

Instructions for P_LBR2

***Note for Benefited Employees** - This EPAF cannot be used if the two effective dates cross fiscal years. The second effective date cannot be July 1.

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

Pending Change: Proxy For: Go

ID: A02340948 Transaction:

Harry James Potter

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

Approval Category: P_LBR2 Approval Type: P_LABR

Multiple Payroll Labor Changes 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 in employee's A#.

Transaction Number: Banner will generate after first page is saved.

Query Date: The Query Date must be after the last paid date.

Approval Category: Enter P_LBR2

Approval Type: Banner will automatically populate to P_LABR - Labor Distribution Process

Position and Suffix: Locate the employee's position and suffix that the index needs to be changed.

GO (Alt+PgDn)

Approval Category: P_LBR2 Multiple Payroll Labor Changes Approval Type: P_LABR Labor Distribution Process

Position: P05022 Wage Hourly Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	MIS EJ03	E-mail	Additional Identification	Other Information and				
CURRENT JOB LABOR DISTRIBUTION											
Effective Date 03/01/2020											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	
U	A01694	101164	E03533	625300	1010					100.00	
NEW JOB LABOR DISTRIBUTION											
Effective Date * 03/15/2020											
COA *	Index	Fund *	Organization *	Account *	Program *	A...	Loca...	Proj...	Cost	Percent *	Enc
U	A00073	100592	E02256	625300	0110					50.00	
U	A00929	101164	E00502	625300	1010					50.00	
									Total...	100.00	

Effective Date: (New Job Labor Distribution) Must match Query date and be after the last paid date.

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

HR Account Codes:

<http://hr.usu.edu/files/banner/hraccountcodes.pdf>

Save (F10)

Click on **Tools** and select **Next Action**

Approval Type: Automatically changed to P_LBR2 - Labor Distribution Process x2

GO (Alt+PgDn)

Effective Date: (New Job Labor Distribution) Enter the second date you want the indexes to change. (*See note at top of page)

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

Save (F10)

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

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251812 Waiting Start Over

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

Approval Category: P_LBR2 Multiple Payroll Labor Changes 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						
Originator ID	A02167631 Sarah Mae Clark					
Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	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	

Record 3 of 3

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

Level Code: This default is 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)

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

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251812 Saved successfully (4 rows saved)

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

Approval Category: P_LBR2 Multiple Payroll Labor Changes 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				
Created Date	03/31/2020		Originator ID	A02167631
Submitted Date			Submitter ID	
Application Date			Applied to Database	
			By	
COMMENTS				
Comments	Changing labor distribution indexes to A00073 for 80% and A00929 for 20% as of 5/01/2020. Snape 7-7777			

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)

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

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251812 Waiting
 Query Date: 05/01/2020 Last Paid Date:

Approval Category: P_LBR2 Multiple Payroll Labor Changes 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	New

1 of 1 Per Page

APPROVER

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

Click on **Transaction** tab
 Click on **Tools** and select **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.