Completing a Labour Distribution Form

In the event that payroll expenses were charged to an incorrect FOAPAL, you may be able to have them moved to the correct FOAPAL via a labour distribution form. Please note that labour distributions can only be done within the fiscal year. Once the year has ended, you can only redistribute labour by completing a journal entry.

There is no automated process in BannerHR to redistribute labour. A payroll officer has to manually reverse all the previous charges and rekey them to the correct FOAPALs. This is a very labour-intensive task, and therefore requests are processed as time allows. To facilitate the process, please ensure that you complete all fields on the labour distribution form and submit your forms as soon as you become aware of the error. Please do not wait until fiscal year-end to submit your requests.

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labour Distribution Request

ID: _____   NAME: _____   B1 or B2: _____

☐ One Pay Period   Year ____   Pay Period ____
☐ Mulitple Pay Periods   Year ____   From Pay Period ____   To Pay Period ____

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
						M							
						M							
						M							
						M							

Total: $0.00

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
						M							
						M							
						M							
						M							

Total: $0.00

ID: _____   NAME: _____   B1 or B2: _____

☐ One Pay Period   Year ____   Pay Period ____
☐ Mulitple Pay Periods   Year ____   From Pay Period ____   To Pay Period ____

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
						M							
						M							
						M							
						M							

Total: $0.00

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
						M							
						M							
						M							
						M							

Total: $0.00

Prepared By: _____   Approved By: _____   Department: _____   Date: _____

To complete a labour distribution form, you will first need to run NHIDIST to capture the required information. This will provide you with the employee's position and suffix number, earning code(s) and hours associated with the expense you need to transfer.

Use the labour distribution form to complete a labour expense transfer for one or multiple pay periods by completing the following sections:

- Enter employee ID
- Enter employee name
- Select B1 or B2
- Check the box for either one pay period or multiple pay periods
    - Enter the year and pay period(s) you want to transfer
    - If you choose multiple pay periods, please ensure you enter the 'from pay period' and the 'to pay period'
- Enter the old labour distribution information
    - Enter position
    - Enter suffix
    - Enter earning code(s)
    - Enter hours/units
    - Enter percent if applicable
    - Enter amount for each pay period (unless each pay period is *identical*, then you can enter the amount for a single pay period)
    - Enter the old FOAPAL information
- Enter the new labour distribution information
    - Enter position
    - Enter suffix
    - Enter earning code(s)
    - Enter hours/units
    - Enter percent if applicable
    - Enter amount for each pay period (unless each pay period is *identical*, then you can enter the amount for a single pay period)
    - Enter the new FOAPAL information

Please ensure that you include *vacation pay* as a separate line for individuals who receive *pay in lieu* of a vacation bank, as this expense does not transfer automatically.

You can complete up to four lines of transfers for an employee in each section and you can enter changes for up to two employees on one form.

If you are entering the *same change for multiple pay periods*, you don't have to enter each pay period separately. You only have to do one entry as long as you have the correct 'from pay period' and 'to pay period' filled out on the form. This is only the case if the details for each pay period are *identical*.

If only a *portion of the pay* in a pay period needs to be redistributed, the full earnings detail for the pay period still has to be entered in the old earnings section. In the new earnings section, the amount to be left in the old FOAPAL has to be entered on the first line, and the amount being transferred to the new FOAPAL is to be entered on the second line. *In other words, the entire earnings detail for the pay period must be entered even though you are only transferring part of the expense to the new FOAPAL.*

Here is an example of a labour distribution for one pay period:

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labour Distribution Request

| ID: | 123456789 | | NAME: | Jane Doe | | | | B1 or B2: | B2 |

☑ One Pay Period   ☐ Mulitple Pay Periods

Year 2025   Pay Period 1

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10.00		$182.50	M		100001	46207	66005	4102		
						M							
						M							
						M							
					Total: $182.50								

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10.00		$182.50	M		100001	46205	66000	4102		
						M							
						M							
						M							
					Total: $182.50								

| ID: | 987654321 | | NAME: | John Doe | | | | B1 or B2: | B1 |

☑ One Pay Period   ☐ Mulitple Pay Periods

Year 2025   Pay Period 3

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70.00		$350.00	M		100001	41318	68000	1001	GS0001	
G99998	01	GAS	5.00		$127.15	M		100001	40123	68018	1001		
						M							
						M							
					Total: $477.15								

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70.00		$350.00	M		100001	41318	68002	1002	GS0001	
G99998	01	GAS	5.00		$127.15	M		100001	40122	68017	1001		
						M							
						M							
					Total: $477.15								

Prepared By: _____   Approved By: _____   Department: _____   Date: _____

In this example, Jane's employment expenses will be redistributed for pay period 1, and John's will be redistributed for pay period 3.

