

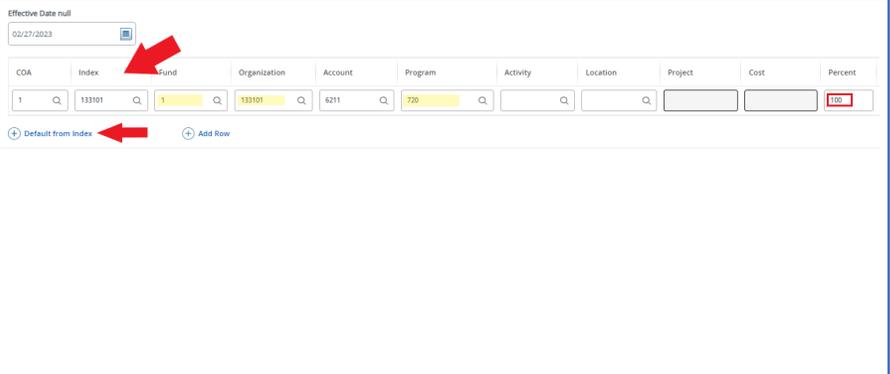
## Labor Distribution Change, MODJB2

This ePAF can be used to update the funding information for all employees except Executive, Student, and Interim employees. No additional updates to the job are allowed.

What you need to do	What you will see																																																																						
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ol style="list-style-type: none"> <li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> (**Move your cursor into this field and manually type the date MM/DD/YYYY)</li> <li>Select Labor Distribution Change, MODJB2 in the approval category.</li> <li>Click Go.</li> </ol>	<p>Enter or Generate New ID</p> <p><i>* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and</i></p> <p>ID *</p> <p><input type="text"/></p> <p><b>Once TCID is entered above, name will populate here</b></p> <p>Query Date *</p> <p>03/13/2023</p> <p>Approval Category *</p> <p>Labor Distribution Change, MODJB2</p> <p>Go</p>																																																																						
<p><b>STEP 2: Select Job</b></p> <p>Click <b>All Jobs</b> to see a listing of all jobs that employee has held.</p> <p>From the list that populates, select the appropriate ACTIVE job. Then click <b>Go</b> to navigate to the Electronic Personnel Action Form.</p>	<p>Details</p> <p>ID: Kamala Harris, T33085104      Query Date: 01/01/2023      Approval Category: Labor Distribution Change, MODJB2</p> <p>Begin Appointment, BEGAP8</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New job</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>200840</td> <td>00</td> <td>Program Manager, Communi</td> <td>111464, TESOL Community English Program</td> <td>07/16/2018</td> <td></td> <td>10/02/2022</td> <td>Active</td> </tr> </tbody> </table> <p>All Jobs      Next Approval Type      Go</p> <p>Begin Appointment, BEGAP8</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New job</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>201226</td> <td>00</td> <td></td> <td></td> <td>09/01/2021</td> <td>02/01/2023</td> <td>01/31/2023</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>206568</td> <td>00</td> <td></td> <td></td> <td>10/26/2017</td> <td>08/31/2021</td> <td>08/31/2021</td> <td>Terminated</td> </tr> </tbody> </table> <p>Active jobs      Next Approval Type      Go</p>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	New job	<input type="text"/>	<input type="text"/>							<input type="checkbox"/>	Primary	200840	00	Program Manager, Communi	111464, TESOL Community English Program	07/16/2018		10/02/2022	Active	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	New job	<input type="text"/>	<input type="text"/>							<input type="checkbox"/>	Primary	201226	00			09/01/2021	02/01/2023	01/31/2023	Terminated	<input type="checkbox"/>	Primary	206568	00			10/26/2017	08/31/2021	08/31/2021	Terminated
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**STEP 3: Input the new funding information.**

Enter the new index. Click Default from Index, automatically updating the fields in yellow. Input the Account. Note that the total percentage between rows must equal 100. Otherwise, the ePAF will error out.

