EPAF ADM 301

Change in Labor

EPAF ADM 301 is used to change the labor (any part of the FOAPAL – Fund, Organization code, Account number, Program, Activity) on assignments for all employees. Please consult with your Super Admin or your Budget Director on accurate changes to the FOAPAL.

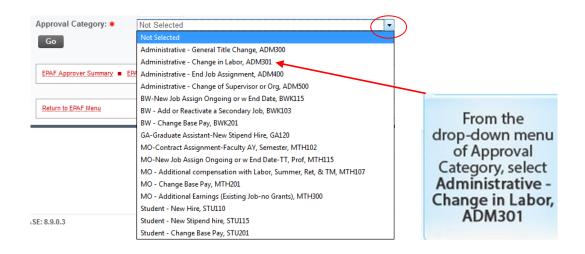
Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose New EPAF. Shown below is what will be displayed:



Next, enter the BSU ID number of the employee and tab over. The employee name will appear in the next field. Remember, you may search for the BSU ID by clicking on the magnifying glass. Then enter the Query Date:



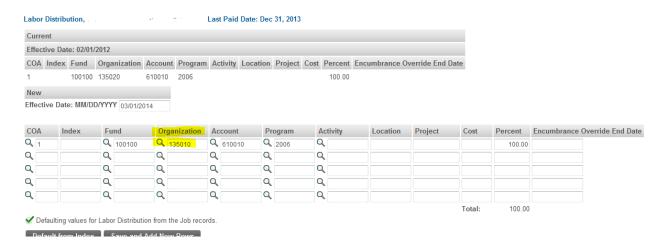
Then select "Administrative – Change in Labor, ADM 301" from the drop-down menu under Approver Category, then click on "Go":



After clicking on "Go", you should see any active jobs for the employee. On the far right, select the job you want to change by clicking on the "radio button", then click once again on "Go":



Next you will see the Labor Distribution section, where you may change part(s) of the FOAPAL. Shown below is how the Labor Distribution section will appear if the Organization number is changed to 135010:



TIP: If you haven't saved the EPAF for a while you may want to do so at this time by clicking the Save button at the top or bottom of the form.

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below is that section with the mandatory approval levels populated with the appropriate approvers. When you initially go to that section the user name fields will be blank, but when you click on the magnifying glass a list of possible approvers will appear from which you may select:



You may add other approval levels that may be required for your area such as Director, College Budget Director, Budget Office, etc. In most areas, unless you are specifically told otherwise, the Vice President may be assigned an FYI instead of an Approve in the Required Action field.

Next you will see a Comment section. It is important to add comments about the changes you are making for documentation purposes:

Comment

