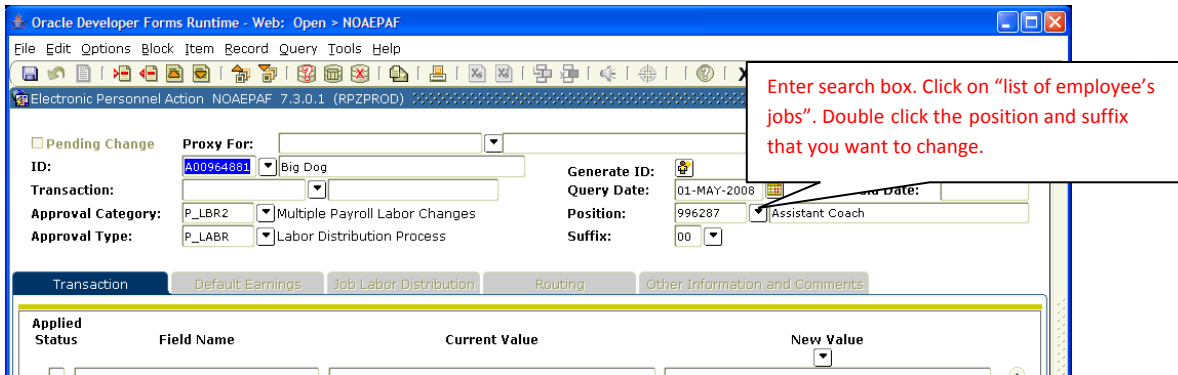


Creating a P_LBR2 EPAF – **This EPAF cannot be used if the two effective dates that you will be changing crosses a fiscal year end. The second effective date cannot be July 1.**



ID: Enter the A number of the employee

Transaction: Skip this field. The system will generate the transaction number when you save it.

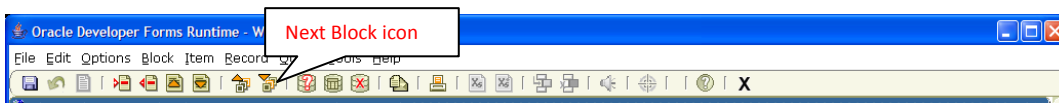
Query Date: Enter the first effective date you will be changing the labor index. (The first date you want the index to change.)

Approval Category: Enter P_LBR2

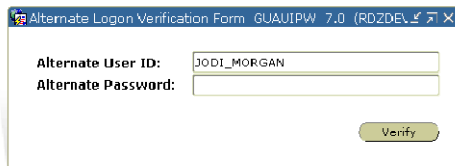
Approval Type: This field will default the first page for you.

Position: Click on the arrow next to the field. Click on List of Employee's Jobs. Choose the employee's position number that you want to change the index on.

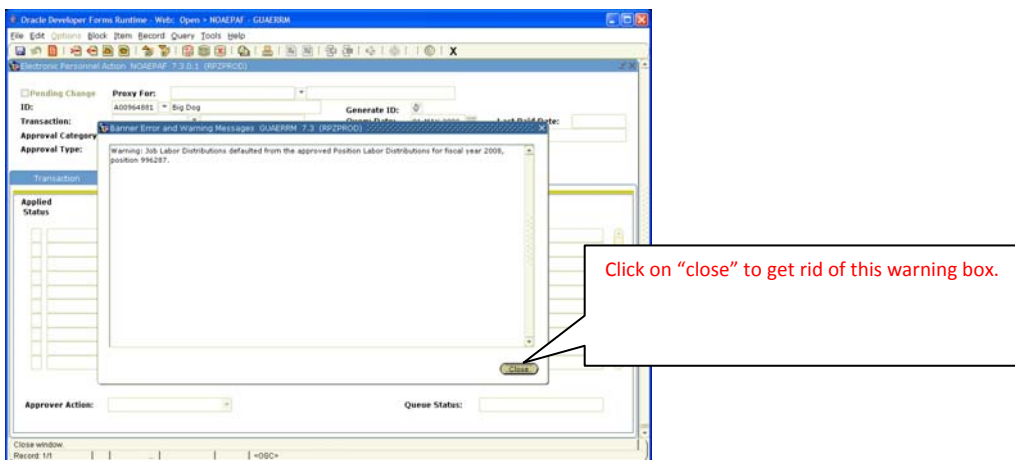
Suffix: Enter the suffix of the position number. This should default for you if you chose the position number above from the search box.



Click on Next Block icon or Ctrl Pg down.



Enter your password and click on verify.



Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RPZPROD)

Pending Change Proxy For: []

ID: A00964881 [] Big Dog

Transaction: []

Approval Category: P_LBR2 [] Multiple Payroll Labor Changes

Approval Type: P_LABR [] Labor Distribution Process

Generate ID: []

Query Date: 01-MAY-2008 [] Last Paid Date: []

Position: 996287 [] Assistant Coach

Suffix: 00 []

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Current Job Labor Distribution

Effective Date: 01-MAY-2008

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|-----|-------|------|--------------|---------|---------|----------|----------|---------|------|---------|
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |

New Job

Effective Date: 01-MAY-2008

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|----------------|-------|------|--------------|---------|---------|----------|----------|---------|------|---------|
| U | AI | : | f | 615300 | [] | [] | [] | [] | [] | 100.00 |
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] | [] | [] | [] |
| Total Percent: | | | | | | | | | | 100.00 |

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

Enter the new index number(s). You will need to re-enter the account code(s).

