Job Labor Distribution Change

In order to change the **Job Labor Distribution** (funding accounts and org) for a position, **enter the employee J#** in the **ID block** then hit the **Tab** button on your keyboard to populate the employee name. Once the name is populated, click the approval category drop down menu and select the **Job Labor Distribution** EPAF from the list. Update the query date with the day the change will take effect.

Click [Go] .

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

＊ - indicates a required field.

ID: ＊ [J00758273]   [Antonio Arlum]   👤 🔍   ⬅

Query Date: MM/DD/YYYY＊ [03/01/2014]   ⬅

Approval Category: ＊ [Job Labor Distribution Change, J00035   ▾]   ⬅

[Go]

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active

[All Jobs]

EPAF Approver Summary | EPAF Originator Summary

At the **Job Selection** screen, select the **radio button** associated with the position whose labor distribution needs to be changed. Click [Go] .

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Antonio Arlum, J00758273
Query Date: Mar 01, 2014
Approval Category: Labor- Distribution Change, J00035

Labor Distribution Changes, LABOR1

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active	⦿

[All Jobs]

[Go]

At the **Job Labor Distribution Change** screen, make the necessary changes to the Labor Distribution by **updating the FOAP (Fund, Org #, Account, and Program).**

After updating the funding, populate the routing queue with the necessary **approval levels, user names, and required actions**.

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Antonio Arlum, J00758273
Transaction: **Query Date:**   Mar 01, 2014
Transaction Status: **Last Paid Date:**
Approval Category: Job Labor Distribution Change, J00035

[Save]

Account Distribution | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

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Labor Distribution Changes, 004111-00 Payroll Specialist

Current
Effective Date: 11/01/2013

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
J		100000	402400	610015	60					100.00	

New
Effective Date: MM/DD/YYYY [03/01/2014]

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
🔍 J	🔍	🔍 100000	🔍 402400	🔍 610015	🔍 60					100.00	
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						

Total:
100.00

✔ Defaulting values for Labor Distribution from the Job records.

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
70 - (BUDGET) Budget	🔍		Approve
80 - (HR) Human Resources Approver	🔍		Approve
85 - (HR2) Human Resources Applier	🔍		Apply
Not Selected ▾	🔍		Not Selected ▾

After completing the labor modification and setting the routing queue, **Save** your work and **Review for accuracy.**

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Antonio Arlum, J00758273	**Job and Suffix:**	004111-00, Payroll Specialist
Transaction:	6825	**Query Date:**	Mar 01, 2014
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Job Labor Distribution Change, J00035		

[Save] [Submit] [Delete]

The system will display information about the **successfulness of being SAVED correctly**, the **status**, the **query date** used, the **approval category** being processed, and the **transaction number**.

After reviewing your work and addressing errors if any, click the **SUMBIT** button to execute the EPAF and begin the Approval process.

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Antonio Arlum, J00758273	**Job and Suffix:**	004111-00, Payroll Specialist
Transaction:	6825	**Query Date:**	Mar 01, 2014
Transaction Status:	Pending	**Last Paid Date:**	
Approval Category:	Job Labor Distribution Change, J00035		

The system will display information about the **successfulness of being submitted correctly**, the **status**, the **query date** used, the **approval category** being processed, and the **transaction number**.