# TTU Current and Future Labor Change ePAF

## Purpose of the ePAF

The purpose of the TTU Current and Future Labor Change, TLABOR is to change the funding on an employee for pay periods that have not been paid.  It is only used to change the labor distribution.  It cannot be used to change an employee's salary, FTE or title.  This ePAF replaces the Job Labor Distribution Change Form – Future.

Prior to submitting the ePAF, the department should run the following Cognos report for the R#, position number, suffix and current funding source.

> *Public Folders>Human Resources>Departmental Users>Employee Appointment Reports>*
> *HR121-Current and Future Appointment Report*

The department will need to ensure that sufficient funds are available in 6Z0 of the FOP(s) to be used in the new labor distribution.  There are many Finance Cognos reports containing FOAP and available balance information.  Below are two reports that provide this information.

> *Public Folders>Budget>Budget Financial Reports>RPT_OPAL_005 – Available Balance By Organization*
> *(BAVL)*

> *Public Folders>TTU Finance>All Finance Reports>FI002 – Revenue Expense Budget Pools By FOP*

If the labor changes submitted via the Current and Future Labor Change ePAF are temporary (only for a few months and NOT the funding source for the next fiscal year), the department will need to submit an additional labor change ePAF to change the labor distribution effective 9/1/xx of the next fiscal year or before, if needed.
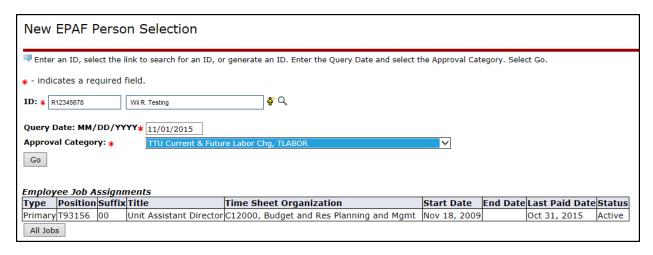
## Getting Started

Log into Raiderlink and go to the A&F Work Tools tab.  On the Human Resources channel, click on E-PAF, then select New EPAF from the menu.

## Completing the TTU Current and Future Labor Change, TLABOR ePAF

*New EPAF Person Selection*
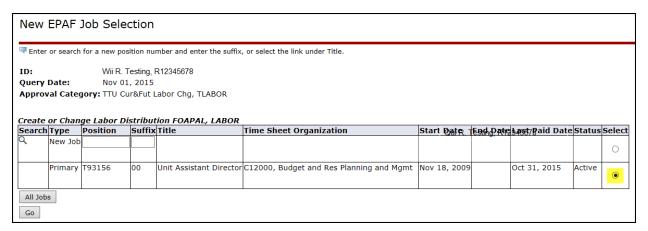
1. Enter the R-ID or search by employee name.
2. Enter the Query Date.  The query date defaults to today's date.  Please change this date to match the effective date of the Labor Distribution change, as follows:
   a. The effective date is the 1st day of any pay period after the last paid date.
3. Select the Approval Category:  TTU Current and Future Labor Change, TLABOR
4. Click Go

## New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

❋ - indicates a required field.

**ID:** ❋ `R12345678`   `Wii R. Testing`   🔲 🔍

**Query Date: MM/DD/YYYY** ❋ `11/01/2015`

**Approval Category:** ❋   `TTU Current & Future Labor Chg, TLABOR` ⌄

`Go`

### Employee Job Assignments

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|------|----------|--------|-------|------------------------|------------|----------|----------------|--------|
| Primary | T93156 | 00 | Unit Assistant Director | C12000, Budget and Res Planning and Mgmt | Nov 18, 2009 | | Oct 31, 2015 | Active |

`All Jobs`

### New EPAF Job Selection

1. Choose an existing position number and suffix by clicking the radio button in the select box next to the correct position number and suffix.
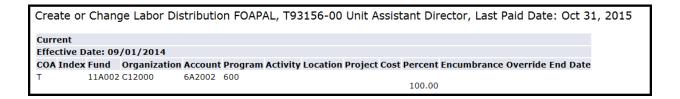2. Click Go

## New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:**   Wii R. Testing, R12345678
**Query Date:**   Nov 01, 2015
**Approval Category:** TTU Cur&Fut Labor Chg, TLABOR

### Create or Change Labor Distribution FOAPAL, LABOR

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|--------|------|----------|--------|-------|------------------------|------------|----------|----------------|--------|--------|
| 🔍 | New Job | | | | | | | | | ○ |
| | Primary | T93156 | 00 | Unit Assistant Director | C12000, Budget and Res Planning and Mgmt | Nov 18, 2009 | | Oct 31, 2015 | Active | ⦿ |

`All Jobs`
`Go`

### Electronic Personnel Action Form

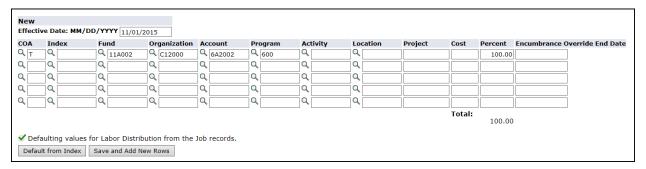1. Verify that Name and R# are correct, and that TTU Current and Future Labor Change, TLABOR is selected.

## Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

**Name and ID:**   Wii R. Testing, R12345678
**Transaction:**                                **Query Date:**   Nov 01, 2015
**Transaction Status:**                          **Last Paid Date:** Oct 31, 2015
**Approval Category:** TTU Current & Future Labor Chg, TLABOR

`Save`

# TTU Current and Future Labor Change ePAF

## *Current Labor Distribution*

1. The Current Labor Distribution is shown, along with the effective date for this Labor Distribution.

| Create or Change Labor Distribution FOAPAL, T93156-00 Unit Assistant Director, Last Paid Date: Oct 31, 2015 |
| --- |

**Current**

**Effective Date: 09/01/2014**

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| T | | 11A002 | C12000 | | 6A2002 | 600 | | | | 100.00 | |

## *New Labor Distribution*

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

**New**

**Effective Date: MM/DD/YYYY** 11/01/2015

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| T | | 11A002 | C12000 | 6A2002 | 600 | | | | | 100.00 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | Total: | |
| | | | | | | | | | | 100.00 | |

✔ Defaulting values for Labor Distribution from the Job records.

[ Default from Index ] [ Save and Add New Rows ]
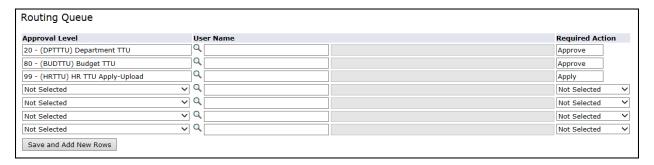
## *Routing Queue*

There are a minimum of 3 required approvers for the TTU Current and Future Labor Change EPAF.

1. Choose your **20 – Department TTU** approver
2. Choose the **80 – Budget TTU** approver
3. Choose the **99 – HR TTU Apply-Upload** approver

**Additional approvers required as needed for the following**

4. Add other approval levels required for your department
5. **Add 32 – Financial Aid TTU** approver for ALL W-positions

6. **Add 35 – Research Services TTU - SPAR** approver for labor distribution involving grant funding
7. Click 'Save and Add New Rows'

**Routing Queue**

| Approval Level | | User Name | | Required Action |
|---|---|---|---|---|
| 20 - (DPTTTU) Department TTU | 🔍 | | | Approve |
| 80 - (BUDTTU) Budget TTU | 🔍 | | | Approve |
| 99 - (HRTTU) HR TTU Apply-Upload | 🔍 | | | Apply |
| Not Selected ⌄ | 🔍 | | | Not Selected ⌄ |
| Not Selected ⌄ | 🔍 | | | Not Selected ⌄ |
| Not Selected ⌄ | 🔍 | | | Not Selected ⌄ |
| Not Selected ⌄ | 🔍 | | | Not Selected ⌄ |

Save and Add New Rows

## *Comments*

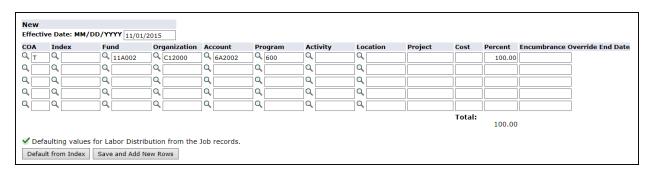Comments are very helpful to the Budget Office when reviewing the EPAF.

Please enter the following information in the comment section before submitting the EPAF.

1. Account code 6Z0 has sufficient funds to cover the labor change, or a budget revision will be processed to move funds to 6Z0.
2. Permanent or Temporary Change – A permanent labor change indicates the employee will continue to be paid on the funding source for the next fiscal year and would be in salary planner during the budget prep cycle.  A temporary labor change will only be for a few months and NOT the funding source for the next fiscal year.

## Troubleshooting

Below are 2 common errors found on the Current and Future Labor Change ePAF and how to correct these errors.

- *\*ERROR\* Effective Date must be greater than the Last Paid Date of  31-October-2015* – If you receive this error it means that you are trying to change the labor distribution for a pay period that has already been processed by Payroll Services.  This particular error is telling the user that the employee has been paid through the month of October, and that the effective date on the ePAF must be AFTER 10/31/15.
    - o To correct this ePAF, the user can change the effective date in the New Labor Distribution section of the ePAF.

# TTU Current and Future Labor Change ePAF

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **New** | | | | | | | | | | | | |
| **Effective Date: MM/DD/YYYY** 11/01/2015 | | | | | | | | | | | | |
| **COA** | **Index** | **Fund** | **Organization** | **Account** | **Program** | **Activity** | **Location** | **Project** | **Cost** | **Percent** | **Encumbrance Override End Date** | |
| T | | 11A002 | C12000 | 6A2002 | 600 | | | | | 100.00 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | **Total:** 100.00 | | |

✔ Defaulting values for Labor Distribution from the Job records.

[Default from Index]  [Save and Add New Rows]

- o The user can also VOID the ePAF and start a new one. Please be sure to input a query date that matches the effective date of the Labor Distribution Change.

- *ERROR* New effective date must be greater than the last date of 01-Jun-2016* – This error means that a Labor Distribution Change is already in the system with an effective date of 6/1/2016. The system cannot create another Labor Distribution Change if a future change exists.
    - o To correct this error, please contact the Budget Office and ask that the future Labor Distribution record be removed from the system. If the removed future record needs to be re-instated, the department will need submit another labor change ePAF after the current labor change ePAF has applied.

## Budget Office Contact Information

If you have questions concerning the TTU Current and Future Labor Change ePAF, please contact the Budget Office.

Phone:  806-742-3228
Email:    ambud@ttu.edu
Contact List by Organization: http://www.depts.ttu.edu/budget/contact/organizationList.php