This first effective date will default the query date above and these dates need to stay matching.

Effective Date: This first effective change date needs to match the query date.

Index(s): Enter the new index number(s). You will need to re-enter the account code(s). Percent must total 100%.

SAVE (F10)

Select Options – Next action –Next block OR rollback and in the Approval Type field choose P_LBR2.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Transaction Submit Transaction Apply Transaction Cancel PAF Delete PAF

Pending Change

ID: []

Transaction: []

Approval Category: P_LBR2 [] Multiple Payroll Labor Changes

Approval Type: P_LABR [] Labor Distribution Process

Generate ID: []

Query Date: 01-MAY-2008 [] Last Paid Date: []

Position: 996287 [] Assistant Coach

Suffix: 00 []

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Next Action

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Transaction Submit Transaction Apply Transaction Cancel PAF Delete PAF

Pending Change

ID: []

Transaction: []

Approval Category: P_LBR2 [] Multiple Payroll Labor Changes

Approval Type: P_LABR [] Labor Distribution Process

Generate ID: []

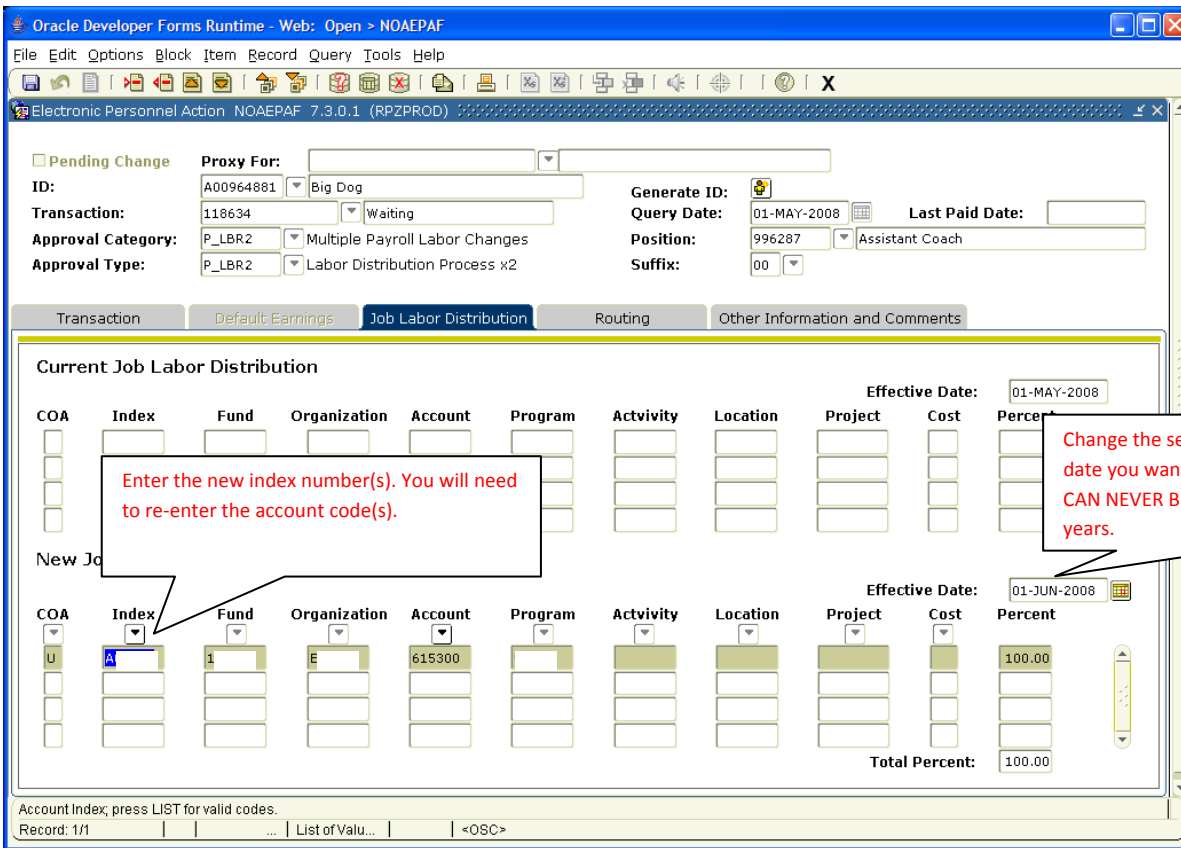
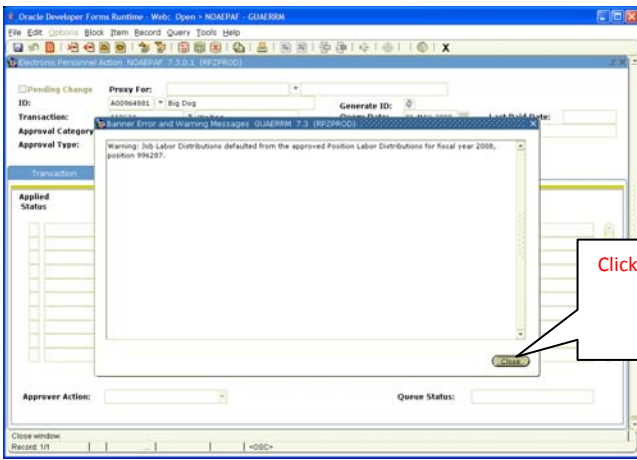
Query Date: 01-MAY-2008 [] Last Paid Date: []

