Instructions for P_LABR

This EPAF is used for changing future payroll indexes for a position

Go to **NOAEPAF**
ID: Enter employee's A#.
Transaction Number: Banner will generate after first page is saved.
Query Date: Must be after the last paid date.
Approval Category: Enter P_LABR
Approval Type: Banner will automatically populate to P_LABR.
Position and Suffix: Locate the employee's position and suffix that needs to be changed.
GO (Alt+PgDn)

Effective Date: Must match Query date and be after the last paid date.
Routing: If paying out of more than one index, click **insert** and make sure they equal 100%.
HR Account Codes:
http://hr.usu.edu/files/banner/hraccountcodes.pdf
Save (F10)

Click on **Routing** tab (next to the "Job Labor Distribution" tab). Routing indicates who must approve this EPAF.

Level Code: This default based on the EPAF category.
HHOME: Department head/director
User ID: Enter approver's A#. You can search for them by clicking on the ellipses (**…**) after clicking on the field.
HR: HR_OFFICE
APPLY: HR_OFFICE
Save (F10)
Click on **Other Information and Comments**

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

Save (F10)

Click on **Transaction Tab** and click on **Tools** and **Submit Transaction**

Check for a Pending Status (next to the Transaction ID at the top of the EPAF). Pending means that the EPAF is now pending in the first approver's queue.

X	Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD   RETRIEVE   RELATED   TOOL

Pending Change: ✓   Proxy For: ID: A02340948   Harry James Potter   Transaction: 1251811   Waiting

Query Date: 05/01/2020   Last Paid Date:

Approval Category: P_LABR   Payroll Labor Change   Approval Type: P_LABR   Labor Distribution Process

Position: P05022   Wage Hourly   Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	N

◄ 1 of 1 ► ►| 10 ▼ Per Page

APPROVER

Approver Action   None ▼   Queue Status

Item Properties

Display ID Image

Exit Quickflow

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF