

Payroll Account Changes (WS_LBR)

WS_LBR is used for changing payroll accounts for Work Study positions. The employee class code is WS (work study P04xxx). These are students who receive Federal College Work-study Program funding. Use this EPAF to make account changes to employees who are on Work Study.

21. Access NOAEPAF screen.
22. Enter in employee Banner A#
 - a. Query Date (The date you are generating the EPAF) Note: The job effective date must be the query date or a date in the future. If you need to make the job effective date the first and you are generating the EPAF on the 5th, change your query date to the 1st.
23. Approval Category select: WS_LBR Work Study Account Changes
24. Approval Type Labor Distribution Process
25. Position: Enter in employee's position number. Remember only P04xxx accounts can be changed on this EPAF.
26. Suffix: Enter in the correct suffix number.
27. Ctrl Pg down. Verify Screen:
28. Enter in your password and click on verify.

The Labor Distribution screen appears. Current information is located at the top.

29. Enter in new effective date at Bottom of the screen.
 - a. **The effective date is the date when the account changes will be effective. You cannot back date into previous pay period.**
 - b. To add additional records, put cursor in Index field and down arrow.
30. ***Student Employment wants the accounts left at 100%. Once Student Employment receives the EPAF they will automatically add the 75% account (from the Federal work study funding, and change users accounts to 25%.***
31. If you made a mistake and need to delete an account, place cursor in the selected index field and shift F6.
32. Save (F10) or Save Icon.

When finished with the last type do not roll back. You are ready to send the EPAF by following these steps:

33. Select **OPTIONS**
34. Choose **Routing Information** (A new window will appear)
35. Fill in the Approvers by typing in their username or select from the magnify glass to conduct a search.
36. **SAVE**
37. Select **OPTIONS**
 - a. Select Transaction Comments – Describe what you are doing to the accounts and why. Include your phone number in case approvers have any questions.
38. Save
39. Select Options
40. Choose Submit Transaction