

# Labor Redistribution in Wings Express

Miscellaneous

# Labor Redistribution Contact Information

- For help contact the Help Desk at [helpdesk@wright.edu](mailto:helpdesk@wright.edu), 4827
- You may also contact Bill Polk at [william.polk@wright.edu](mailto:william.polk@wright.edu), x2137 or Teresa Kramer at [teresa.kramer@wright.edu](mailto:teresa.kramer@wright.edu), x2893

# Labor Redistribution Miscellaneous Non-IE Browser

Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
https://oas5.wright.edu/pls/PROD/bwplcolb.p\_launch\_flex  
Getting Started Latest Headlines  
**WRIGHT STATE UNIVERSITY**  
**WINGS EXPRESS** Your Self-Service Command Center  
Personal Information Alumni and Friends Student and Financial Aid Faculty/Advisor **Employee**  
Search   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  
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: B.2  
powered by  
**SUNGARD** HIGHER EDUCATION

Click Continue to clear this message

Transferring data from oas5.wright.edu... oas5.wright.edu  
start  
Inbox for v... AIM  
3 PL/SQL... Microsoft Ex... 2 SSH Sec... 6 Internet... Oracle Devs... Mozilla Firefox  
1:22 PM

# Labor Redistribution

## Context-sensitive help

The screenshot shows a web browser window titled "Effort Certification - Windows Internet Explorer" with the URL "http://oas2.wright.edu:8889/efc/efc-flex/index.html". The application interface includes a navigation bar with "Effort Certification" and "Labor Redistribution" tabs, and a "Sign Out" link. A "Help" button with a question mark icon is located in the top right corner. The main content area features a "Person Search" section with a search input field, an "Advanced Search" dropdown, and a table with columns: Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. Below the table is a "Search Tips" section with instructions on how to use the search function. A blue box with the text "Click here for context-sensitive help or Help Suite" is overlaid on the page, with an arrow pointing from the box to the "Help" button. The footer of the application displays "SUNGARD HIGHER EDUCATION" and "Banner Effort Certification (Version 1.0 Build: 1)". The browser status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "100%" zoom level.

# Labor Redistribution

## Context-sensitive help

The screenshot shows a web browser window titled "Effort Certification - Windows Internet Explorer" with the URL "http://oas2.wright.edu:8889/efc/efc-flex/index.html". The application interface includes a "Person Search" section with a search field and an "Advanced Search" dropdown. A help popup is displayed on the right side of the page, titled "Search for an employee". The popup contains the following text:

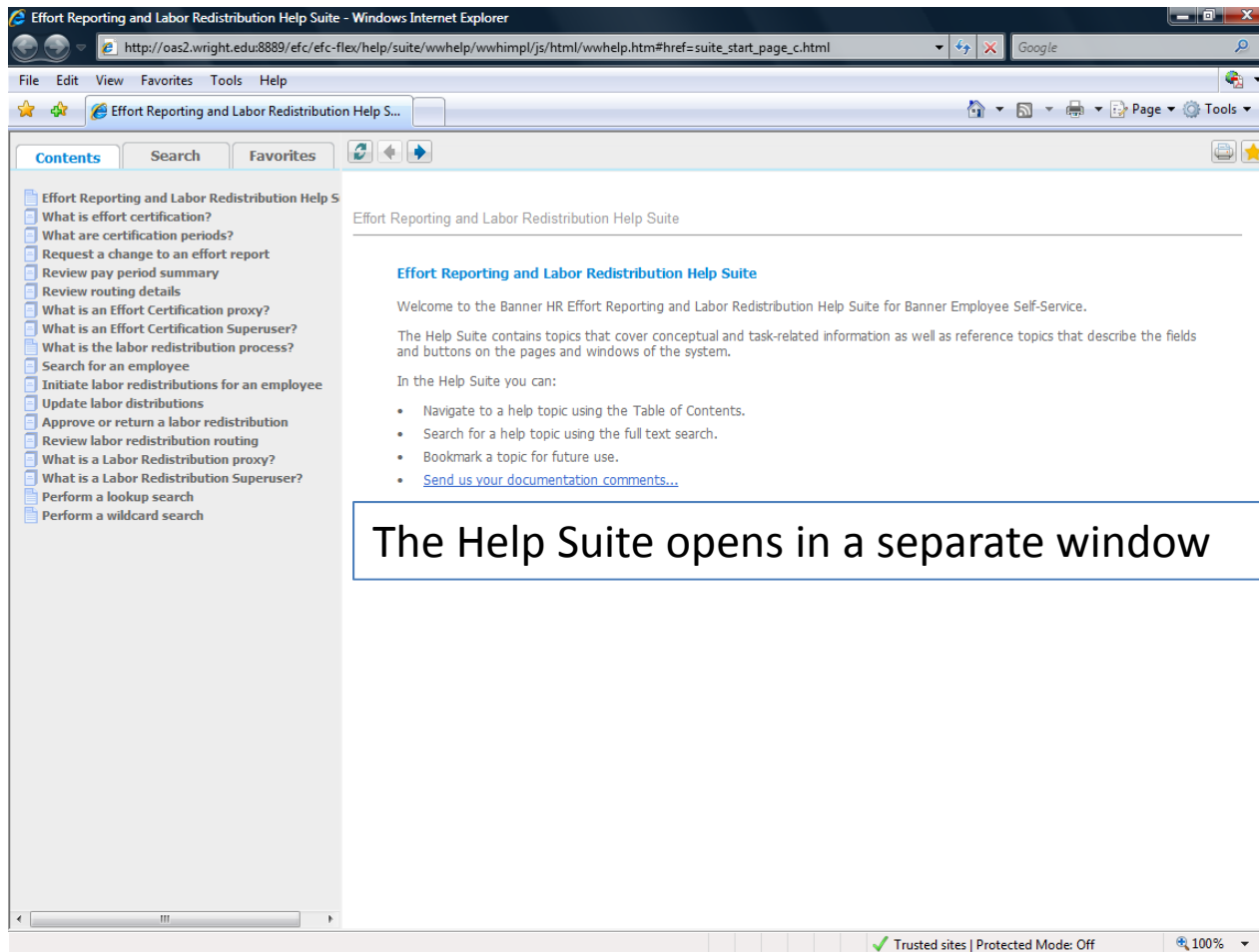
**Search for an employee**

As a Labor Redistribution Initiator or a Superuser, use the **Labor Redistribution Person Search** page to select employees for whom to initiate labor redistribution transactions. You can format the page to your preference, using drag and drop to reorder the columns and the up/down arrows to sort the information in the columns. Use the

Click here for Help Suite

The popup also features a question mark icon in the top right corner and a "Help" link in the bottom right corner. A blue arrow points from the "Click here for Help Suite" text box to the question mark icon. The application footer includes the SUNGARD HIGHER EDUCATION logo and the text "Banner Effort Certification (Version 1.0 Build: 1)".

# 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](mailto:william.polk@wright.edu), x2137 for latest information on the test instance