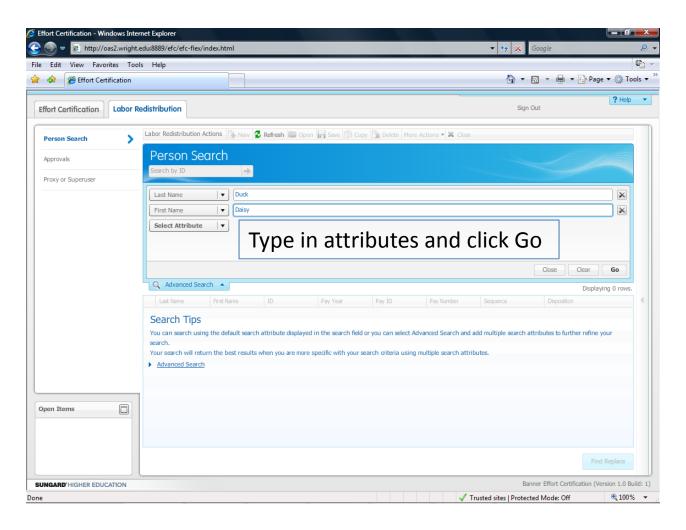
Labor Redistribution
Person Search by UID

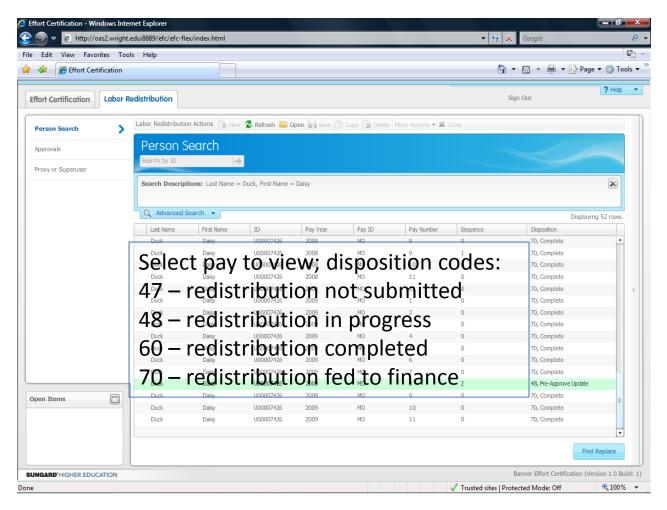# Labor Redistribution
Person Search Advanced Search
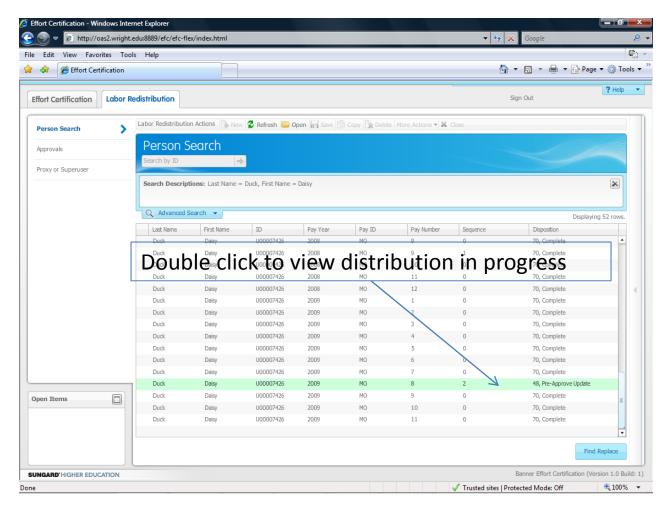
Labor Redistribution
Person Search Advanced Search

