

New Labor Distribution

1. Verify that the new effective date is at the beginning of the pay period.
2. Adjust the FOP elements as necessary.
 - a. The Account code will NOT need to be changed. If you feel that the Account code is incorrect, please contact the Budget Office.
3. Adjust the percent as necessary.
4. Add a FOAP line if an additional funding source is needed.
5. Remove a FOAP line if it is no longer needed.
6. Click the 'Save and Add New Rows' button.
 - a. This will verify the FOAP elements
 - b. Ensure that the Total percent equals 100%.
7. Make adjustments if necessary
8. Click 'Save and Add New Rows' button to save any changes.

New

Effective Date: MM/DD/YYYY 04/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q H	Q	Q 101014	Q 201801	Q 612002	Q 60	Q	Q			100.00			
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Total:										100.00			

Defaulting values for Labor Distribution from the Job records.

Routing Queue

There are 3 required approvers for the TTUHSC Current and Future Labor Change PAF.

1. Choose your departmental epaf approver
2. Choose the Budget Office approver
3. Choose the HSC Human Resources approver
4. Click 'Save and Add New Rows'

Routing Queue			
Approval Level	User Name		Required Action
20 - (DPTHSC) Department HSC	WLV583	Lesley Rena Wilmeth	Approve
80 - (BUDHSC) Budget HSC	RXA948	Gina Ladine Stockman	Approve
99 - (HRHSC) HSC Human Resources Apply	XVW572	Janet Lee Coquelin	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comments

Comments are extremely helpful to the Budget Office when reviewing the EPAF. The Budget Office would like to see the following information in the comments:

- 1. Identify the funding source**
The Budget Office would like to know the Budget Account Code that should be reduced to cover the cost of the labor change.
- 2. Special Circumstances**
There may be an instance where a department submits the Labor Distribution change to free up funding for another use. Please specify any such special circumstance in the comments.
- 3. Is the Labor Change permanent or temporary?**
A permanent labor change indicates the employee will continue to be paid on this funding source next fiscal year. A temporary funding source generally lasts only a few months and you do NOT wish for the employee to be paid from this source next fiscal year.

If the change is permanent then you will see this new funding source in salary planner during the budget prep cycle. If the change is temporary, the old funding source will be populated to salary planner for budget prep.

Troubleshooting Errors

Here are some common errors that you may see on the Labor Distribution Change EPAF and how you can correct these errors.

- *ERROR* Effective Date must be greater than the Last Paid Date of 31-March-2014** - If you receive this error it means that you are trying to change the labor distribution for a pay period that has already been processed by Payroll Services. This particular error is telling the user that the employee has been paid through the month of March, and that the effective date on the EPAF must be AFTER 3/31/2014.

- To correct this EPAF, the user can change the effective date in the New Labor Distribution section of the EPAF.

New

Effective Date: MM/DD/YYYY 04/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q H	Q	Q 101014	Q 201801	Q 612002	Q 60	Q	Q			100.00			
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Q	Q	Q	Q	Q	Q	Q	Q						
Total:										100.00			

✔ Defaulting values for Labor Distribution from the Job records.

Default from Index Save and Add New Rows

- The user can also VOID this epaf and start a new one. Please be sure to input a query date that matches the effective date of the Labor Distribution Change.
- ***ERROR* New effective date must be greater than the last date of 01-JUN-2014** - This error means that a Labor Distribution Change is already in the system with an effective date of 6/1/2014. The system cannot create another Labor Distribution Change if a future change exists.
 - To correct this error, please contact the Budget Office and ask that the future Labor Distribution record be removed from the system. The Budget Office will need to know if you'd like to have this future record re-instated after the EPAF is applied.

Budget Office Contact Information

If you have questions concerning the TTUHSC Current and Future Labor Change EPAF, feel free to contact the Budget Office.

Phone: 915-215-4636
 Email: BudgetElp@ttuhsc.edu