# **Electronic Position Action Forms**

There are two entry portals for electronic personnel actions, which are located on the "Employee Tab" in UNCGenie. The **Position Actions Portal** is for PAFs that perform actions which only update the position. **The Person, Job, and Position Actions Portal** is for changes to person or job actions or a combination of person, job, and position actions, which can update both jobs and positions.

The Electronic PAF <u>WILL NOT</u> be used to establish, abolish or make organization changes to positions. Specific Position Action Forms for these transactions are located on the Budget Office Website at http://fsv.uncg.edu/budgets/bud\_forms.html.

r into UNCGenie. Select Employee Tab.	
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GREENSBORO Inspire. Change.	
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arch	RETURN TO MENU SITE MAP HEI
mployee	Extended time out: 60 (
	cated on your Personal Information tab under the "View Address(es) and phone(s)
eelection". The Payroll Address listed will be printed on your IRS form W-2. Please verify your Direct Deposit Bank Account information to ensure payro account. To update your Direct Deposit information, click on the Pay Inform Account information is unrelated to UNCG student refunds and net financia	o off net pay and accounts payable reimbursement activity is deposited into the correct nation link followed by the Direct Deposit Maintenance link. (This Direct Deposit Ban
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Select Electronic Personnel Action Forms on the menu. Select Position Actions.

GREENSBORO	Inspire. Change.	
Personal Information Student Employee Search Go	Finance	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic Personnel Ac	tion Form	
Originator Summary		
Person, Job and Position Actions Changes person or job actions or a combination of pers Requires the Employee ID number to begin.	on, job and position actions.	
Position Actions Updates position actions ONLY.	-	
Requires a Position Number to begin.		
Act as a Proxy		
RELEASE: 8.4		

The Electronic Position Action, that touches only the position, requires a position number to begin. If position number is known enter it into the **Position Number** field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon . You can search for a position number by the Employee Class, the COA or the Budget Organization (UNCG Org Security Guidelines apply). Click the appropriate position number and it will populate the position field.

GR	EENSBORO	Inspire. Change.						
A contraction of the second	formation Student Entployee Finance							
Search	Go					RETURN TO EMPLOYEE MENU	SITE MAP	HELP EXT
Positi	on Selection							
Enter s	earch criteria and select Go. Then sele	ct the link under Position to select it.						
Search C								
Position 1	2 M M 1							
Employee	E1, SAAO I 12 Mo Leave E2, SAAO II 12 Month Le							
COA:								
COA.	G, UNC Greensboro							
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Budget G	rganization: All 10101, Office of the Prov 10202, Admissions	vost						
Budget O Go Search R	rganization: All 10101, Office of the Prov 10202, Admissions	Employee Class	COA & Budget Organization	Begin Date	End Date			
Budget 0 Go Search R ▲ Positie ♥ 000186 000481 002888 014042	rganization: All 10101, Office of the Prov 10202, Admissions esuits Tech Support Specialist Tech Support Analyst Tech Support Analyst Tech Support Technician	▲ Employee Class ▼ SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt	G 10805, Academic Technology Sy G 10805, Academic Technology Sy G 10805, Academic Technology Sy G 10805, Academic Technology Sy	stems May 01, 2008 stems May 01, 2008 stems May 01, 2008 stems May 01, 2008				
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# Select the **"PAF POSITION Labor Distribution, PAFLBD"** from the **Approval Category** drop down box.

Position Actions Fiscal Year:* 2013 (01-JUL-2012 - 30-JUN-2013)	
Position:* 014166	
Approval Category: * PAF POSITION Labor Distribution, PAFPLD 🔹	_
Go	
	New EPAF
Return	n to EPAF Menu
RELEASE: 8.4	

Click on "Go" to access the Electronic PAF POSITION Labor Distribution, PAFPLD.

# **PAF POSITION Labor Distribution, PAFLBD**

The **PAF POSITION Labor Distribution, PAFLBD** can perform multiple **permanent** actions. The PAF can decrease/increase Budget or FTE, move Budget and FTE from one position to another or change the funding source on a position.

## Current Position Information for Position 014166:

Rente	r the informatio	n for the EPAF an	d either Save or Si	ubmit.					
Transa Transa	action: action Status:	None (Position Or PAF POSITION La	ily) por Distribution, P		<b>ate:</b> Nov 07, 20	12	Defa	aults to C	urrent Date
Save									
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* - ind	icates a requir	ed field.							
		2		inter Europe	N.L.C. State				
NBAP	BUD Labor	Distribution,	014166-00	Tech Suppo	ort Technicia	an			
	BUD Labor Change	Distribution,	014166-00	Tech Suppo	ort Technicia	an			
Add /	Change	Distribution,		Tech Suppo	ort Technicia	an			
Add / Effecti	Change				ort Technicia Program		Budget	FTE	Amount to Post
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Add / Effecti COA	Change ive Date: MM/D Index	D/YYYY 11/07/20 Fund	12 Organization	Account	Program	Percent			.00
Add /	Change Ve Date: MM/D Index 110154	D/YYYY 11/07/20 Fund 110154	12 Organization 4 12228	Account Q 101110	Program Q 101 Q 101	Percent 16.67	25000.00	.1667	.00.
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### **Decrease Budget/FTE:**

Budget or FTE may be decreased separately or you may decrease both at the same time. Simply enter the **Effective Date** that the change will take effect, the **New Budget** (as necessary) and the **New FTE** (as necessary).

# (Example 1: Position 014166 has a current budget of \$150,000 and 1.00 FTE. Position needs to be reduced to three-quarters time.)

Ente	er the informatio	on for the EPAF an	d either Save or Su	ıbmit.					
Transa Transa	and ID: action: action Status: val Category:	None (Position Or PAF POSITION Lai	nly) bor Distribution, P/		<b>ate:</b> Nov 07, 20	12			
Save	icates a requi	ed field.			Routing Queu	e   <u>Transaction H</u>	n	Changes have nade to Effecti	ve Date,
		Distribution,	, 014166-00 -	Fech Suppo	ort Technicia	an	В	udget, and FTE being save	
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Click Save to update Total.

Elec	tronic P	ersonnel	Action Fo	rm						
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Save		elete	·			Routin	<u>g Queue</u>   <u>Transa</u>	ction History		Changes have been saved. Note the differences to Amount to Post and Totals.
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	Change ve Date: MM/D	D/YYYY 12/01/20	12							
COA	Index	Fund	Organization		Program	Percent	Budget	FTE /	Amount to Post	temove
Q G	🔍 110154	🔍 110154	Q 12228	🔍 101110	Q 101	16.67	18753.00	.0900	-6247.00	
🔍 G	Q 110161	Q 110161	Q 12228	🔍 101110	Q 101	16.67	18754.00	.0900	-6246.00	
Q G	🔍 115083	Q 115083	Q 10805	🔍 101110	Q 152	66.66	75000.00	.5700	-25000.00	
Q	۹.	Q,	Q	Q	9					
٩, 📃	9	9	Q	9	9					
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					Total:	100.00	112507.00	.75	-37493.00	
	Default from P	osition Index	Save an	d Add New Rov	VS					
Routir	ng Queue									

#### It is important to note the following on PAF POSITION Labor Distribution, PAFPLD:

- The Percent will automatically update based on the budget that you enter. The Percent is a nonenterable field.
- 2. The FTE can only be taken to 2 decimal places, e.g., .75, .50, .33. If the FTE is carried out more than 2 decimal places, the PAF will be returned to the originator for correction.
- 3. For positions that have more than one funding source, you may change as few or as many Budgets or FTEs as needed for the transaction.
- 4. Always include a **comment** on the PAF to help clarify the action that is being performed.

Divisional Procedures have not been altered: a transfer from paper to Electronic PAFs is all that has changed. Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

	r change was s	aved successful	ly.							
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ransa Transa	action: 1 Action Status: V		y) oor Distribution, PA		te: Nov 07, 2012					
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- Ind	icates a require	d field								
IBAP	BUD Labor [	Distribution, /	014166-00 Te	ch Support	Technician					
1	Change									
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G	Q 110161	Q 110161	Q 12228	Q 101110	Q, 101	16,67				
	Q 115083	Q 115083	Q 10805	Q 101110	Q 152	66.00				
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d d d d	d d d	d d d	000	ddd	a a a	100.00	112507.00	.75	-37493.00	
d d d d	d d d	d d d	000	ddd	a a a	100.00	112507.00	.75	-37493.00	
d d d Routi	Q Q Q Default from Pos	d d d	000	Q Q Q Add New Rows	a a a	100.00	112507.00	.75	-37493.00	
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For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

NBAP	g Queue ERRO icates a require BUD Labor	ed field.	iption red Action must I 014166-00		rt Technic	ian				
	Change ve Date: MM/DI	D/YYYY 12/01/20	12							
COA	Index	Fund	Organization		Program	Percent		FTE	Amount to Post F	
G	Q 110154	Q 110154	Q 12228	Q 101110	Q 101	16.67		.0900		
G	Q 110161	Q 110161	Q 12228	Q 101110	Q 101	16.67		.0900		23
G	Q 115083	Q 115083	Q 10805	Q 101110	Q 152	66.66	75000.00	.5700	-25000.00	E
2	Q	Q	Q	Q	Q					
Q,	Q	Q,	Q,	Q	Q,					
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					Total:	100.00	112507.00	.75	-37493.00	
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	DEPT) Departme	nt	BBHEMP	HI D		Barbara B Hemp	hill		6	FYI

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

Elect	ronic Pe	ersonnel A	ction Forr	n						
Your	change was	saved successfully	y							
👎 Enter	the informatio	n for the EPAF and	either Save or Su	bmit						
Name a		None (Position Only	()							
Transac	tion: tion Status:	143358 Waiting		Query D	ate: Nov 07, 20	12				
		PAF POSITION Labo	or Distribution, PA	FPLD						
Save	Submit De	elete								
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					Routing Queu		<u>r History</u>			
🔹 - indic	ates a requir	ed field.								
NRAPE	SUD Labor	Distribution,	014166-00 T	ech Sunno	rt Technicia	n				
		Distribution,	011100 00 1	cen ouppo						
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Effectiv	e Date: MM/D	D/YYYY 12/01/2012	2							
COA	Index	Fund	Organization	-	Program	Percent	Budget	FTE	Amount to Post	Remove
Q G	Q 110154	Q 110154	Q 12228	Q 101110	Q 101	16.67	18753.00	.0900	-6247.00	
Q G	Q 110161	Q 110161	Q 12228	Q 101110	Q 101	16.67	18754.00	.0900	-6246.00	
Q G	Q 115083	Q 115083	Q 10805	Q 101110	Q 152	66.66	75000.00	.5700	-25000.00	
Q	Q	Q,	Q	Q	Q					
Q	Q	Q	Q	Q	Q					

# Increase Budget/FTE:

Budget or FTE may be increased separately or may be increased both at the same time. Simply enter the **Effective Date** that the change will take effect, the **New Budget** (as necessary) and the **New FTE** (as necessary).

## Current Position Information for Position 013170:

Elec	tronic P	ersonnel	Action Fo	rm						
Ente	r the information	on for the EPAF	and either Save or	Submit.						
Transa Transa	nction: nction Status:	None (Position C PAF POSITION La	only) abor Distribution,		Date: Nov 08,	2012				
Save										
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* - Ind	cates a requir	ed field.								
NBAP	BUD Labor	Distribution.	013170-00	Building & I	Environmen	tal Techn				
	Change									
		D/YYYY 11/08/20	12							
COA	Index	Fund	Organization	Account	Program		Budget	FTE	Amount to Post	
QG	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	100.00	11166.00	.5000	.00	
Q,	Q	Q	Q	Q	Q					
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					Total:	100.00	11166.00	.50	.00	
V Def	aulting values	for Labor Distri	bution from the P	osition Labor	Distribution red	cords.				
1	Default from Po	osition Index	Save an	d Add New Roy	VS					
Routi	ng Queue									
Approv	al Level		User Name							Required Action
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		7.89(205)								1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1

# (Example 2: Position 013170 has a current budget of \$11,166 and .50 FTE. Position will be built to a full-time status.)