Here is an example of a labour distribution for multiple pay periods:

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labour Distribution Request

ID: 123456789 NAME: Jane Doe B1 or B2: B2

☐ One Pay Period Year: _____ Pay Period: _____
☑ Mulitple Pay Periods Year: 2025 From Pay Period: 1 To Pay Period: 3

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10.00		$182.50	M		100001	46207	66005	4102		
						M							
						M							
						M							

Total: $182.50

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10.00		$182.50	M		100001	46205	66000	4102		
						M							
						M							
						M							

Total: $182.50

ID: 987654321 NAME: John Doe B1 or B2: B1

☐ One Pay Period Year: _____ Pay Period: _____
☑ Mulitple Pay Periods Year: 2025 From Pay Period: 2 To Pay Period: 5

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70.00		$350.00	M		100001	41318	68000	1001	GS0001	
G99998	01	GAS	5.00		$127.15	M		100001	40123	68018	1001		
						M							
						M							

Total: $477.15

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70.00		$350.00	M		100001	41318	68002	1002	GS0001	
G99998	01	GAS	5.00		$127.15	M		100001	40122	68017	1001		
						M							
						M							

Total: $477.15

Prepared By: _____ Approved By: _____ Department: _____ Date: _____

In this example, Jane's employment expenses will be redistributed for pay periods 1, 2 and 3. John's earnings will be redistributed for pay periods 2, 3, 4 and 5. Since the data for each pay period is identical, it only needs to be entered once for each employee.

Here is an example of a pay period being split into two different FOAPALs:

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labour Distribution Request

ID: 123456789   NAME: Jane Doe   B1 or B2: B2

☑ One Pay Period   Year 2025   Pay Period 1
☐ Multiple Pay Periods   Year   From Pay Period   To Pay Period

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA	Index	Fund	Org	Account	Program	Activity	Location
S97325	00	RGH	20.00	100.00%		$617.80		M		216517	46304	63023	2000		
S97325	00	VAC	20.00	100.00%		$24.71		M		216517	46304	63507	2000		
								M							
								M							
					Total:	$642.51									

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA	Index	Fund	Org	Account	Program	Activity	Location
S97325	00	RGH		12.00%		$74.14		M		216517	46304	63023	2000		
S97325	00	RGH		88.00%		$543.66		M		215322	44253	63023	2000		
S97325	00	VAC		12.00%		$2.97		M		216517	46304	63507	2000		
S97325	00	VAC		88.00%		$21.74		M		215322	44253	63507	2000		
					Total:	$642.51									

ID: 987654321   NAME: John Doe   B1 or B2: B2

☐ One Pay Period   Year   Pay Period
☑ Mulitple Pay Periods   Year 2025   From Pay Period 1   To Pay Period 3

OLD Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA	Index	Fund	Org	Account	Program	Activity	Location
S02993	00	RGH	20.00	100.00%		$455.60		M		216517	46304	63023	2000		
S02993	00	VAC	20.00	100.00%		$18.22		M		216517	46304	63023	2000		
								M							
								M							
					Total:	$473.82									

NEW Earnings Labour Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA	Index	Fund	Org	Account	Program	Activity	Location
S02993	00	RGH		25.00%		$113.90		M		216517	46304	63023	2000		
S02993	00	RGH		75.00%		$341.70		M		215322	44253	63023	2000		
S02993	00	VAC		25.00%		$4.56		M		216517	46304	63507	2000		
S02993	00	VAC		75.00%		$13.66		M		216322	44253	63507	2000		
					Total:	$473.82									

Prepared By: _____   Approved By: _____   Department: _____   Date: _____

In this example, Jane's employment expenses are being split 88%/12% between two FOAPALs instead of all being charged to the same FOAPAL as was originally done. John's employment expenses are being split 75%/25%. You don't need to enter the hours in the New Earnings Labour Distribution section, just the percentage, when requesting a split between FOAPALs.

Also note that these employees are paid a percentage vacation payout rather than accruing time in a bank, and the vacation earnings are entered on the labour distribution form since BannerHR won't transfer this expense automatically.

If you have any questions about completing the Labour Distribution Form, please contact Linda Reid in Payroll at 4589 or lsreid@mun.ca.