Labor Redistribution
Person Search Advanced Search

Labor Redistribution
Viewing Person Search Results

Select pay to view; disposition codes:
47 – redistribution not submitted
48 – redistribution in progress
60 – redistribution completed
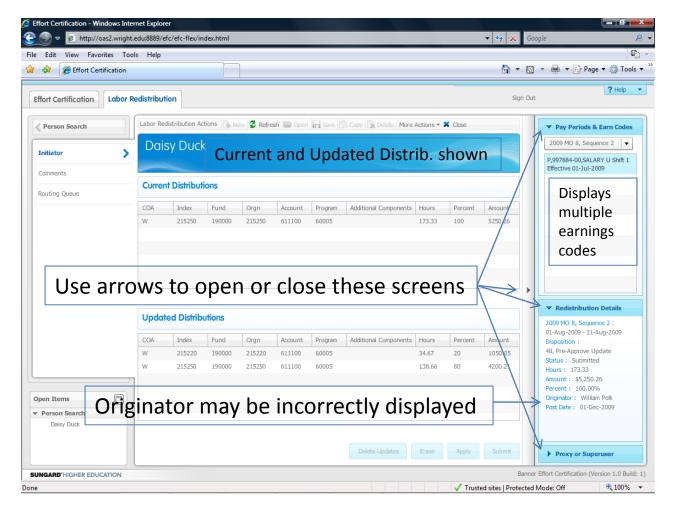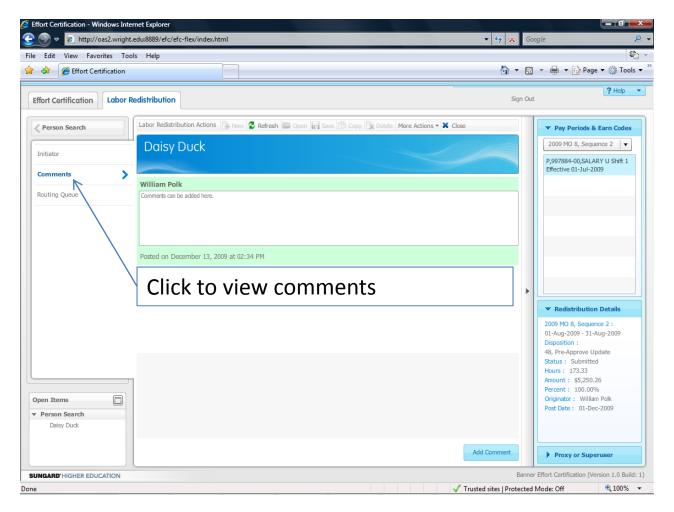70 – redistribution fed to finance

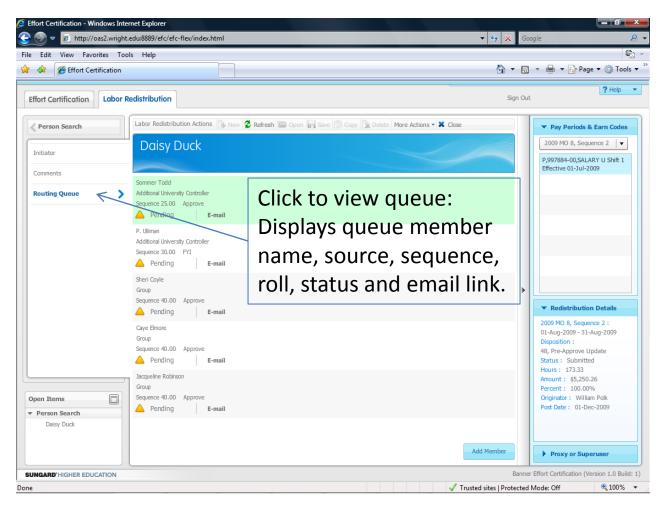# Labor Redistribution
Viewing Person Search Results

Labor Redistribution
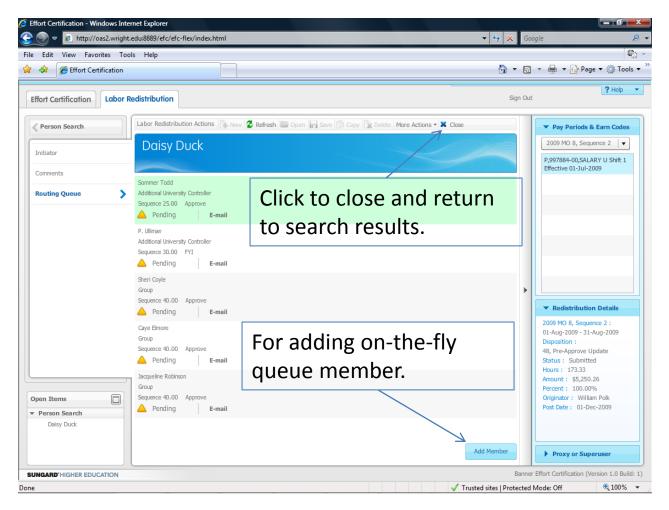# Viewing Redistribution in progress