AOC	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	100.00	22332	1.0	.00
2	Q	Q	Q	Q	Q				
~	Q	Q	Q	Q	Q				
2	Q	Q	Q	Q	Q			]	
2	Q	Q	Q	Q	Q			]	
					Total:	100.00	11166.00	.50	.00

Click Save to update Total.

You You	r change was	saved successfu	lly.							
Ente	r the information	on for the EPAF an	d either Save or Su	Ibmit						
Transa Transa	and ID: action: action Status: val Category:		hly) bor Distribution, P/		<b>ate:</b> Nov 08, 20	12				
Save		elete			Routing Que	ue   <u>Transaction</u>	n History	ſ	Changes ha saved. No differences t	ote the
	icates a requi		1.5.5.5.5						to Post and	d Totals.
NBAP	BUD Labor Change	Distribution,	, 013170-00 F	Building & f	Environmen	tal Techn		L	to Post and	d Totals.
NBAP Add / Effect	BUD Labor Change				Environmen Program	tal Techn Percent	Budget	FTE	to Post and	
NBAP Add /	BUD Labor Change ve Date: MM/[	Distribution,	12					FTE 1.0000		
NBAP Add / Effect	BUD Labor Change ve Date: MM/I Index	Distribution,	12 Organization	Account	Program	Percent			Amount to Post	Remove
NBAP Add / Effection	BUD Labor Change ve Date: MM/r Index 117507	Distribution, 12/01/20 Fund Q 117507	12 Organization © 56408	Account Q 101110	Program Q 180	Percent			Amount to Post	Remove
NBAP Add / Effection COA	BUD Labor Change ve Date: MM/I Index Q 117507 Q	Distribution, DD/YYYY 12/01/20 Fund Q 117507 Q	12 Organization Q 56408 Q	Account Q 101110 Q	Program Q 180 Q	Percent			Amount to Post	Remove
NBAP Add / Effection COA COA COA	BUD Labor Change ve Date: MM/t Index 117507 Q	Distribution, 12/01/20 Fund Q 117507 Q Q	12 Organization Q 56408 Q Q	Account Q 101110 Q Q	Program Q 180 Q	Percent			Amount to Post	Remove
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Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

pproval Level	User Name		Required Action Remove
0 - (BUDGET) Budget Office	Q EPAFBUDG	EPAFBUDG Approver Diagnostic	Approve
9 - (APPLY) EPAF Apply	Q EPAFCTRL	EPAFCTRL Apply Diagnostic	Apply
4 - (HR) HR Office	- EPAFHRS	SPA and EPA NONFACULTY Diagnostic	FYI -
lot Selected	· 9		Not Selected -
lot Selected	· 9,		Not Selected -
lot Selected	. Q		Not Selected -
Save and Add New Rows		3	

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

	tronic P	ersonnel	Action Fo	rm								
		aved successfu		1.1.1								
	the information	on for the EPAE	enther Save of	Submit								
Transa Transa	action: 1 action Status: \		nly) abor Distribution,		Date: Nov 0	8, 2012						
Save	Submit De	alete										
						Comments I	Routing Queue	Transaction	History			
						and the first of the	and a second second second					
• - Ind	icates a require	d field.										
NBAP	BUD Labor	Distribution.	013170-00	Building & F	Invironm	ental Techn						
				sanang or i		erreating worth						
Add / Effecti	Change ve Date: MM/DI	D/YYYY 12/01/20	12									
	Index	Fund	Organization		Program				Amount to Post	Remove		
Q G	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	Percent 100.00				Remove		
Q G Q	Q 117507	Q 117507 Q	Q 56408	Q 101110 Q	Q 180							
d G d d	Q 117507 Q Q	Q 117507 Q Q	Q 56408 Q Q	Q 101110 Q Q	Q 180 Q Q							
d d d d	Q 117507 Q Q Q	Q 117507 Q Q Q	Q 56408 Q Q	Q 101110 Q Q Q	Q 180 Q Q Q							
	Q 117507 Q Q	Q 117507 Q Q	Q 56408 Q Q	Q 101110 Q Q	Q 180 Q Q							
G G G G G G G G G G G G G G G G G G G	Q 117507 Q Q Q Q	Q 117507 Q Q Q Q	Q 56408 Q Q Q Q	C 101110 C C C C C C C	Q 180 Q Q Q Q Total:		22332.00	1.0000	11166.00			
G G G G G G G G G G G G G G G G G G G	Q 117507 Q Q Q	Q 117507 Q Q Q Q	Q 56408 Q Q Q Q	Q 101110 Q Q Q	Q 180 Q Q Q Q Total:	100.00	22332.00	1.0000	11166.00			
° ddddd	Q 117507 Q Q Q Q	Q 117507 Q Q Q Q	Q 56408 Q Q Q Q	C 101110 C C C C C C C	Q 180 Q Q Q Q Total:	100.00	22332.00	1.0000	11166.00			
d d d d d d Routi	Q 117507 Q Q Q Q Default from Po	Q 117507 Q Q Q Q	Q 56408 Q Q Q Q	4 101110 4 4 4 Add New Roy	Q 180 Q Q Q Q Total:	100.00	22332.00	1.0000	11166.00		Remove	
d d d Routi	Q 117507 Q Q Q Default from Pc ng Queue val Level	Q 117507 Q Q Q Q	Q 56408 Q Q Q Q Q Q Save an	Q 101110 Q Q Q Q d Add New Roy	Q 180 Q Q Q Total: vs	100.00	22332.00	1.0000	11166.00	E Required Action		
Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q 117507 Q Q Q Default from Pc ng Queue val Level HR) HR Office	Q 117507 Q Q Q Q sitton Index	Sove an User Name	4 101110 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Q 180 Q Q Q Total: vs	100.00	22332.00 22332.00	1.0000	11166.00	Required Action	Remove	
Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q 117507 Q Q Q Default from Pc ng Queue val Level HR) HR Office SUDGET) Budge	Q 117507 Q Q Q sitton Index	G 56408 G G G G G G Save an User Name • G EPAFHRS G EPAFBUE	4 101110 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 8 8 8 9 6	Q 180 Q Q Q Total: vs	100.00	22332.00 22332.00 NIFACULTY Diago over Diagnostic	1.0000	11166.00	Required Action FYI • Approve		
Q G Q Q Q Q Routi Appro 34 - () 40 - (E 99 - ()	Q 117507 Q Q Q Default from Pc ng Queue val Level HR) HR Office	Q 117507 Q Q Q sitton Index	Sove an User Name	4 101110 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 8 8 8 9 6	Q 180 Q Q Q Total: vs	SPA and EPA NG	22332.00 22332.00 NIFACULTY Diago over Diagnostic	1.0000	11166.00	Required Action		
G G G G G G G G G G G G G G G G G G G	Q 117507 Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q 117507 Q Q Q sitton Index	Q 56408 Q Q Q Q Q Q Save an User Name C EPAFDUC Q EPAFCTE	4 101110 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 8 8 8 9 6	Q 180 Q Q Q Total: vs	SPA and EPA NG	22332.00 22332.00 NIFACULTY Diago over Diagnostic	1.0000	11166.00	Required Action FY1 Approve Apply		

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

# Move Budget and/or FTE from One Position to Another

The labor distribution on a PAF works differently than the labor distribution on an EPAF. Budget and FTE can be moved from one position to another on the Labor Distribution grid. PAFs may take budget **FROM** one position and add it **TO** a different position. Therefore, 2 PAFS will be required to complete the **FROM** and **TO** actions. The first PAF is completed to take Budget and/or FTE **FROM** one position. The second PAF adds Budget and/or FTE **TO** a position. Both PAFs must be completed at the same time in order to be approved by the Budget Office.

### (Example 3: Move Budget of \$25,000 and FTE of .25 from position 000898 to position 000047.)

a       110042       110042       12203       101030       101       10000       135000.00       1.0007       .0         a<		Change ive Date: MM/D	D/YYYY 11/18/20	12							
Total: 100.00 135000.00 1.00 .00 Default from Position Index Save and Add New Rows t - Indicates a required field. NBAPBUD Labor Distribution, 000898-00 Professor Add / Change Effective Date: MM/DD/YYYY 11/18/2012 COA Index Fund Organization Account Program Percent Budget FTE Amount to Post Re G G 110042 Q 12203 Q 101030 Q 101 100.00 110000.00 .7500 -25000.00 Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	COA							2			Pos
Total: 100.00 135000.00 1.00 Defaulting values for Labor Distribution from the Position Labor Distribution records. Default from Position Index Save and Add New Rows Add / Change Effective Date: MM/DD/YYY 11/18/2012 COA Index Fund Organization Account Program Percent Budget FTE Amount to Post Re G G 110042 Q 112003 Q 101 100.00 11000.00750025000.00 C							100.00	135000.0	0 1.00	000	.0
Total: 100.00 135000.00 1.00 .00 Default from Position Index Save and Add New Rows	-									<u> </u>	
Total:       100.00       135000.00       1.00       .00         Defaulting values for Labor Distribution from the Position Labor Distribution records.       Default from Position Index       Save and Add New Rows         Indicates a required field.       Save and Add New Rows       Save and Add New Rows       Save and Add New Rows         Indicates a required field.       Indicates a required field.       Save and Add New Rows       Save and Add New Rows         Image:       Save and Add New Rows         Image:       Save and Add New Rows         Image:       Indicates a required field.       Save and Add New Rows       Save and Add New Rows       Save and Add New Rows         Image:       Image:       Image:       Save and Add New Rows       Save and Add New Rows         Image:       Image:       Image:       Image:       Save and Add New Rows         Image:       Image:       Image:       Image:       Image:       Image:         Image:       Image:       Image:       Image:       Image:       Image:       Image:         Image:       Image:       Image:       Image:       Image:       Image:       Ima	·	-									
Total: 100.00 135000.00 1.00 .0 Defaulting values for Labor Distribution from the Position Labor Distribution records. Default from Position Index Save and Add New Rows	-	*	· · · ·		*	*					
Defaulting values for Labor Distribution from the Position Labor Distribution records.     Default from Position Index Save and Add New Rows  - Indicates a required field. BAPBUD Labor Distribution, 000898-00 Professor  dd / Change  ffective Date: MM/DD/YYY 11/18/2012  COA Index Fund Organization Account Program Percent Budget FTE Amount to Post Re  G Q 110042 Q 110042 Q 12203 Q 101030 Q 101 100.00 110000.00 .7500 -25000.00  Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	×	Q	Q	Q,	4	•					
COA         Index         Fund         Organization         Account         Program         Percent         Budget         FTE         Amount to Post Report           Q         Q         110042         Q         12203         Q         101         100.00         110000.00         .7500         -25000.00           Q         Q         Q         Q         Q         Q         Q         Q	* - ind	Default from Po	ed field.	Save and	Add New Rows		us.				
	* - ind NBAP Add /	Default from Po- icates a require BUD Labor	d field. Distribution, (	Save and	Add New Rows		us.				
	• - ind NBAP Add / Effecti	Default from Po- icates a require BUD Labor I Change ve Date: MM/DD	d field. Distribution, (	Save and	Add New Rows			get FTI	= A	mount to Post	
	• - ind NBAP Add / Effecti	Default from Po icates a require BUD Labor I Change ve Date: MM/DE Index	ed field. Distribution, 1 2///// 11/18/2012 Fund	Save and	Add New Rows	Program	Percent Bud	<b>,</b>			
	add / ffecti COA ⊊	Change ve Date: MM/DD Index	bition Index           bit field.           Distribution, field           0/mm           11/18/2012           Fund           Q           11/10042	Save and 000898-00 Pro	Add New Rows fessor Account Q 101030	Program Q 101	Percent Bud	<b>,</b>			2
	⊧ - ind NBAP Add / Effecti COA Q G	Default from Po- icates a require BUD Labor Change ve Date: MM/DI Index Q 110042 Q	ed field. Distribution, 1 Distribution, 1 P/VVVY 11/18/2012 Fund Q 110042 Q	Save and           000898-00 Pro           0	Add New Rows fessor Account Q 101030 Q	Program Q. 101 Q.	Percent Bud	<b>,</b>			
	⊧ - ind NBAP Add /	Default from Po- icates a require BUD Labor Change ve Date: MM/DI Index Q 110042 Q Q	Fund         Fund           Point         11/18/2012           Fund         11/10/2012           Fund         11/10/2012           Q         Q           Q         Q	Save and           000898-00 Pro           0	Add New Rows fessor Account Q 101030 Q Q	Program Q. 101 Q. Q.	Percent Bud	<b>,</b>			2

