

P_LABR EPAF (Banner SSB)

This EPAF is used for changing future payroll accounts for a position.

Access **Banner SSB New EPAF Creation**

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name Last Name Is an employee or ID or SSN/SIN/TIN

Enter or Generate New ID

* indicates a required field. 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.

Use the **New EPAF Person Selection** search fields to find the employee's A#.

ID *

[Generate new ID](#)

Query Date *

Approval Category *

ID: Enter employee's A# (A# will auto-populate from the **New EPAF Person Selection** if used)

Query Date: The date you want the new payroll information to begin. **MUST** be the first day of the pay period.

Approval Category: Use drop-down menu to select **“Labor Changes-all Positions except P04, P_LABR”**

Click **Go**

Labor Distribution Process, P_LABR

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	P05127	00	Student Worker

Select the position number for the payroll accounts you wish to change.

Current

Effective Date
08/01/2021

COA	Index	Fund	Organization	Account	Program	Percent
U	A06561	101164	E03832	615300	6060	100

Current: Auto populated with current payroll information.

New

Effective Date
11/16/2021

COA	Index	Fund	Organization	Account	Program	Percent
U	A06561	101164	E03832	615300	6060	100

+ Default from Index + Add Row

NEW: Payroll information you are wanting to change to.

Effective Date: The date you want the new payroll information to begin. **MUST** be the same as the query date as well as be the first day of the pay period.

COA: Auto populates to U

Index: Enter the index you wish to use.

Account: Enter the appropriate account number.

Percent: Must be equal to 100%.

*If you need to have more than one index, select “Add Row”, and repeat the fields above. When using more than one index the SUM of percentages must be equal to 100% (50% + 50%, OR 33.3% + 33.3% + 33.4% etc.)

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departmen... ▼	Not Selected ▼	Approve ▼	
80 - (HR) HR Office ▼	Not Selected ▼	Approve ▼	
95 - (APPLY) Applier_HR Office ▼	Not Selected ▼	Apply ▼	

 Add Row

Comments

Add Comment

Remaining Characters : 4000

Routing: This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval levels

(HHOME) Home Department Head/Dir

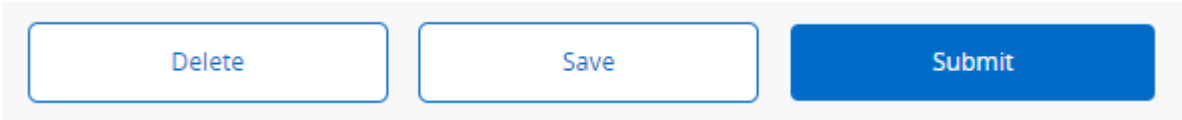
(HR) HR Office

(APPLY) Applier_HR Office

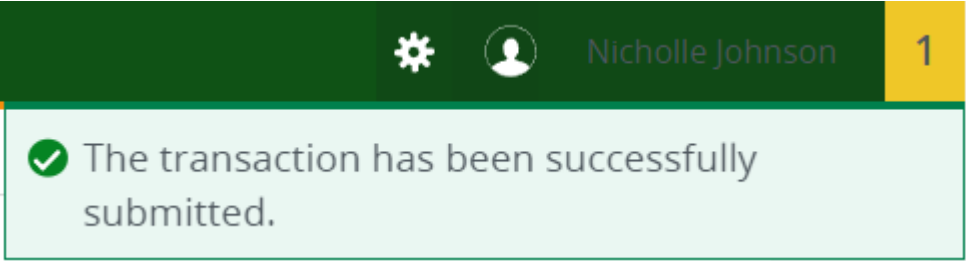
User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down menu to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

Comments: Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.

Click Save



Click **Submit**



You will get this notice if the EPAF successfully submits. Once submitted, the EPAF will change to a Pending status and go onto routing for approvals.