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.

1. Access NOAEPAF screen

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.) It must be AFTER the lasted paid date.

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.

2. Next Section / **Go** (Alt+PgDn).

WG 01/28/2016

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%.

3. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.
4. Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**.
5. Click **Tools** and select "**Next Action**" (near the bottom) OR Click **Start Over** or press F5. Change the Approval Type Field to P_LBR2
6. Click **Go** / Next Section (Alt+PgDn).

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%.

7. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.
8. Click on the **Routing tab**.

WG 01/28/2016

Routing indicates who must approve this EPAF before it is applied. The Level Codes will default for you, but you must fill in the approvers. (For help in making your approvers default as well, contact the HR Banner Help Desk.)

User ID: If you don't know the A numbers of your approvers, you must search for them by clicking search button under "User ID."
HHOME: Select your department head/director.

9. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.
10. Click on the **Other Information and Comments** tab.

Add comments. Explain what you are doing with this EPAF. <u>The comments are what approvers rely on to know what an EPAF is for, so put all the information you can into the comments.</u> Include your name and phone number in case anyone has questions.

11. **Save:** Press F10 or click on the save icon.

12. To finish to EPAF, go back to the Transaction tab (or Tools > Transaction) and click on **Tools > Submit Transaction**.

13. Check for a Pending Status. When your EPAF is submitted, the transaction status will change to Pending and move to your first approver's queue. If it does not change to Pending, there is something keeping your EPAF from submitting. And an Errors screen will come up. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.

WG 01/28/2016