Add / Change         Effective Date: MM/DD/YYY 11/19/2012         COA       Index       Fund       Organization       Account       Program       Percent       Budget       FTE         G       G       117027       68804       101010       170       100.00       78280.00       1.0000         Q       Q       Q       Q       Q       Q       Q       100.00       78280.00       1.0000         Q       Q       Q       Q       Q       Q       Q       Q       100.00       78280.00       1.0000         Q       Q       Q       Q       Q       Q       Q       Q       100.00       78280.00       1.0000         Q       Q       Q       Q       Q       Q       Q       100.00       78280.00       1.000         V       Defaulting values for Labor Distribution from the Position Labor Distribution records.       Default from Position Index       Save and Add New Rows       Save and Add New Rows
Q       G       Q       117027       Q       66804       Q       101010       Q       170       100.00       78280.00       1.0000         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   76280.00 1.00
Q  Q  Q  Q    Q  Q  Q  Q    Q  Q  Q  Q    Q  Q  Q    Q  Q  Q    Total:  100.00    7 Defaulting values for Labor Distribution from the Position Labor Distribution records.
Q  Q  Q  Q    Q  Q  Q  Q    Total:  100.00  78280.00    Image: Stribution from the Position Labor Distribution records.
C     C     C       Total:     100.00     78280.00     1.00       ✓ Defaulting values for Labor Distribution from the Position Labor Distribution records.     1.00
Total: 100.00 78280.00 1.00
$\checkmark$ Defaulting values for Labor Distribution from the Position Labor Distribution records.
Add / Change Effective Date: MM/DD/YYYY 11/19/2012
COA Index Fund Organization Account Program Percent Budget FTE Amoun
Q G Q 117027 Q 117027 Q 68804 Q 101010 Q 170 100.00 103280.00 1.2500

Change the FOAP and/or the Budget and FTE on a Position

It is important to note the following: Just like an EPAF...never key the parts of a FOAP ...your PAF will not submit if you do so.

# (Example 4: Position 003663 will be changing from FOAP 117503 101110 to FOAP 117507 101110. This position will also receive a \$5000 reduction in salary and .10 decrease in FTE.)

### Current Position Information for Position 003663:

Enecu	ve Date: MM/D	D/YYYY 11/08/20	12										
COA	Index	Fund			Account		gram	Percent	Budget	FTE	Amount to Post		
G	Q 117503	Q 117503	Q 564	04	Q 101110		180	100.00	40853.00	1.0000	.00		
2	Q	Q	Q,		Q	Q							
2	Q	Q,	Q		Q	Q							
2	Q	Q	Q		Q	Q							
2	Q	Q	Q		Q	Q							
	aulting values Default from Po	for Labor Distril sition Index			osition Labor [ add New Rows	Tota Distribu		100.00 ords.	40853.00	1.00	.00		
1									0 40853.00	1.00	.00		
louti Appro	Default from Pos ng Queue val Level	sition Index	Sav Use		dd New Rows				40853.00	1.00	.00	Required Ac	ti
louti Appro	Default from Pos	sition Index	Sav Use	ve and A	dd New Rows				9 40853.00	1.00	.00	Required Ac	:ti
Routi Appro 40 - (1	Default from Pos ng Queue val Level	sition Index t Office	Use Q	ve and A	dd New Rows				0 40853.00	1.00	.00		zti
<b>Appro</b> 40 - (1 99 - ( <i>i</i>	Default from Pos ng Queue <b>val Level</b> 3UDGET) Budge	sition Index t Office	Sav Use	ve and A	dd New Rows				0 40853.00	1.00	.00	Approve	
<b>Appro</b> 40 - (1 99 - (7 Not Se	Default from Pos ng Queue val Level BUDGET) Budge APPLY) EPAF App	sition Index t Office	Use Q	ve and A	dd New Rows				0 40853.00	1.00	.00	Approve Apply	1
<b>Appro</b> 40 - (1 99 - (7 Not Se Not Se	Default from Po ng Queue val Level BUDGET) Budge APPLY) EPAF Ap; elected	sition Index t Office	Use Q Q	ve and A	dd New Rows				) 40853.00	1.00	.00	Approve Apply Not Selected	1 .

To change the FOAP, Enter **'G'** for Chart of Accounts. Enter **only** the **Index number**. Press the [**Default from Index**] key. Banner completes the FOAP, without the Account number.

	Change i <b>ve Date:</b> MM/DE	D/YYYY 11/08/20	12						
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
Q G	Q 117503	Q 117503	Q 56404	Q 101110	Q 180	100.00	40853.00	1.0000	.00
QG	0 117507	<b>Q</b> 117507	Q 56408	Q	Q 180	.00	.00	.0000	
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
					Total:	100.00	40853.00	1.00	.00

# Scroll back to the Labor Distribution grid, and enter the Account Number. Click [Save], or [Save and Add New Rows].

	Change <b>ve Date:</b> MM/DI	D/YYYY 11/08/20	12				Bud	get and FT	E have been sav	ed.
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post F	Remove
Q G	117503	117503	Q 56404	Q 101110	Q 180	53.26	40853.00	1.0000	.00	
Q G	Q 117507	a 117507	Q 56408	Q 101110	Q 180	46.74	35853.00	.9000	35853.00	
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
					Total:	100.00	76706.00	1.90	35853.00	
-	Default from Pos	ition Index	Save and A	dd New Rows						

Enter **Budget** and **FTE** as needed for necessary changes. Click **[Save]**, or **[Save and Add New Rows]**. In the above example, **Budget** and **FTE** need to be removed from the OLD FUND 117503. Simply click on the **"Remove"** box beside the OLD FOAP or **"Zero"** out the Budget and FTE associated with the OLD FOAP.

	hange e <b>Date:</b> MM/DD	)/YYYY 11/08/20	12						changes made to being saved.
	Index	Fund	Organization	Account	Program	Percent	Budget F	TE	Amount to Post Rem
Q G	Q 117503	aline 117503 🔍	Q 56404	Q 101110	Q 180	53.26	0	0	.00
Q G	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	46.74	35853.00	.9000	35853.00
Q	Q	Q	Q	Q,	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
					Total:	100.00	76706.00	1.90	35853.00

#### Click **Save** and the FOAP will be removed from the Labor Distribution.

Add /	Change	D/YYYY 11/08/20	, 003663-00 <i>/</i>			·	Ľ		es after being s has been remo	
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
Q G	a 117507	Q 117507	Q 56408	Q 101110	Q 180	99.99	35853.00	.9000	35853.00	
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
					Total:	99.99	35853.00	.90	-5000.00	
	Default from Pos	ition Index	Save and A	dd New Rows						

Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply	Q	Apply
Not Selected		Not Selected •
Not Selected	· a	Not Selected -
Not Selected	- Q	Not Selected -
Not Selected	. Q	Not Selected +

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic	Personnel Action F	orm	
Your change w	as saved successfully.		
Enter the inform	ation for the EPAF and either Save	or Submit	
Name and ID:	None (Position Only)		
Transaction:	143460	Query Date: Nov 19, 2012	
Transaction State	us: Walting		
Approval Categor	y: PAF POSITION Labor Distribution	on, PAFPLD	
Save Submit	Delete		
		Routing Queue   Transaction History	

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

# Remove a FOAP from a Split or Multi Funded Position

# (Example 5: Position 3663 will be taken from split funding down to one funding source of 117507 101110.)

#### Current Position Information for Position 003663:

	Change ve Date: MM/DI	D/YYYY 11/08/20	12						
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
Q G	Q 117503	Q 117503	Q 56404	Q 101110	Q 180	100.00	40853.00	1.0000	.00
Q G	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	.00	35853	.90	
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
					Total:	100.00	40853.00	1.00	.00

## Click to **SAVE** button and the **REMOVE** check box will appear.

	Change <b>ve Date:</b> MM/DI	D/YYYY 11/08/20	12					l	prior to being s	aved.
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
Q G	Q 117503	Q 117503	Q 56404	Q 101110	Q 180	53.26	0		000	Ø
QG	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	46.74	35853.00	.90	35853.00	<b>E</b> (
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	76706.00	1.	90 35853.00	
	Default from Pos	ition Index	Save and A	dd New Rows						

Click the "Remove" box beside the FOAP(s) that need to be removed. Click SAVE again.

	Change	D/YYYY 11/08/20							ges after being DAP has been	
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post I	Remove
Q G	Q 117507	Q 117507	Q 56408	Q 101110	Q 180	99.99	35853.00	.9000	35853.00	
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q					
					Total:	99.99	35853.00	.90	-5000.00	

The FOAP(s) have been removed from the Position Labor Distribution.

Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remov
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply		Apply
Not Selected	X 9	Not Selected -
Not Selected	. a	Not Selected -
Not Selected	. Q	Not Selected -
Not Selected	. Q	Not Selected +

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

	Personnel Action F		
Your change v	vas saved successfully.		
Enter the inform	nation for the EPAF and either Save	or Submit	
Name and ID:	None (Position Only)		
Transaction:	143460	Query Date: Nov 19, 2012	
Transaction Stat	us: Waiting		
Approval Catego	ry: PAF POSITION Labor Distribution	on, PAFPLD	
Save Submit	Delete		
Surce Submit	Delete		
		Routing Queue   Transaction History	

Save PAF after selecting Routing Queue. A message "Your change was saved successfully" will appear along with a "Submit" button. Click the "Submit" button to start the PAF processing through the approval levels.

# **PAF Position and Job Labor Distribution, PAFLDS**

Sometimes it is necessary to update the **POSITION** and the **JOB** or a combination **of PERSON**, **JOB**, **and POSITION** actions. This will require the **Person**, **Job**, **and Position Actions PAF**. This PAF is simply a combination of the **POSITION ONLY PAF** and the **LABOR DISTRIBUTION CHANGE w/SALARY EPAF**.

Enter into UNCGenie. Select Employee Tab. Select Electronic Personnel Action Forms on the menu.

GREENSBORO Inspire. Change.	
Personal Information Student Employee Finance	
Search	RETURN TO MENU SITE MAP HELP EXIT
Employee	Extended time out: 60 minutes
A EMPLOYEE - Please verify your "Payroll Address". Address information is located on your Personal Infor selection". The Payroll Address listed will be printed on your IRS form W-2.	rmation tab under the "View Address(es) and phone(s)
Please verify your Direct Deposit Bank Account information to ensure payroli net pay and accounts pay account. To update your Direct Deposit information, click on the Pay Information link followed by the D Account information is unrelated to UNCG student refunds and net financial aid disbursements adminis	Direct Deposit Maintenance link. (This Direct Deposit Bank
Electronic Personnel Action Forms	
Denents and Deductions Retirement, health, or miscellaneous.	
Pay Information	
Direct deposit maintenance, earnings and deductions history, or pay stubs.	
Tax Forms	
W4 information, or W2 Form. Jobs Summary	
Leave Balances	
Salary Planner	
Campus Directory	

## Select Person, Job, and Position Actions from the menu.

RETURN TO EMPLOYEE MENU SITE MAP HELP EXI

The Electronic Person, Job and Position Actions, that touches jobs or positions, requires a University ID to begin.

Person Selection	on					
The select		ID, or generate an ID.	Enter the Query Date	and select the Approva	al Category, Select Go.	
Query Date: MM/DD/YYYY Approval Category: <b>*</b> Go	<ul> <li>11/08/2012</li> <li>Not Selected</li> </ul>					

If the University ID is unknown, you can search for the ID number by clicking on the magnifying glass icon<sup>Q</sup>. You can search for ID number by name or Social Security Number (if known).

Search Crite Employee:	ria				
Last Name: First Name: Or	Levens A%		>		
ID: Or					
SSN/SIN/TIM	N:	>			
Records per F	age: 25 -				
Go					

Click on "Go" to search for University ID.

Person	Search R	esults			
👎 To choose	a person, select a	a link under ID.			
▲ ID	A Last Name ▼	A First Name ⊽	Middle Name	Birth Date	Name Type
<u>890001274</u>	Levens	Amanda	Phipps	Apr 02, 1966	Social Security Name SSAV
885689640	Levens	Alan			University Advancement Name UADV
880907441	Levens	Alan	С	Jul 14, 1987	

Select "ID" number for Employee.

If University ID is known, enter it into the "ID" field. Enter the Query Date.

Person Selecti	on				
Enter an ID, select the     indicates a required     ID: 890000659     Query Date: MM/DD/YYYY	field. Clark Griswold	enerate an ID. Enfer the Query	Date and select the Appr	oval Category. Select Go.	
Approval Category: *	PAF POSITION AND JOB L	abor Distribution, PAFLDS			

Select the Approval Category PAF Position and Job Labor Distribution, PAFLDS, from the drop down menu.

	te or Update New Employee Record, NEWREC		
Search Empl	oyee Changing Jobs at UNCG, EMCH3B oyee Changing Jobs at UNCG C&G, EMCH3C oyee Leaving UNCG, EMLVUN		artists to reacting) which that they make their
Person Selectio racui	oyee Leaving UNOG C&G, EMILVUC by and Non-Faculty EPA Title Change, STITLE ant Department Hourly Hure, STUHRL Asst State Funded Hire, GAST		
Finter on ID, select the lin Grad	Asst C&G Funded Hire, GACG Asst Trust Funded Hire, GATR Asst State Funded Reactivation, GASTR Asst C&G Funded Reactivation, GACGR	Date and select the Approval Category. Select Go	
<ul> <li>Indicates a required fie Grad</li> <li>Grad</li> </ul>	Asst Trust Funded Reactivation, GATER Asst State Funded Add Pay, GASTAP Asst C&G Funded Add Pay, GACGAF		
AD1 # 8900 AGrad Grad	Asst Trust Funded Add Pay, GATRAP Asst State Funded Reactivate Add Pay, GASTAR Asst C&G Funded Reactivate Add Pay, GACGAR	1	
	Asst Trust Funded Reactivate Add Pay, GATRAR		
SPA I	Asst Rank Change, GARANK Probation to Permanent, SPAPTP		
SPA.	Iob Status Change, SPAJSX Iob Status Change C&G, SPAJSC nizational Change, ORGCHG	-	
	Position LD and JOBS Appt, PAFAPT ess Change, ADD	Europinator Summary     teturn to \$2066 Menue	

Click on "Go" to access the Electronic PAF Position and Job Labor Distribution, PAFLDS.

Decrease/Increase Person, Job, Budget, and FTE

Decrease Person, Job, Budget, and FTE:

# (Example 1: Position 000100, along with employee, must be reduced to a half-time status.)

Query Date:       Nov 12, 2012         Approval Category:       PAF Labor Distribution, PAFLDS         Jabor Distribution Job Annual With FTE, LDJAF       Search Type         Search Type       Position         Suffix Title       Time Sheet Organization         New Job       Primary 000100       00         Business Officer 56202, Accounting Services       Jun 01, 2008       Aug 31, 2012	perv Date: Nov 12, 2012 pproval Category: PAF Labor Distribution, PAFLDS bor Distribution Job Annual With FTE, LDJAF earch Type Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select New Job	Enter or search for a new	position number an	d enter the suffix, or select the link und	ler Title.		
Approval Category: PAF Labor Distribution, PAFLDS         Labor Distribution Job Annual With FTE, LDJAF         Search Type       Position         Suppose Position       Suffix Title         Q,       New Job         Primary 000100       00         Business Officer 56202, Accounting Services       Jun 01, 2008         Aug 31, 2012       Active	Sproval Category: PAF Labor Distribution, PAFLDS           bor Distribution Job Annual With FTE, LDJAF           Sarch Type         Position         Suffix Title         Time Sheet Organization         Start Date         End Date Last Paid Date Status Select           New Job         Primary 000100         00         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active			0000659			
Labor Distribution Job Annual With FTE, LDJAF           Search Type         Position         Suffix Title         Time Sheet Organization         Start Date         End Date Last Paid Date Status Sele           Q         New Job           Primary 000100         00         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active	bor Distribution Job Annual With FTE, LDJAF earch Type Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select New Job Primary 000100 00 Business Officer 56202, Accounting Services Jun 01, 2008 Aug 31, 2012 Active	Query Date: Nov	12, 2012				
D.         New Job           Primary 000100         D0         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active	Primary 000100         D0         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active	Approval Category: PAF	Labor Distribution	, PAFLDS			
Search Type         Position         Suffix Title         Time Sheet Organization         Start Date         End Date Last Paid Date Status Sele           Q,         New Job         Primary 000100         00         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active	Primary 000100         D0         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active						
O         New Job           Primary 000100         00         Business Officer 56202, Accounting Services         Jun 01, 2008         Aug 31, 2012         Active	New Job Primary 000100 00 Business Officer 56202, Accounting Services Jun 01, 2008 Aug 31, 2012 Active	Inhan Distribution Job #	and the second	IDIAE			
Primary 000100 00 Business Officer 56202, Accounting Services Jun 01, 2008 Aug 31, 2012 Active	Primary 000100 00 Business Officer 56202, Accounting Services Jun 01, 2008 Aug 31, 2012 Active						
					n Start Date	End Date Last Paid Dat	e Status Select
		Search Type Position			n Start Date	End Date Last Paid Dat	e Status Select
	All Jobs	Search Type Position Q. New Job	Suffix Title	Time Sheet Organization			-
All Jobs		Search Type Position Q, New Job Primary 000100	Suffix Title	Time Sheet Organization			

Select Active Job for the employee. Click on "Go" to access job and position data.

## Current Position Information for Position 000100:

	and ID: Cla action:	rk Griswold,	890000659		Query Date: N	oy 12, 2012			
Trans	action Status:								
Appro	val Category:	PAF POSITION AN	ID JOB Labor Distri	bution, PAFLDS					
Save									
			Ap	oproval Types	Account Distribu	ution   Routing	Queue   Transact	ion History	
- ind	licates a requir	ad field							
	incuces a requir	eu neiu.							
			, 000100-00 8	Business Of	fficer, Last I	Paid Date:	Aug 31, 201	2	
NBAR	BUD Labor		, 000100-00 8	Business Of	fficer, Last I	Paid Date:	Aug 31, 201	2	
NBAP	BUD Labor	Distribution,		Business Of	fficer, Last I	Paid Date:	Aug 31, 201	2	
NBAP	BUD Labor			Business Of	fficer, Last I	Paid Date:	Aug 31, 201	2	
NBAF	BUD Labor Change ive Date: MM/D Index	Distribution,			fficer, Last I Program	Paid Date:	Aug 31, 201	2 FTE	Amount to Post
NBAF	BUD Labor Change ive Date: MM/D Index	Distribution,	12				Budget	FTE	
Add / Effect	BUD Labor Change ive Date: MM/D Index	Distribution,	12 Organization	Account	Program	Percent	Budget	FTE	
Add / Effect	BUD Labor Change ive Date: MM/D Index Q 117028	Distribution,	12 Organization Q 56202	Account Q 101110	Program Q 170	Percent	Budget	FTE	
NBAP	BUD Labor Change ive Date: MM/D Index Q 117028	Distribution,	12 Organization Q 56202	Account Q 101110	Program Q 170	Percent	Budget	FTE	

# Enter **Effective Date, Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.



#### Click Save to update Total.

Item		(	Current Value Ne	ew Value								
Jobs E	ffective Date: I	MM/DD/YYYY* 0	7/01/2012	11/12/2012								
Person	nel Date: MM/	DD/YYYY* 0	7/01/2012	11/12/2012								
Annua	Salary:	3	36260	18130								
FTE:			75	.50								
Job Ch	ange Reason:	* L	ISI	FTEC, FTE Char	nge							
	ive Date: 07/		Account Program	n Activity Los	nation Project	Cost Borcon	+ Encumbra	nco Overrid	e End Date			
COA I G 1 New Effecti	ndex Fund 17028 117028	Organization /	Account Program 101110 170 12 Organization		cation Project Program	Cost Percen 100.0 Activity		nce Overrid Project	e End Date Cost	Percent	Encumbrance Override End Date	Remove
COA I G 1 New Effecti COA	ndex Fund 17028 117028 ve Date: MM/DI Index	Organization / 56202 : D/YYYY 11/12/20 Fund	101110 170 12 Organization	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA	ndex Fund 17028 117028 ve Date: MM/DI Index Q 117028	Organization / 56202 : D/YYYY 11/12/20 Fund Q 117028	101110 170 12 Organization Q 56202	Account	Program	100.0	0				Override End Date MM/DD/YYYY	Remove
COA I G 1 New Effecti COA	ndex Fund 17028 117028 ve Date: MM/DI Index	Organization / 56202 : D/YYYY 11/12/20 Fund	101110 170 12 Organization 4 56202 4	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA Q G Q	ndex Fund 17028 117028 ve Date: MM/DI Index Q 117028 Q Q	Organization / 55202 : 57/YYY 11/12/20 Fund Q 117028 Q Q	101110 170 12 Organization Q 56202 Q Q	Account	Program Q. 170 Q.	100.0	0			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA	ndex Fund 17028 117028 ve Date: MM/DI Index 4 117028	Organization / 56202 : D/YYYY 11/12/20 Fund 4 117028 Q	101110 170 12 Organization 4 56202 4	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	

Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply	Q	Apply
Not Selected		Not Selected
Not Selected	· 9	Not Selected -
Not Selected	. Q.	Not Selected -
Not Selected	. Q	Not Selected +

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.



Save PAF after selecting Routing Queue. A message "Your change was saved successfully" will appear along with a "Submit" button. Click the "Submit" button to start the PAF processing through the approval levels.