Labor Redistribution
Viewing Comments

Labor Redistribution
Viewing Routing queue

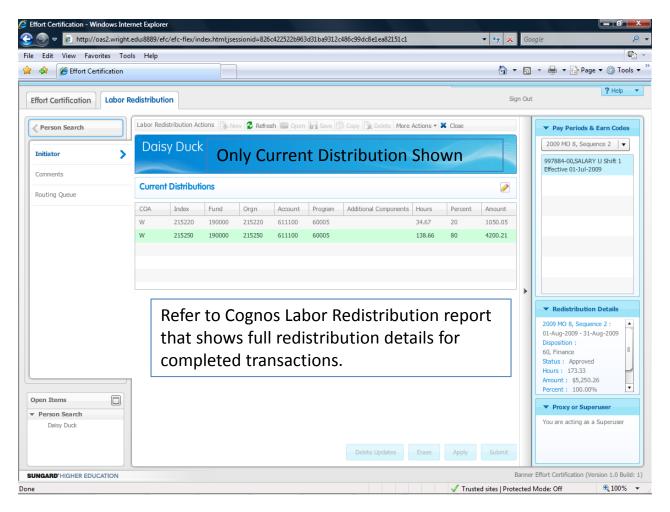# Labor Redistribution
Viewing Routing queue

Labor Redistribution
Viewing Completed Redistribution

Labor Redistribution in Wings Express

Redistribution

Labor Redistribution
Making a Redistribution

Labor Redistribution
Find Replace

12/18/2009

28

Labor Redistribution
Find Replace

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

Labor Redistribution
Submitting a Redistribution

Labor Redistribution
Redistribution Submitted

Labor Redistribution
Redistribution Submitted

Labor Redistribution
Standard Redistribution Method

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

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

Labor Redistribution
Update Distributions Screen

Labor Redistribution
Update Distributions Screen

12/18/2009

Labor Redistribution
Update Distributions Screen

05/26/2010

Labor Redistribution
Applying and Submitting

Labor Redistribution
Posting Date

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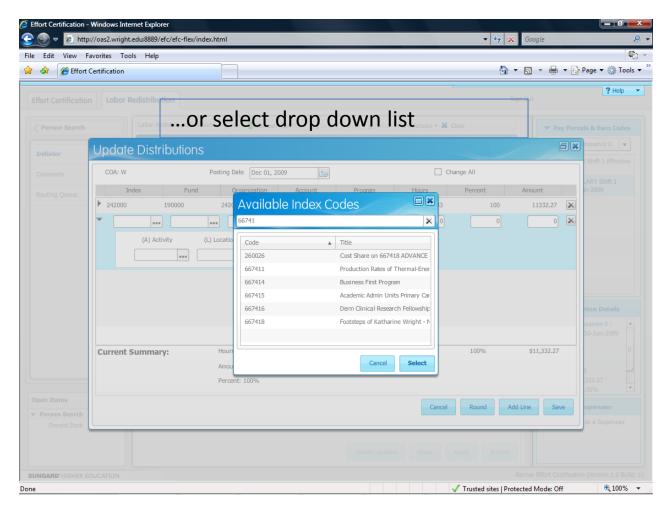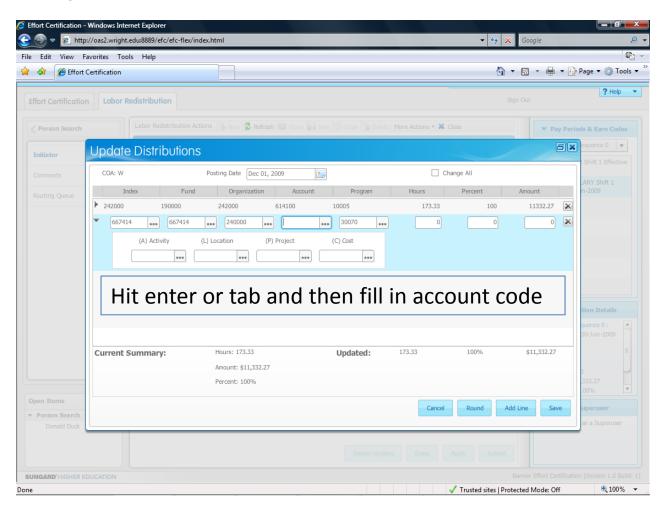
Labor Redistribution in Wings Express

Approval

[Return to Menu](#)

Labor Redistribution
Redistribution Approval

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

Labor Redistribution
Redistribution Approval

Labor Redistribution
Redistribution Approval

Labor Redistribution
Redistribution FYI

Labor Redistribution
Approve as Proxy

Labor Redistribution
Approve as Proxy

Labor Redistribution 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

Labor Redistribution
Approve as Proxy

Labor Redistribution
Approve as Proxy

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

Labor Redistribution Approve as Proxy

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

Click here for context-sensitive help or Help Suite

Labor Redistribution
Context-sensitive help

Labor Redistribution Help Suite

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