

MANUAL  Student Employment Office Office of Career Services	SECTION  Payroll Processing	PAGE  1 / 1
SUBJECT  <b><i>Labor Redistribution (Earnings Transfer)</i></b>		REVISED 01/09

A department may perform labor redistribution when a pay event for an employee has been charged to an incorrect C-FOAPAL. This process is also known as an earnings transfer.

BANNER includes a form that streamlines redistribution activities to one location. This process allows you to redistribute a pay event to a different C-FOAPAL, or divide a pay event's distribution among multiple C-FOAPAL strings.

Employee payroll events are charged to a specified C-FOAPAL string or labor distribution. This Account information is defined at the Position level within BANNER and is defaulted into the job record for an employee. Occasionally, this information must be updated or corrected. If the labor distribution is not updated in a timely manner, pay may be charged to an incorrect C-FOAPAL. To correct the pay history, the unit needs to perform an earnings transfer from the old C-FOAPAL to the new C-FOAPAL. Units use the **Labor Redistribution Form (PZAREDS)** to redistribute labor charges. The form can be used to complete redistributions on a single record on a single pay event, or multiple records in a pay event span.

For more information about this process please contact University Payroll.

