

LABOR REDISTRIBUTION

The Labor Redistribution Form (Microsoft Excel version) is no longer valid.

Please use the on-line Labor Redistribution system.

Detailed instructions for using the Labor Redistribution system are located at:

http://www.ttuhscc.edu/budget/budget_forms.aspx

The Labor Redistribution system can be accessed by using the Webraider Portal and clicking on the F&A Work Tools tab.

<http://webraider.ttuhscc.edu>

The screenshot displays the Texas Tech University Health Sciences Center WebRaider portal. The top navigation bar includes the university logo, the text "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER WebRaider", and a user greeting "Welcome Leslie You are currently". Below the navigation bar, the "F&A Work Tools" tab is selected. The main content area is divided into several sections:

- Personnel Action Notices:** Includes "Employee Type of Change Effective Date Action" and a "Create New PAF" button.
- Human Resources:** Lists various HR services such as "ATS (Approval Tracking System)", "EOPS (Employee Onetime Payment System)", "ePAF", "ePAF Learning Community", "Human Resources Operating Policies", "HR PAF Tracking (Old System)", "Pre-Employment Background Investigation", "Reports", "TEAM App", "TechJobs Hiring Managers Site", "Training and Staff Development", "Xtender", and "Need Help".
- HR ANNOUNCEMENTS:** Includes "Questions concerning W-2 Forms? Visit Payroll Services FAQs" and "Non-Exempt Employee April 16, 2011 through April 30, 2011 approved electronic timesheets".
- Budget:** Features a "Budget Home" link and a list of items: "Reports", "Budget Prep System", "Budget Prep Security (Team App)", "Forms", "Labor Redistribution" (highlighted in yellow), "Budget Office Contact List", and "Budget Office Mailbox". Below this is a "BUDGET ANNOUNCEMENTS" section with a "Budget News" link.
- Finance:** Includes "Finance Home", "Cognos Connection", "Online PARs", "Accounting Services" (with "Accounting Services Home" link), "Reports", "Forms", "Grant Accounting", "Procedures", "Accounting Services Operating Policies", "Contacts", "Finance Reporting" (with "Finance Reporting Home" and "financereporting@ttuhscc.edu" link), "Cognos Connection", "Finance Reporting User Group", "Report Documentation", "Finance Systems Management" (with "Finance Systems Management Home" link), "TEAM Application", "Training Documentation", "Gateway", "Forms - Coming Soon", "Additional Information", "ePrint", and "Property Inventory".

An arrow points from a text box below to the "Labor Redistribution" link in the Budget section. The text box contains the instruction: "Click on the Labor Redistribution link".