

P_LABR

Payroll Account Changes

P_LABR is used for changing future payroll accounts for a position. If there is a permanent change for Graduate Assistants, the department needs to insert GRAD for Graduate School in the Routing Screen. If errors occur, Contact the HR Office.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214571 Luke Skywalker

Proxy For:

Transaction:

Query Date: 01/25/2016

Last Paid Date:

Approval Category: P_LABR Payroll Labor Change

Approval Type: P_LABR Labor Distribution Process

Position: P05123 Wage Hourly

Suffix: 00

Go

1. Access NOAEPAF screen

ID: Enter in employee's Banner A#

Transaction Number: Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).

Query Date: The date the labor changes will go into effect. **This must be after the last paid date.** Query date should match the Job Effective Date.

Approval Category: P_LABR

Approval Type: this will default

Position Number and Suffix: Banner will require you to enter the position number and suffix before you can continue.

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

Approval Type: P_LABR Labor Distribution Process

Position: P05123 Wage Hourly Suffix: 00

Transaction | Default Earnings | **Job Labor Distribution** | Routing | Other Information and Comments

▼ CURRENT JOB LABOR DISTRIBUTION

Effective Date 01/25/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
U	A05289	100219	E01826	625300	3030						

NEW JOB LABOR DISTRIBUTION

Effective Date * 01/25/2016

COA *	Index	Fund *	Organizati...	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A05289	100219	E01826	625300	3030					100.00	
Total Per...										100.00	

3. Enter in the new Effective date, this must match the Query date. The Effective date is the date that the account changes will be effective. **You cannot back date into previous pay periods.**
4. A position may be paid from more than one index. Ensure that the accounting information is correct. Please ensure the Percent equals 100. Index numbers will be provided by your Business Officers. Fund, Organization, and Program numbers default when Index number is input. For the list of HR Account codes, click [HERE](http://hr.usu.edu/files/banner/hraccountcodes.pdf) (<http://hr.usu.edu/files/banner/hraccountcodes.pdf>).
5. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.
6. Click on the **Routing tab**.

Approval Category: P_LABR Payroll Labor Change Approval Type LABR Labor Distribution Process
 Position: P05123 Wage Hourly Suffix: 00

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A00015208	BrandE Faupell	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

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.

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 **Other Information and Comments** tab.

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

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

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

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

Position: P05123 Wage Hourly Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | Routing | **Other Information and Comments**

OTHER INFORMATION + Insert - Delete + Copy | 🔍 Filter

COMMENTS + Insert - Delete + Copy | 🔍 Filter

Comments: Changing the Index for spring 2016
Wendy 7/5652

1 of 1 | 10 Per Page | Record 1 of 1

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**.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) 🔍 ⚙️ **1**

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065330 Waiting
Query Date: 01/25/2016 Last Paid Date:
Approval Category: P_LABR Payroll Labor Change Approval Type: P_LABR Labor Distribution Process
Position: P05123 Wage Hourly Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value

1 of 1 | 10 Per Page

APPROVER

Approver Action Queue Status

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.