Labor Update

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.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Provide the ePAF parameters:</strong></td>
<td></td>
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<tr>
<td>a. Enter the TCID of the employee in the ID field (‘T’ in TCID in caps).</td>
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<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date. (<strong>Move your cursor into this field and manually type the date MM/DD/YYYY</strong>)</td>
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<tr>
<td>c. Select Labor Distribution Change, MODJB2 in the approval category.</td>
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<tr>
<td>d. Click Go.</td>
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</tbody>
</table>

**STEP 2: Select Job**

Click All Jobs to see a listing of all jobs that employee has held.

From the list that populates, select the appropriate ACTIVE job. Then click Go to navigate to Electronic Personnel Action Form page.
**STEP 3: Input the new funding information.**

Enter the new index. Click Default from Index. This will automatically update the fields in yellow. Input the Account. Note that the total percentage 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

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.

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.