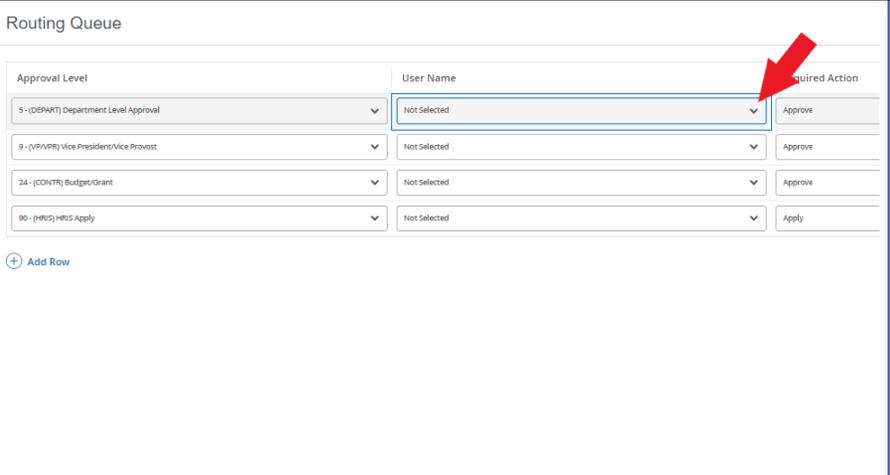


**STEP 4: Input Routing Queue.**

Click on the drop down menu to enter the approver for each approval level.

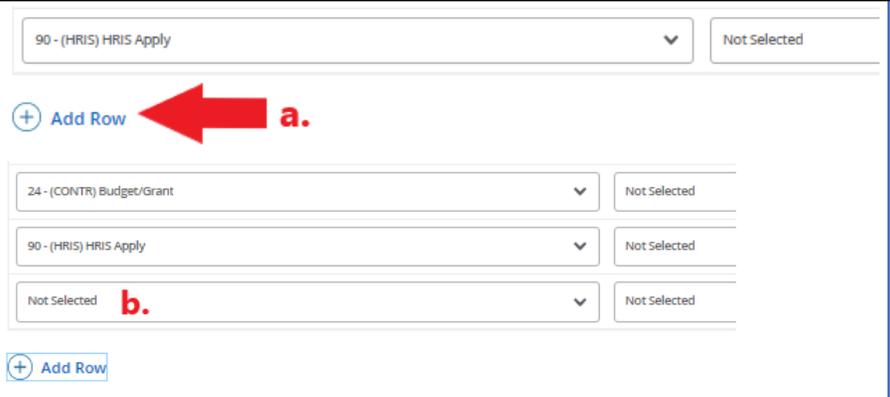
Do not touch the “Required Action”

If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 4A.



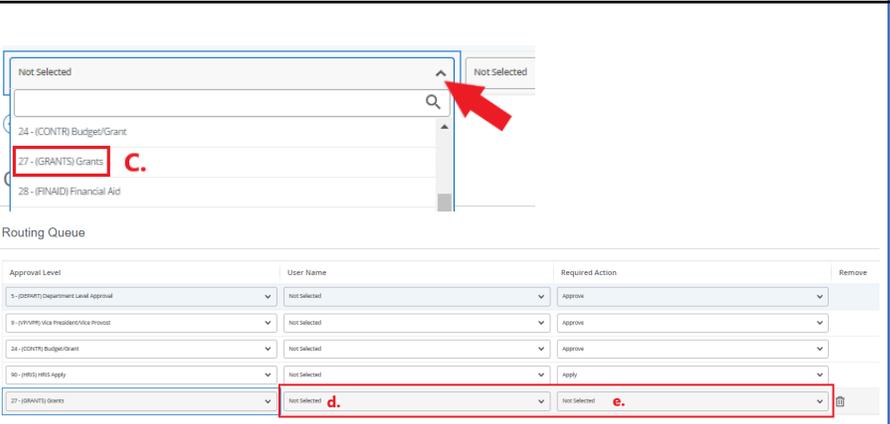
**STEP 4A: Include Budget AND Grants as approvers in the routing queue.**

- a. Click Add Row.
- b. Go to the empty row



**STEP 4A (continued)**

- c. From the drop down, select **27- Grants**.
- d. In User Name, select John Hernandez as the approver.
- e. In Required Action, select Approve.



**STEP 5: If needed, add a comment (max 4000 chars).**

If the labor adjustment has an end date different from what is on the current job record, please indicate.

Click Save.

Comments

Add Comment

Remaining Characters : 4000

Save

**STEP 6: Submit the ePAF.**

Click the **Submit** button.

Once submitted successfully, the Transaction Status will be

**Pending.** The ePAF will now go through the approval workflow.

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

Home • Personnel Actions • ePAF Originator Summary • Update Personnel Action

The transaction has been successfully submitted.

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
██████████	144552	Pending	██████████
Query Date			
09/03/2023			