HR Redistribution FAQs

- ➢ **What is HR Redistribution?**

  Salary reclassifications are processed by the Payroll Redistribution.
  There are two types of users.

  - ▪ Preparers/Approvers complete the form and send it off for approval or submissions.
  - ▪ Submitters submit the form to Piratedrive for processing.

- ➢ **How do I get access to the form?**

  Form is accessed via the HR Payroll-PDM Teams Channel.
  *Banner HR Security is required before gaining access to this channel.

  - ▪ You already have access to the Teams channel if you have Banner HR Security.
  - ▪ Users who need HR Security can find more information about that process by visiting the [Banner HR Support page](#)
    *You will be added to the Teams channel once HR Security has been granted. No further action is needed.

- ➢ **What do I need to do once I have been added to the Teams Channel?**

  View the [short tutorial](#) of how to access the form.

- ➢ **How do I get access to the Piratedrive?**

  [Submit a Teams Dynamics ticket.](#)