### It is important to note the following guidelines:

- Budget procedures have not been altered: a transfer from paper to Electronic PAFs is all that has changed. State funds must remain in balance. Therefore, if an entry is made to reduce/increase a state funded position then an entry must be done to offset the original entry by one of the following methods:
  - a. Moving the salary dollars and FTE to another position within the same Program and Account
  - b. Initiating a flex to move the salary dollars and FTE to another position outside of the current Program and account (Except Faculty 101030 positions).
  - c. Initiating a flex to move the salary dollars to Operating (OTP) lines and abolishing FTE.

# (Example 2: Employee and positions 013170 will be increased to full-time status).

Enter or search for a new	position number and enter ti	he suffix, or select the link under Title.		
Query Date: Dec Approval Category: PAF	r Simpson, 8950549 01, 2012 Labor Distribution, PAFLD Annual With FTE, LDJAF	s		
Barrist Trans Barriston		The Charle Constant	ing Chart Date End	Date Last Paid Date Status Selec
Search Type Position	Suffix Title	Time Sneet Organizati	ion start Date End	Date Last Paid Date Status Selec
All Jobs		ronmental Techn 56408, Housekeeping	Apr 02, 2012	Aug 31, 2012 Active

Select Active Job for the employee. Click on "Go" to access job and position data.

## Current Position Information for Position 013170:

Trans	and ID: action: action Status:		M, 895054978	NAMES DATE DO	Query Date: C	Dec 01, 2012			
Appro	val Categoryi +	AF POSITION AN	D JOB Labor Distri	Dution, PAFEDS					
Save	1								
			A	proval Types I	Account Distribu	ution   Routing	Queue   Transact	ion History	
- ind	licates a require	ed field.							
NBAR	BUD Labor	Distribution	013170-00	Building & I	Environmen	tal Techn	ast Paid Dat	te: Aug 3	1, 2012
		Distribution,	013170-00	Building & I	Environmen	tal Techn,	Last Paid Dat	te: Aug 3	11, 2012
Add /	Change			Building & I	Environmen	tal Techn,	Last Paid Dat	te: Aug 3	1, 2012
Add / Effect	Change	D/YYYY 12/01/20: Fund	12 Organization	Building & I	Environmen Program		Last Paid Dat	te: Aug 3	Amount to Post
Add / Effect	Change ive Date: MM/D	D/YYYY 12/01/20	12				Budget	***	Amount to Post
Add / Effect	Change ive Date: MM/DI Index	D/YYYY 12/01/20: Fund	12 Organization	Account	Program	Percent	Budget	***	Amount to Post
Add / Effect	Change Ive Date: MM/DI Index Q 117507	Fund Q 117507	Organization Q 56408	Account Q 101110	Program Q. 180	Percent	Budget	***	Amount to Post
Add / Effect	Change lve Date: MM/DI Index Q 117507 Q	Fund Q 117507 Q	Organization Q 56408 Q	Account Q 101110 Q	Program Q. 180	Percent	Budget	***	Amount to Post
Add / Effect COA Q Q	Change Ive Date: MM/DI Index Q 117507 Q Q	Pund Q 117507 Q	Organization Q 56408 Q	Account Q 101110 Q	Program Q. 180	Percent	Budget	***	Amount to Post

# Enter **Effective Date, Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

Transa	action: action Status: val Category:		D JOB Labor Distri	bution, PAFLDS	Query Date: D	Dec 01, 2012			e changes pric being saved.	or
			ės.	oproval Types I	Account Distribu	ution   Routing	Queue   Transaction	n History		
🕈 – Ind	licates a requir	ed field.								
NDAD	DUD Labor	Distribution	013170-00 8	Building & P	Invironmen	tal Techn	Last Paid Date	Aug 31.	2012	
NDAP	DUD Labor									
		Discribución,	015170 001	Sunding of I	invironment.	car rectin,		in ring bill	conc	
Add /	Change	D/mm 12/01/20		Soliding of 1	-tryn on men	tar recim,		a ring si	Conc	
Add /	Change			Account	Program				nount to Post R	emove
Add /	Change ive Date: MM/D	D/YYYY 12/01/20	12							emove
Add / Effection	Change ive Date: MM/D Index	D/1117 (12/01/20 Fund	12 Organization	Account	Program	Percent	Budget F	TE An	nount to Post R	emove
Add / Effecti COA	Change ive Date: MM/D Index Q 117507	Fund Q 117507	12 Organization Q. 56408	Account Q 101110	Program Q 180	Percent	Budget F	TE An	nount to Post R	emove
Add / Effecti Q G Q	Change live Date: HM/D Index Q 117507 Q	D/1117 (2/01/20 Fund Q. 117507 Q.	Organization C, 56408 C,	Account Q 101110 Q	Program Q. 180 Q.	Percent	Budget F	TE An	nount to Post R	emove
Add / Effecti Q G Q	Change live Date: MM/D Index Q. 117507 Q. Q.	D/1117 (2/01/20 Fund Q. 117507 Q. Q.	Organization C, 56408 C,	Account Q 101110 Q Q	Program Q 180 Q	Percent	Budget F	TE An	nount to Post R	emove
Add / Effecti Q G Q Q	Change live Date: MM/D Index Q. 117507 Q. Q. Q. Q.	D/mm (2/01/20 Fund Q 117507 Q Q Q	12 Organization Q. 56408 Q. Q. Q.	Account Q 101110 Q Q	Program Q 180 Q	Percent	Budget F	TE An	nount to Post R	emove

Click Save to update Total. 🥣

Labor	Distributio	n Job Annua	I With FTE, 0	13170-00 E	Building & E	nvironmen	tal Techn,	Last Paid	Date: A	ug 31, 20	12	
Item			Current Value N	ew Value								
Jobs E	ffective Date: N	MM/DD/YYYY* 0	07/01/2012	12/01/2012								
Persor	nnel Date: MM/	DD/YYYY* (	07/01/2017	12/01/2012								
Annua	I Salary:	1	11166	22332								
FTE:			5	1.0								
Job Ch	ange Reason:	* L	ISI	FTEC, FTE Char	nge							
COAI G 1 New	17507 117507	Organization /	Account Program 101110 180 12 Organization		cation Project Program	Cost Percen 100.0 Activity		nce Overrid Project	e End Date Cost	Percent	Encumbrance Override End Date	Remove
QG	0	0	0	0	Q 180						MM/DD/YYYY	
	Q 117507	Q 117507	Q 56408	Q 101110	Q 180					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							
De	fault from Index	Save	and Add New Row	S					Total:	100.00		

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply	Q	Apply
Not Selected		Not Selected
Not Selected	· 9	Not Selected -
Not Selected	. Q.	Not Selected -
Not Selected	. Q	Not Selected +

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Your change w	as saved successfu	lly.		
Enter the inform	adon for the EPAF and	d either Save or Submit		
Name and ID:	Homer Simpson	, 895054978		
Transaction:	143462		Query Date: Dec 01, 2012	
Transaction State	us: Waiting			
Approval Catego	Y: PAF POSITION AN	D JOB Labor Distribution	, PAFLDS	

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

# (Example 3: Budget and Job on Position 000075 was reduced by \$7500 and FTE was reduced by .10, which was transferred to position 000100.)

Job	Selec	tion							
Ent	er or searc	h for a new p	osition	number and e	nter the suffix, or select the link und	der Title.			
-	y Date: oval Cate		1, 201		890001274 PAFLDS				
	Distribu h Type	tion Job An Position		With FTE, Li ix Title	DJAF Time Sheet Organization	Start Date	End Date	Last Paid Date	Status Select
a	New Job Primary	000075	00	Budget	56203, Financial Planning &	Jun 01,		Aug 31,	Active
All J				Analyst	Budgets	2008		2012	U

Select current Active Job for the employee. Select Go.

 $\geq$ 

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G

### Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

COA	Index	Fund		zation		Program	Percent	Budget	FTE	Amount to Post	Remo
Q G	Q 117029	Q 1170	29 🔍 5620	03	2 101110	Q 170	100.00	41723.00	.9000	-7500.00	
Q	Q	Q	Q		2	Q					
Q	Q	Q	Q		2	Q					
Q	Q	Q	Q		2	Q					
Q —	Q	Q	Q		2	Q					
9	4	4	4		~	4					
						Total:	100.00	41723.00	.90	-7500.00	
	Default from F	osition Index	Sav	e and Ad	d New Rows						
Item Jobs Ef Person Annual FTE:	ffective Date: M nel Date: MM/I Salary:	IM/DD/YYYY 0 DD/YYYY 0 4 1	Current Value No 17/01/2012 17/01/2012 19223	ew Value 12/01/2013 12/01/2013 41723 .90		ınalyst, Last P	aid Date: A	ug 31, 2012			
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti	ffective Date: M nel Date: MM/I Salary: ange Reason: i Distribution nt ive Date: 07/0	10/2012	Current Value No 17/01/2012 19223 19223 1.ISI 10 Budget Ana	ew Value 12/01/201: 12/01/201: 41723 .90 FTEC, FTE alyst, La	2 2 Change St Paid Dat	e: Aug 31, 20	12				
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti COA In	ffective Date: M nel Date: MM/I Salary: ange Reason: i Distribution nt ive Date: 07/0	IM/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Current Value No 17/01/2012 19223 19223 1.ISI 10 Budget Ana	ew Value 12/01/201: 12/01/201: 41723 .90 FTEC, FTE alyst, La	2 2 Change St Paid Dat	e: Aug 31, 20	12 t Encumbran	ug 31, 2012 ce Override End I	Date		
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti COA In	ffective Date: MM/I Salary: ange Reason: i Distribution at ive Date: 07// dex Fund (	IM/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Account Program	ew Value 12/01/201: 12/01/201: 41723 .90 FTEC, FTE alyst, La	2 2 Change St Paid Dat	e: Aug 31, 20 ject Cost Percen	12 t Encumbran		Date		
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti G 1 New	fective Date: MM/I Salary: ange Reason: i Distribution to twe Date: 07// dex Fund ( 17029 117029 5	IM/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Current Value No 17/01/2012 19223 19223 1 151 10 Budget Ana Account Program 101110 170	ew Value 12/01/201: 12/01/201: 41723 .90 FTEC, FTE alyst, La	2 2 Change St Paid Dat	e: Aug 31, 20 ject Cost Percen	12 t Encumbran		Date		
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti G 1 New	fective Date: MM/I Salary: ange Reason: i Distribution to twe Date: 07// dex Fund ( 17029 117029 5	1M/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Current Value No 17/01/2012 19223 19223 1 151 10 Budget Ana Account Program 101110 170	ew Value 12/01/201: 12/01/201: 41723 .90 FTEC, FTE alyst, La	2 2 Change St Paid Dat	e: Aug 31, 20 ject Cost Percen 100.0	12 t Encumbran			Encumbrance Override End Data MM/DD/YYY	R
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti COA In G 1: New Effecti COA G	fective Date: MM/I Salary: ange Reason: 1 Distribution tive Date: 07/0 ndex Fund ( 17029 117029 ! ve Date: MM/DD Index Q 117029	(M/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Account Program 101/101/2012 19223 1151 10 Budget Ana Account Program 101110 170 12 Organization Q 56203	Account	change st Paid Dat Location Pro Program	e: Aug 31, 20 ject Cost Percen 100.0	12 t Encumbrand 0	ce Override End I		Override End Date MM/DD/YYYY	
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti COA In G 1 New Effecti COA	fective Date: MM/I Salary: ange Reason: 1 Distribution tive Date: 07/0 ndex Fund ( 17029 117029 ! ve Date: MM/DC Index Q 117029 Q	(0 10 10 10 10 10 10 10 10 10 1	Current Value No 17/01/2012 19223 19223 1.ISI 10 Budget Ana Account Program 101110 170 12 Organization Q 56203 Q	Account Account Account Account	change st Paid Dat Location Program 9 Q 170 Q	e: Aug 31, 20 ject Cost Percen 100.0	12 t Encumbrand 0	ce Override End I	t Percent	Override End Date MM/DD/YYYY	
Item Jobs Ef Person Annual FTE: Job Ch Labor Currer Effecti COA In G 1: New Effecti COA G	fective Date: MM/I Salary: ange Reason: 1 Distribution tive Date: 07/0 ndex Fund ( 17029 117029 ! ve Date: MM/DD Index Q 117029	(M/DD/YYYY 0 DD/YYYY 0 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Account Program 101/101/2012 19223 1151 10 Budget Ana Account Program 101110 170 12 Organization Q 56203	Account	change st Paid Dat Location Pro Program	e: Aug 31, 20 ject Cost Percen 100.0	12 t Encumbrand 0	ce Override End I	t Percent	Override End Date MM/DD/YYYY	

Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remov
40 - (BUDGET) Budget Office	C	Approve
99 - (APPLY) EPAF Apply	q	Apply
Not Selected		Not Selected
Not Selected	· Q	Not Selected -
Not Selected	- Q	Not Selected -
Not Selected	· Q	Not Selected +
Save and Add New Rows		

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

<ul> <li>Your change w</li> </ul>	as saved successfi			
Enter the inform	ation for the EPAF ar	nd either Save or Submit		
Name and ID:	Abigail Angel	, 890001274		
Transaction:	143463		Query Date: Dec 01, 2012	
Transaction State	us: Waiting			
Approval Categor	Y: PAF POSITION A	ND JOB Labor Distribution,	PAFLDS	

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

### **REPEAT STEPS ABOVE TO COMPLETE THE "TO" TRANSACTION SIDE OF EXAMPLE 1:**

Select current Active Job for the employee. Select Go.

Job Selection				
Enter or search for a new position number and enter the suffix, or select the link under	ier Title.			
ID: Clark Griswold , 890000659 Query Date: Nov 12, 2012 Approval Category: PAF Labor Distribution, PAFLDS Labor Distribution Job Annual With FTE, LDJAF				
Search Type Position Suffix Title Time Sheet Organization Q. New Job	Start Date	End Date Last Paid Date	Status	Select
Primary 000100 00 Business Officer 56202, Accounting Services All Jobs Next Approval Type Go	s Jun 01, 2008	Aug 31, 2012	Active	

## Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

Effecti	ve Date: MM/I	DD/YYYY 12/01/	2012			Program					emove
COA	Index	Fund		ation Ac		Program	Percent	Budget	FTE	Amount to Post F	temove
Q G	Q 117028	Q 117028	3 🔍 5620	2	101110	Q 170	100.00	43760.00	.8500	7500.00	
Q	Q	Q	Q	Q		Q					
Q	Q	Q	Q	Q		Q			1		
0	Q	Q	Q	Q		Q					
0	Q	Q	Q	Q		Q		]	]		
						Total:	100.00	43760.00	) .85	7500.00	
Labor Curre Effect COA I	nt ive Date: 07/ ndex Fund	n, 000100-00 01/2012 Organization Ad	) Business Of		t Paid Dat	ect Cost Percer	nt Encumbrar	ice Override End	Date		
Labor Curre Effect COA I G 1	r Distribution nt ive Date: 07/1	n, 000100-00 01/2012 Organization Ad	) Business Of	fficer, Las	t Paid Dat		nt Encumbrar	ice Override End	Date		
Labor Curre Effect COA I G 1 New	r Distribution nt ive Date: 07/( index Fund 17028 117028 1	n, 000100-00 01/2012 Organization Ac	) Business Of ccount Program D1110 170	fficer, Las	t Paid Dat	ect Cost Percer	nt Encumbrar	nce Override End	Date		
Labor Curre Effect COA I G 1 New	r Distribution nt ive Date: 07/( index Fund 17028 117028 1	n, 000100-00 01/2012 Organization Ad	) Business Of ccount Program D1110 170	fficer, Las	t Paid Dat	ect Cost Percer 100.0	nt Encumbrar	nce Override End Project Co:		Encumbrance Override End Date MM/DD/YYYY	
Labor Curre Effect COA I G 1 New Effect	r Distribution nt ive Date: 07// ndex Fund 17028 117028 : ive Date: MM/DE	n, 000100-00 01/2012 Organization Ar 56202 10	) Business Of ccount Program D1110 170 2 Organization	fficer, Las	ocation Proj Program	ect Cost Percer 100.0	nt Encumbrar 0			Override End Date MM/DD/YYYY	
Labor Curre Effect COA I G 1 New Effect COA	r Distribution nt tive Date: 07/( index Fund of 17028 117028 1 ive Date: MM/DE Index	n, 000100-00 01/2012 Organization Ad 56202 10 0///// 12/01/2012 Fund	) Business Of ccount Program D1110 170 2 Organization	fficer, Las n Activity L Account	ocation Proj Program	ect Cost Percer 100.0	nt Encumbrar 0		st Percent	Override End Date MM/DD/YYYY	1
Labor Curre Effect COA I G 1 New Effect COA	r Distribution nt ive Date: 07// ndex Fund of 17028 117028 1 ive Date: MM/DE Index Q 117028	n, 000100-00 01/2012 Organization A 56202 10 9/YYYY 12/01/2013 Fund Q 117028 Q Q	2 Organization	fficer, Las n Activity L Account	Program	ect Cost Percer 100.0	nt Encumbrar 0		st Percent	Override End Date MM/DD/YYYY	
Labor Curre Effect COA I G 1 New Effect COA	r Distribution nt ive Date: 07// index Fund 17028 117028 ive Date: MM/DE Index Q 117028 Q	n, 000100-00 01/2012 Organization Av 56202 10 7/YYYY 12/01/2013 Fund Q 117028 Q	CCCOUNT Program D1110 170 Crganization	fficer, Las n Activity L Account	ocation Proj Program Q 170 Q	ect Cost Percer 100.0	nt Encumbrar 0		st Percent	Override End Date MM/DD/YYYY	1

Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

### Clarify your actions by including comments on both PAFS:

#### Sample Comment on the FROM PAF:

Position 000075 was reduced by \$7500 and FTE was reduced by .10. Job was reduced by \$7500 and the FTE on the JOB was reduced by .10 FTE. Position 000100 was increased by \$7500 and FTE was increased by .10. Job was increased by \$7500 and FTE was increased by .10.

### Sample Comment on the TO PAF:

Position 000100 was increased by \$7500 and FTE was increased by .10. Job was increased by \$7500 and the FTE on the JOB was increased by .10 FTE. Position 000075 was reduced by \$7500 and FTE was reduced by .10. Job was reduced by \$7500 and FTE was reduced by .10.

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue		
Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office	9	Approve
99 - (APPLY) EPAF Apply	Q	Apply
Not Selected		Not Selected
Not Selected	· Q	Not Selected -
Not Selected	. Q.	Not Selected -
Not Selected	· Q	Not Selected -
Save and Add New Rows		

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>(A)</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Your change w	as saved success	fully.	
Enter the inform	ation for the EPAF	and either Save or Submit	
Name and ID:	Clark Griswold	, 890000659	
Transaction:	143464		Query Date: Dec 01, 2012
Transaction State	us: Waiting		
Approval Categor	Y: PAF POSITION	AND JOB Labor Distributio	n, PAFLDS

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

### It is important to note the following on PAF Position and Job Labor Distribution, PAFPLS:

- 1. The **Percent** will automatically update based on the budget that you enter. The **Percent** is a nonenterable field.
- 2. The FTE can only be taken to 2 decimal places, e.g., .75, .50, .33. If the FTE is carried out more than 2 decimal places, the PAF will be returned to the originator for correction.
- 3. To change the percentages of pay in the JOBS section, manually enter the new percentage for each fund under PERCENT. When totaled, all lines must equal 100%.
- 4. For positions that have more than one funding source, you may change as few or as many Budgets or FTEs as needed for the transaction.
- 5. Always include a **comment** on the PAF to help clarify the action that is being performed.

# Change the FOAP, BUDGET/FTE on JOB and Position

It is important to note the following: Just like an EPAF...never key the parts of a FOAP ...your PAF will not submit if you do so.

# (Example 4: Employee in position 014210 will receive an increase of \$5000. FOAP will be changed from 117029 to 117033.)

lob Selection	
Finter or search for a new position number and enter the suffix, or select the link under Title.	
ID: Brenda Knight, 884644747	
Query Date: Dec 01, 2012	
Approval Category: PAF Labor Distribution, PAFLDS	
Labor Distribution Job Annual With FTE, LDJAF	
	Start Date End Date Last Paid Date Status Select
	Start Date End Date Last Paid Date Status Select
Search Type Position Suffix Title Time Sheet Organization	
Search Type         Position         Suffix Title         Time Sheet Organization         Search Type           Q,         New Job         Primary 014210         00         Accountant 56203, Financial Planning & Budgets         3	
Search Type Position Suffix Title Time Sheet Organization S Q. New Job	

Select current **ACTIVE Job** for the employee. Select Go.

Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

Ente	r the information	on for the EPAF an	d either Save or Su	ubmit.					
Transa Transa	ction Status:		t, 884644747	884644747 Query Date: Dec 01, 2012 NOS Labor Distribution, PAFLDS					
Save									
			A	proval Types I	Account Distrib	ution   Routing	Queue I Transacti	on History	
- indi	icates a requi	red field							
			014210-00	Accountant	Last Paid I	Date: Aug	31, 2012		
NBAP	BUD Labor		, 014210-00 /	Accountant	, Last Paid I	Date: Aug	31, 2012		
Add /	BUD Labor Change ve Date: MM/I Index	Distribution		Accountant	Program	Date: Aug :	31, 2012 Budget		Amount to Post
Add /	BUD Labor Change ve Date: MM/I	Distribution,	12	Account Q 101110	Programs Q. 170			1.0000	Amount to Post
Add /	BUD Labor Change ve Date: MM/I Index	Distribution	12 Organization	Account	Program	Percent	Budget	2.0	
Add /	BUD Labor Change ve Date: MM/I Index Q. 117029	Distribution, 12/01/20 Fund Q 117029	0rganization 56203	Account Q 101110	Programs Q. 170	Percent	Budget	2.0	
Add / Effection	BUD Labor Change ve Date: MMU Index Q 117029 Q	Distribution, 20/007 12/01/20 Fund Q 117029 Q	0rganization Q 56203 Q	Account Q 101110 Q	Programs Q. 170 Q.	Percent	Budget	2.0	
NBAP	BUD Labor Change ve Date: MMU Index Q 117029 Q Q	Distribution, 200000 12/01/20 Fund Q 117029 Q	12 Organization Q. 56203 Q. Q. Q.	Account Q 101110 Q	Programs Q. 170 Q.	Percent	Budget	2.0	

To change the FOAP, Enter 'G' for Chart of Accounts. Enter only the Index number. Press the [Default from Index] key. Banner completes the FOAP, without the Account number.

