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 💿.

New EPAF Person Selection

💷 Enter a	in ID, select the l	ink to s	earch for an ID, or	generate an I	D. Enter the	Query Date	and select th	ne Approval Ca	tegory. Select Go.	
🔹 - indica	ites a required	field.								
ID: * JOO)758273 An	tonio Ar	rlum	₽Q ←						
Query Da	ite: MM/DD/YYY	Y * 03/1	01/2014 🔶							
Approval	Category: 🗱	Job	Labor Distribution	Change, J000	35		~] 🛶	_	
Go										
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All Jobs		,								
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					Select					
At the Jo	b Selection	scree	en, select the	radio but	ton 👸 as	ssociate	d with the	position w	hose labor	
distributio	on needs to	be cha	anged. Click	Go						
New EF	PAF Job Sele	ction								
Enter or search for a new position number and enter the suffix, or select the link under Title.										
ID:	Anto	nio Arlu	m, J00758273							
Query Da	ate: Mar (01, 201	4							
Approval	Category: Labo	r- Distri	ibution Change, JC	10035						
Labor Dis	tribution Chan	noc I A	8001							
Search Ty	ype Position	Suffix	Title	Time Sheet O	rganization	Start Date	e End Date	Last Paid Da	te Status Select	
Q Ne	ew Job				_					
Pr	rimary 004111	00	Payroll Specialist	402400, Payro	oll	Nov 01, 20)13			
All Jobs	1		1					<u> </u>		
Go	,								\smile	

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**.

	AF and eitner sa	ave or submit									
Name and ID: Antonio Arlum fransaction: fransaction Status: Approval Category: Job Labor Dist Save	ı, J00758273 tribution Change	Que Las† ≥, J00035	ery Date: M t Paid Date:	1ar 01, 2014							
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Current											
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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	t					
Transaction:	6825	Query Date: Mar 01, 2014						
Transaction Stat	us: Waiting	Last Paid Date:						
Approval Catego	ry: Job Labor Distribution Change, J	00035						
Save Submi	it 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.

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

Name and ID:Antonio Arlum, J00758273Transaction:6825Transaction Status:PendingApproval Category:Job Labor Distribution Change, J00035

Job and Suffix:004111-00, Payroll SpecialistQuery Date:Mar 01, 2014Last Paid Date:

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**.