

# Instructions for P\_LABR

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

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For:  Go

ID: A02340948 Harry James Potter Transaction:

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

Approval Category: P\_LABR Approval Type: P\_LABR  
Payroll Labor Change Labor Distribution Process

Position: P05022 Suffix: 00  
Wage Hourly

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

## 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)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 2

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: Start Over

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

▼ CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 03/12/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A01694	101164	E03533	625300	1010					100.0

Record 1 of 1

▼ NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date \* 05/01/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *
U	A01694	101164	E03533	625300	1010					100.0
Total Percent										100.0

Record 1 of 1

**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)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: 1251811 Saved successfully (1 rows saved)

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

ROUTING Insert Delete Copy Filter

Originator ID: A02167631 Sarah Mae Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
<b>HHOME</b>	20	A00014896	David H Olsen	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

1 of 1 Per Page Record 1 of 3

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**

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: 1251811 Saved successfully (1 rows saved)

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**

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/31/2020	Originator ID	A02167631
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments Changing labor distribution to 100% from index A01694 as of 5/1/2020

Sname

7-7777

1 of 1 Per Page Record 1 of 1

**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)**

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

4

1 of 1 Per Page

APPROVER

Approver Action:  Queue Status

- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner
- OPTIONS
- Transaction
- Submit Transaction**
- Apply Transaction
- Cancel PAF
- Delete PAF

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.