Туре		Message	e Type Descript	ion					
NBAPB	BUD Labor Distri	bution ERROR	Account o	ode is require	ed.				
NBAPB	<b>SUD Labor Distri</b>	bution ERROR	Account o	ode is require	ed.				
	BUD Labor Distri		NG Amount t	o Post will cale	culate after the	Account is er	ntered and saved		
- ind	licates a require	d field.							
				a second second			24 2042		
IBAP	BUD Labor	Distribution,	014210-00	Accountant	, Last Paid I	Date: Aug	31, 2012		
\dd /	Change								
	Change	XXXX 12/01/20	12						
Effecti	ive Date: MM/DD	and the first second							
Effecti COA	ive Date: MM/DD Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
Effecti COA	ive Date: MM/DD	and the first second		Account	Program	Percent 100.00	A MARCE A PAR		
Effecti COA G	ive Date: MM/DD Index	Fund	Organization				58343.00	1.0000	.00
Effecti COA G G	Index 117029	Fund Q 117029	Organization 9 56203	Q 101110	Q 170	100.00	58343.00	1.0000	.00
	ive Date: MM/DD Index 9 117029 9 117033	Fund 9 117029 9 117033	Organization 9 56203 9 56205	Q 101110 Q	<ul><li>170</li><li>170</li><li>170</li></ul>	100.00	58343.00	1.0000	.00
Effecti COA G G G	Index 117029	Fund 117029 117033	Organization	Q 101110 Q Q	Q 170 Q 170 Q	100.00	58343.00	1.0000	.00
Effecti COA Q G Q G Q	Index 117029	Fund (117029 (117033 (117033 (117033) (117033) (117033) (117033) (117033) (117033) (117033) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117029) (117033) (117033) (117029) (117029) (117033) (11	Organization	Q 101110 Q Q Q	<ul> <li>170</li> <li>170</li> <li>170</li> <li>170</li> <li>170</li> </ul>	100.00	58343.00	1.0000	.00

# Scroll back to the Labor Distribution grid, and enter the Account Number. Click [Save], or [Save and Add New Rows].

	Change ve Date: MM/DD	D/YYYY 12/01/20	12				Bu	dget and F	TE have been s	aved.
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
QG	Q 117029	Q 117029	Q 56203	Q 101110	Q 170	47.95	58343.00	1.0000	.00	
QG	Q 117033	Q 117033	Q 56205	Q. 101110	Q 170	52.05	63343.00	1.0000	63343.00	
Q	Q	q	Q	Q	Q					
Q.	Q,	Q	Q	Q,	Q,					
Q.	Q	Q	Q	Q	Q		_			
Q,	Q.	Q	Q	Q.	Q					
					Total:	100.00	121686.00	2.00	63343.00	
1	Default from Pos	ition Index	Save and A	dd New Rows						

Enter **Budget** and **FTE** as needed for necessary changes. Click **[Save]**, or **[Save and Add New Rows]**. In the above example, **Budget** and **FTE** need to be removed from the OLD FUND 117503. Simply click on the **"Remove"** box beside the OLD FOAP or **"Zero"** out the Budget and FTE associated with the OLD FOAP.

	Change ve Date: MM/DI	D/YYYY 12/01/20	12						e changes made r to being saved.	
COA	Index	Fund	Organization	Account	Program	Percent	Budget F	TE	Amount to Post R	Remove
Q G	Q 117029	Q 117029	Q 56203	Q 101110	Q 170	47.95	0	0	.00	NT.
QG	Q 117033	Q 117033	Q 56205	Q 101110	Q 170	52.05	63343.00	1.0000	63343.00	25
9	Q	Q	Q	Q	Q					
Q.	Q	Q	Q	Q	Q				1	
Q.	Q	Q	Q	Q.	Q.				1	
Q.	Q	Q	Q	Q.	Q.					
					Total:	100.00	121686.00	2.00	63343.00	
	Default from Pos	ition Index	Save and A	dd New Rows						

#### Click **Save** and the FOAP will be removed from the Labor Distribution.

Add /	Change	Distribution,		Note changes after being saved. Old FOAP has been removed.						
COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
Q G	Q 117033	Q 117033	Q 56205	Q 101110	Q 170	99.99	63343.00	1.0000	63343.00	12
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:	99.99	63343.00	1.00	5000.00	
1	Default from Pos	ition Index	Save and A	dd New Rows						

Position changes have been completed. Modifications need to be made to the employee's Job. Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

Item		(	Current Value No	ew Value								
Jobs E	ffective Date: I	MM/DD/YYYY* 0	7/01/2012	2/01/2012								
Persor	nnel Date: MM/	DD/YYYY* 0	7/01/2012	12/01/2012								
Annua	I Salary:	5	8343	63343								
FTE:		1		1								
Job Ch	nange Reason:	• L	ISI	LABOR, Labor 0	Charge Forward	-						
Curre	nt											
COAI G 1 New	17029 117029	Organization /	Account Program	n Activity Lo	cation Project	<b>Cost Percen</b> 100.00		nce Overrid	e End Date			
COAI G 1 New	index Fund	Organization 56203	101110 170		cation Project Program			nce Overrid Project	e End Date Cost	Percent	Encumbrance Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA	index Fund 17029 117029	Organization 2 56203	101110 170			100.00	ס				Override End Date MM/DD/YYYY	
COAI G 1 New Effecti	index Fund 17029 117029 Ive Date: MM/DI Index	Organization / 56203 : D/YYYY 12/01/20 Fund	Organization	Account	Program	100.00	ס			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA	index Fund 117029 117029 ive Date: MM/DI Index Q 117029	Organization / 56203 : D/YYYY 12/01/20 Fund Q 117029	12 Organization Q 56203	Account	Program	100.00	ס			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA	index Fund 17029 117029 ive Date: MM/DI Index 4 117029 4	Organization / 56203 :: 0/YYYY 12/01/20 Fund Q 117029 Q	12 Organization	Account	Program	100.00	ס			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA G G	index Fund 17029 117029 ive Date: MM/DI Index 4 117029 4 4	Organization / 56203 :: 0/YYYY 12/01/20 Fund Q 117029 Q	01110 170 12 Organization 9 56203 9 9	Account	Program Q. 170 Q.	100.00	ס			Percent	Override End Date MM/DD/YYYY	
COA I G 1 New Effecti COA G Q G	index Fund 17029 117029 ive Date: MM/DI Index 4 117029 4 4	Organization / 55203 : 5/YYYY 12/01/20 Fund Q 117029 Q Q Q	01110 170 0rganization 0 56203 0 0	Account Q 101110 Q Q Q	Program Q 170 Q Q Q	100.00	ס			Percent	Override End Date MM/DD/YYYY	

#### Enter the new Index number.

	ive Date: 07/		Account Program	Activity Lo	ration Project	Cost Percen	t Encumbra	nce Override I	End Date			
	17029 117029		101110 170	in Activity Lo.		100.0		de overnde i	Lind Date			
New												
Effecti	ve Date: MM/DE	D/YYYY 12/01/20	12									
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date MM/DD/YYYY	Remov
G	117033	Q 117029	Q 56203	Q 101110	Q 170					100.00		
a	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		

# Press the [Default from Index] key. Banner completes the FOAP, without the Account number.

Curre	nt											
Effect	ive Date: 07/	01/2012										
COAI	ndex Fund	Organization /	Account Program	m Activity Lo	ocation Project	Cost Percen	t Encumbra	nce Overrid	e End Date	2		
G 1	17029 117029	56203	101110 170			100.0	0					
New												
	ve Date: MM/DI	D/YYYY 12/01/20	12									
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Remove
			-			Constant of					Override End Date MM/DD/YYYY	
QG	Q 117033	Q 117033	Q 56205	Q	Q 170					100.00		6
Q.	Q	Q	Q	9	Q							
Q.	Q	Q.	Q.	Q	Q	-	1	~		-		
~	Q	Q	Q	Q	Q,				-	_		
Q	Q	Q	Q	Q	Q							
a -	~											

# Scroll back to the Labor Distribution grid, and enter the Account Number. Click [Save], or [Save and Add New Rows].

Item			Current Value No	ew value								
Jobs E	ffective Date: N	MM/DD/YYYY* (	07/01/2012	12/01/2012								
Persor	nnel Date: MM/	DD/YYYY* (	07/01/2012	12/01/2012								
Annua	I Salary:	5	58343	63343								
FTE:		1		1								
Job Ch	nange Reason:	* L	ISI	LABOR, Labor C	hange Forward							
Effect	tive Date: 07/		Assount Deserve	n Activity Los	ation Project	Cost Barrow	t En avenhau	nen Overrid	End Date			
COAI G 1 New	tive Date: 07/ Index Fund 117029 117029	Organization 56203	Account Program 101110 170	n Activity Loo	ation Project	<b>Cost Percen</b> 100.0		nce Overrid	e End Date			
Effect COA I G 1 New	tive Date: 07/ Index Fund	Organization 56203	101110 170	n Activity Loo	ation Project			nce Overrid	e End Date			
Effect COA I G 1 New Effecti	tive Date: 07/ Index Fund 117029 117029	Organization 56203	101110 170		Program			nce Overrid Project	e End Date Cost	Percent	Encumbrance Override End Date MM/DD/YYYY	
Effect COA I G 1 New Effect COA	tive Date: 07/ Index Fund 117029 117029 Ive Date: MM/DI	Organization 2 56203	101110 170			100.0	0				Override End Date MM/DD/YYYY	Remove
Effect COA I G 1 New	tive Date: 07/ Index Fund 117029 117029 Ive Date: MM/DI Index	Organization 4 56203 D/YYYY 12/01/20 Fund	101110 170 12 Organization	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	
Effect COA I G 1 New Effecti COA	tive Date: 07/ Index Fund 117029 117029 Ive Date: MM/DI Index Q 117033	Organization 4 56203 D/YYYY 12/01/20 Fund Q 117033	101110 170 12 Organization Q 56205	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	
Effect COA I G 1 New Effect COA	tive Date: 07/ Index Fund 117029 117029 Ive Date: MM/DI Index 4 117033	Organization / 56203 20 9/YYYY 12/01/20 Fund Q 117033 Q	101110 170 12 Organization Q 56205 Q	Account	Program	100.0	0			Percent	Override End Date MM/DD/YYYY	

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office	9	Approve
99 - (ADDLY) EPAT Apply	Q	Apply
Not Selected		Not Selected
Not Selected	. q	Not Selected -
Not Selected	. Q	Not Selected ~
Not Selected	. Q	Not Selected -

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic	Personnel Action F	orm
Your change w	as saved successfully.	
Enter the miorin	ation for the EPAF and either Save	or Submit
Name and ID:	Brenda Joyce Hampshire, 8846	44747
Transaction:	143465	Query Date: Dec 01, 2012
Transaction State	us: Waiting	
Approval Categor	y: PAF POSITION AND JOB Labor	Distribution, PAFLDS
Save Submit	Delete	

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

# **PAF Supervisor Change, PAFSPV**

Universities must transmit data to UNC General Administration. Data is generally pulled out of the Banner System and uploaded to UNC General Administration; therefore, Banner data must be current. The PAF Supervisor Change, PAFSPV allows departments to change supervisory data. PAF Supervisor Change, PAFSPV, can be accessed through the Position Actions Portal.

Enter into UNCGenie. Select Employee Tab. Select Electronic Personnel Action Forms on the menu.