Position: 996287 [] Assistant Coach

Suffix: 00 []

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Next Block icon

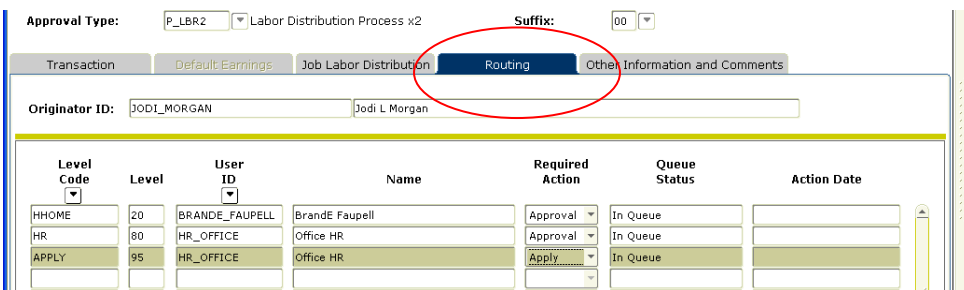


Effective Date: Enter the second date you want the index's to change. The two dates listed on this EPAF can't cross fiscal years.

Index(s): Enter the new index number(s). You will need to re-enter the account code(s). Percent must total 100%.

SAVE (F10)

When finished with this page do not roll back. Click on the Routing tab.



Approval Type: P_LBR2 Labor Distribution Process x2 Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Originator ID: JODI_MORGAN Jodi L Morgan

| Level Code | Level | User ID | Name | Required Action | Queue Status | Action Date |
|------------|-------|----------------|----------------|-----------------|--------------|-------------|
| HHOME | 20 | BRANDE_FAUPELL | BrandE Faupell | Approval | In Queue | |
| HR | 80 | HR_OFFICE | Office HR | Approval | In Queue | |
| APPLY | 95 | HR_OFFICE | Office HR | Apply | In Queue | |

Fill in the Approvers by typing in their username or select the User ID search box to conduct a search. HHOME is the Department Head, HR and Apply go to HR_OFFICE.

SAVE (F10)

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

Electronic Personnel Action NOAEPAF 7.3.0.1 (RP2PROD)

Proxy For: Big Dog

ID: A00964881

Transaction: 118634 Waiting

Approval Category: P_LBR2 Multiple Payroll Labor Changes

Approval Type: P_LBR2 Labor Distribution Process x2

Generate ID: 996287 Assistant Coach

Query Date: 01-MAY-2008

Last Paid Date:

Position: 996287 Assistant Coach

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Created Date: 03-JUN-2008 Submitted Date: Application Date:

Originator ID: JODI_MORGAN Submitter ID: Applied to Database By:

Comment: Changing labor accounts on May 1, 2008 to xxxxx and then back to xxxxx on June 1, 2008.

Date and Time: 03-JUN-2008 10:20:52 AM

Made By: JODI_MORGAN

Comment:

Date and Time: 03-JUN-2008 10:20:54 AM

Made By: JODI_MORGAN

Don't forget your phone number in comments.

Comment made by the user ID; insert a new record to add comments.

Record: 2/2

Select on the Other Information and Comments Tab. Explain what you are doing in the EPAF and include your phone number in case approvers have questions. SAVE (F10)

Click back on the "Routing" tab. You can't submit from the comments tab.

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Originator ID: JODI_MORGAN Jodi L Morgan

| Level Code | Level | User ID | Name | Required Action | Queue Status | Action Date |
|------------|-------|---------|------|-----------------|--------------|-------------|
|------------|-------|---------|------|-----------------|--------------|-------------|

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

Electronic Personnel Action NOAEPAF 7.3.0.1 (RP2PROD)

Transaction: Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF

Next Action

Routing

Other Information and Comments

Errors or Warnings Detail Form

Electronic Approval Summary Form

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Proxy For: Big Dog

ID: A00964881

Transaction: 118634 Waiting

Approval Category: P_LBR2 Multiple Payroll Labor Changes

Approval Type: P_LBR2 Labor Distribution Process x2

Generate ID: 996287 Assistant Coach

Query Date: 01-MAY-2008

Last Paid Date:

Position: 996287 Assistant Coach

Suffix: 00

Select Options – Submit Transaction

The transaction status will change from "waiting" to "pending". If you get an error message, you will need to view the message to find out the problem.