OYEE - Please verify your "Payroll Address". Address information is located on your Personal Information ta ion". The Payroll Address listed will be printed on your IRS form W-2.	RETURN TO MENU SITE MAP HELP EXIT Extended time out; 60 minutes ab under the "View Address(es) and phone(s)
OYEE - Please verify your "Payroll Address". Address information is located on your Personal Information ta	Extended time out: 60 minutes
DYEE - Please verify your "Payroll Address". Address information is located on your Personal Information ta	
	ab under the "View Address(es) and phone(s)
e verify your Direct Deposit Bank Account information to ensure payroll net pay and accounts payable reim nt. To update your Direct Deposit information, click on the Pay Information link followed by the Direct Dep nt information is unrelated to UNCG student refunds and net financial aid disbursements administered thro	posit Maintenance link. (This Direct Deposit Bank
nic Personnel Action Forms	
s and Deductions	
t, health, or miscellaneous.	
prmation	
ssit maintenance, earnings and deductions history, or pay stubs.	
ms	
ation, or W2 Form.	
immary	
Balances	
Planner	
s Directory	

### Select Position Actions.

GREENSBORO Inspire. Change.	
Personal Information Student Employee Finance Search Go	<u>RETURN TO EMPLOYEE MENU</u> SITE MAP <u>HELP</u> EXIT
Electronic Personnel Action Form	
affaire first & Marcola	
Originator Summary	
Person, Job and Position Actions	
Originator Summary Person, Job and Position Actions Changes person or job actions or a combination of person, job and position actions. Requires the Employee ID number to begin.	
Person, Job and Position Actions Changes person or job actions or a combination of person, job and position actions.	
Person, Job and Position Actions Changes person or job actions or a combination of person, job and position actions. Requires the Employee ID number to begin. Position Actions	

The Electronic Position Action, that touches only the position, requires a position number to begin. If position number is known enter it into the **Position Number** field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon . You can search for a position number by the Employee Class, the COA or the Budget Organization (UNCG Org Security Guidelines apply). Click the appropriate position number and it will populate the position field.

	EENSBO	The second second second	State 1 for section								
Colored at	nformation Stu	dent Employee Finance							RETURN TO EMPLOYEE MENU	SITE MAP	HELP EX
Search		Go							RETORN TO EMPLOTEE MENO	STIE MAP	BELC EA
Positi	ion Sele	ection									
		-	ct the link under Position to select it.								
		and select Go. Then selec	t the link under Position to select it.								
Search C Position I											
Employee	e Class:	All E1, SAAO I 12 Mo Leave E2, SAAO II 12 Month Le	Earning								
		LE, DIOIO II IE HOHEI LE	ave coming								
COA:		All G, UNC Greensboro									
	)rganization:	All 10101. Office of the Prov	vost								
	Organization:	All	rost -								
Budget O		All 10101. Office of the Prov	vost -								
Budget O Go Search R		All 10101, Office of the Prov 10202, Admissions	employee Class	COA	Budget Organization		Begin Date	End Date			
Budget O Go Search R Positic	tesults on <b>title</b> Tech Supp	All 10101, Office of the Prov 10202, Admissions port Specialist	A Employee Class	G	V 10805, Academic Technology		May 01, 2008				
Budget O	tesults on <mark>♦</mark> Title Tech Supp Tech Supp	All 10101, Office of the Prov 10202, Admissions wort Specialist wort Analyst	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt	G	10805, Academic Technology 10805, Academic Technology	Systems	May 01, 2008 May 01, 2008				
Budget O	Tech Supp Tech Supp Tech Supp Tech Supp	All 10101, Office of the Prov 10202, Admissions Proof Specialist port Specialist port Analyst	A Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt	666	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	Systems Systems	May 01, 2008 May 01, 2008 May 01, 2008				
Budget O Go Search R Positic 000186 000481 002888 014042	Title	All 10101, Office of the Prov 10202, Admissions Port Specialist port Analyst port Analyst port Analyst	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt	► 6 6 6 6 6 6	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	Systems Systems Systems	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008				
Budget O Search R Positic 000186 000481 002888 014042 014166	Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp	All 1010, Office of the Prov 10202, Admissions Prove Specialist port Specialist port Analyst port Analyst port Technician	Employee Class     SN, SPA Non-Exempt     SSA Ron-Exempt     SN, SPA Non-Exempt     SN, SPA Non-Exempt     SN, SPA Non-Exempt	▼ 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	Systems Systems Systems Systems	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008				
Budget O Go Search R Positic 000186 000481 002888 014042	Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp	All 10101, Office of the Prov 10202, Admissions Fort Specialist ort Analyst Port Technician Port Technician Port Specialist	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt	000000	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	/ Systems / Systems / Systems / Systems / Systems	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008				
Budget O	Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp	All 10102, Office of the Prov 10202, Admissions Fort Specialist fort Analyst fort Analyst fort Technician fort Technician fort Technician	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt	0000000	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	/ Systems / Systems / Systems / Systems / Systems / Systems	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 Jun 26, 2009				
Budget O Search R Positio 000186 000481 002888 014042 014166 014220 014220	Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Associate	All 10101 Office of the Prov 10202, Admissions nort Specialist nort Analyst nort Analyst nort Analyst sort Analyst sort Technician nort Technician sort Technician systems Systems	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt E2, SAAO 11 12 Month Leave Earning UH, Undergraduate Hourly GF, Graduate Flat Pay	0000000	10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology 10805, Academic Technology	<ul> <li>Systems</li> <li>Systems</li> <li>Systems</li> <li>Systems</li> <li>Systems</li> <li>Systems</li> <li>Systems</li> </ul>	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 Jun 26, 2009 Jul 01, 2007				
Budget O Search R Positic 000481 000481 000481 014166 014220 0990954 099091	Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Tech Supp Associate Academic	All 10101, Office of the Prov 10202, Admissions For Specialist for Analyst for Analyst for Technician for Technician for Technician for Technician Systems Systems Systems	Employee Class SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt SN, SPA Non-Exempt E2, SAAO II 12 Month Leave Earning UH, Undergraduate Hourly	000000000000000000000000000000000000000	10805, Academic Technology 10805, Academic Technology	<ul> <li>Systems</li> </ul>	May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 May 01, 2008 Jun 26, 2009 Jul 01, 2007 Jul 01, 2007 Jul 01, 2007				

Select the "PAF Supervisor Change, PAFSPV" from the Approval Category drop down box.

Position A	ctions	
Fiscal Year:* Position:* Approval Categor	2013 (01-JUL-2012 - 30-JUN-2013) 000075 Q PAF Supervisor Change, PAFSPV Go	
		New EPAF
		Return to EPAF Menu
RELEASE: 8.4		

Click on "Go" to access the Electronic PAF Supervisor Change form, PAFSPV.

	ition Only)			
Transaction:		Query Date: Nov 14, 2012		
Transaction Status:				
Approval Category: PAF Super	visor Change	, PAFSPV		
Save				
Save				
		Approval Types   F	Routing Queue   Transaction History	
<ul> <li>indicates a required field.</li> </ul>				
POSN Supervisor Chang	je, 00007	5-00 Budget Analyst		
	nt Value Ne	w Value		
Position Reports To: * 000113	a q			
Routing Queue				
Approval Level		User Name		Required Actio
99 - (APPLY) EPAF Apply		Q,		Apply
Not Selected	•	Q		Not Selected +
Not Selected	÷	Q		Not Selected +
Not Selected	•	٩		Not Selected +
Not Selected	•	Q		Not Selected -

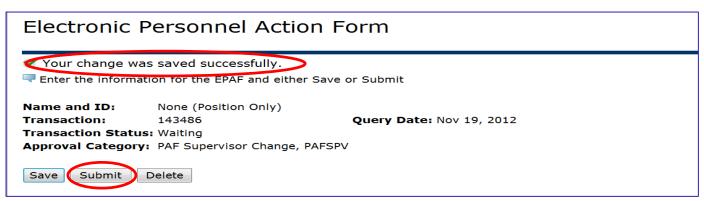
Enter the **New Supervisor Position Number** in the **"New Value"** Field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon **Q**.

Electronic P	ersonnel Action Form			
Renter the information for the EPAF and either Save or Submit.				
Name and ID:	None (Position Only)			
Transaction:	Query Date: Nov 14, 2012			
Transaction Status:				
Approval Category:	PAF Supervisor Change, PAFSPV			
Save				
	Approval Types   Routing Queue   Transaction History			
* - indicates a requi	red field.			
POSN Superviso	r Change, 000075-00 Budget Analyst			
Item	Current Value New Value			
Position Reports To:	* 000113 Q 000173			

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office	0	Approve
99 - (APPLY) EPAF Apply	Q	Apply
Not Selected		Not Selected
Not Selected	. q	Not Selected -
Not Selected	. q	Not Selected -
Not Selected	. Q	Not Selected +

For areas listed in the approval levels, select on the magnifying glass under User Name <sup>9</sup> to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.



Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

## **Routing Queues**

Just like an EPAF, the **PAF** Routing Queue lists the persons or departments through which the **PAF** must travel for approval. Certain approval levels are hard coded on the PAFs. These approval levels should not be changed as they are required approvers and must be included. You must select a name for each level that has been hard coded into the PAF. If you leave one blank, the PAF will not submit successfully.

Additional approval levels can be added to accommodate each unique position action. For example, if a position is funded by grant funds, the Principal Investigator and Contracts and Grants should be added to the routing queue.

#### **Approval Levels for PAFS:**

PAF Position ONLY Labor Distribution Change, PAFPLD		PAF Position and Jobs Labor Distribution Change, PAFLDS		
10 Principal Investigator –If applicable		10	Principal Investigator –If applicable	
12	Department – If applicable	12	Department – If applicable	
15	Unit – If applicable	15	Unit – If applicable	
20	Division – Hard coded as an Approver	20	Division – Hard coded as an Approver	
34	Human Resource Services – Hard Coded as FYI	34	Human Resource Services – Hard Coded as	
			Approver	
35	Contracts and Grants – If applicable	35	Contracts and Grants – If applicable	
40	Budget Office – Hard Coded as Approver	40	Budget Office – Hard Coded as Approver	
99	EPAF/PAF Apply – Hard Coded to Apply	99	EPAF/PAF Apply – Hard Coded to Apply	

# **Searching PAFS in Genie**

Unlike EPAFS that can be searched by an employee name, ID number or transaction number, Position Only PAFs can only be searched by a transaction number in Genie. However, PAFs will appear first in the list of transactions.

	Current										
	Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.										
	Transaction Status: All Waiting	0									
	1.5.5 C		New EPAF   De	ault Routing Queue   Search   Superv	ser or Filter Transactions						
	1 - 16 of 16 EPAF Transactions										
	△ Name ▼	↓ ID	▲ Transaction ▼	Type of Change ▼	A Submitted Date A Effective Dat ▼	e ▲ Transaction ▽	ı Status Links				
	Position 003663		143367	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments				
	Position 003663		143366	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments				
Position	Position 000047		143365	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments				
Only -	Position 000006		143364	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments				
PAFS	Position 013170		143363	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	**Commer				
	Position 014166		143358	PAF POSITION Labor Distribution	Nov 07, 2012	Waiting	Comments				
	Position 000084		142004	PAF POSITION Labor Distribution	Oct 05, 2012	Waiting	Comments				
	Burnette, Cheryl V. Business Officer, 000100-00	890000659	143378	PAF POSITION AND JOB Labor Distribution	Nov 12, 2012	Waiting	Comments				
PAFS &	Burnette, Cheryl V. Business Officer, 000100-00	890000659	143369	PAF POSITION AND JOB Labor Distribution	Nov 08, 2012	Waiting	Comments				
sition/	Hampshire, Brenda J. Accountant, 014210-00	884644747	143380	PAF POSITION AND JOB Labor Distribution	Dec 01, 2012	Waiting	Comments				
bs PAFS	Holderness, Catherine Director, 013119-00	896071840	142072	PAF POSITION AND JOB Labor Distribution	Oct 01, 2012	Waiting	**Commen Errors				
US PAFS	Levens, Amanda P. Accountant, 014210-00	890001274	143382	PAF Position LD and JOBS Appt	Dec 01, 2012	Waiting	Comments				
	Levens, Amanda P. Accountant, 014210-00	890001274	143381	PAF Position LD and JOBS Appt	Dec 01, 2012	Waiting	Comments				
				ALE BOOTTON AND 1001 1	10 11 12 12 12 12 12 12 12 12 12 12 12 12						