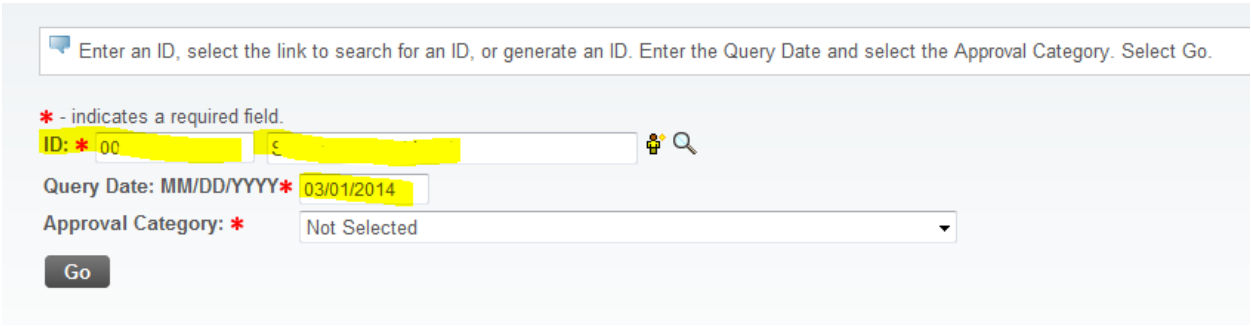
EPAF ADM 301

Change in Labor

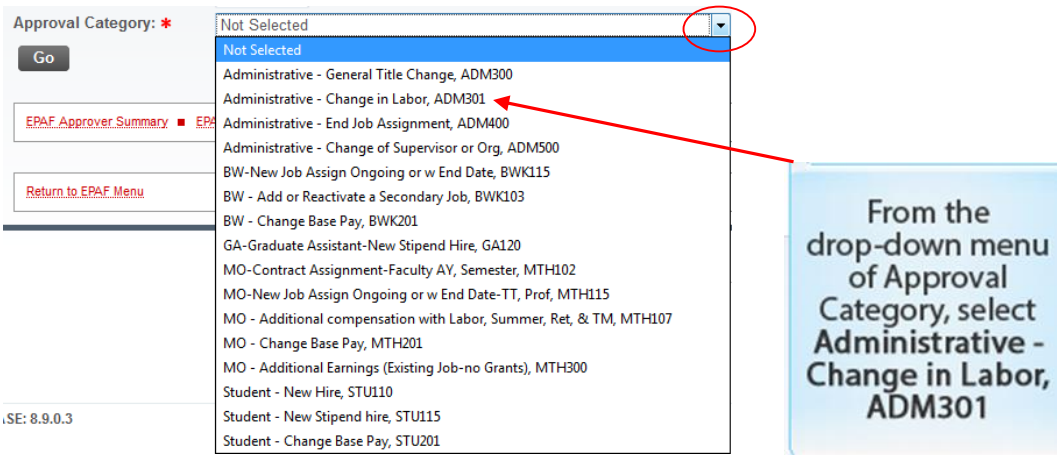
EPAF ADM 301 is used to change the labor (any part of the FOAPAL – Fund, Organization code, Account number, Program, Activity) on assignments for all employees. Please consult with your Super Admin or your Budget Director on accurate changes to the FOAPAL.

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:

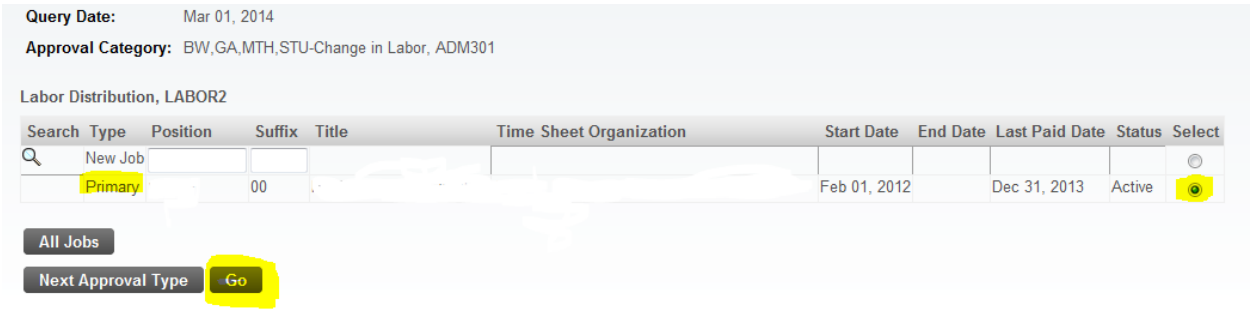
Next, enter the BSU ID number of the employee and tab over. The employee name will appear in the next field. Remember, you may search for the BSU ID by clicking on the magnifying glass. Then enter the Query Date:



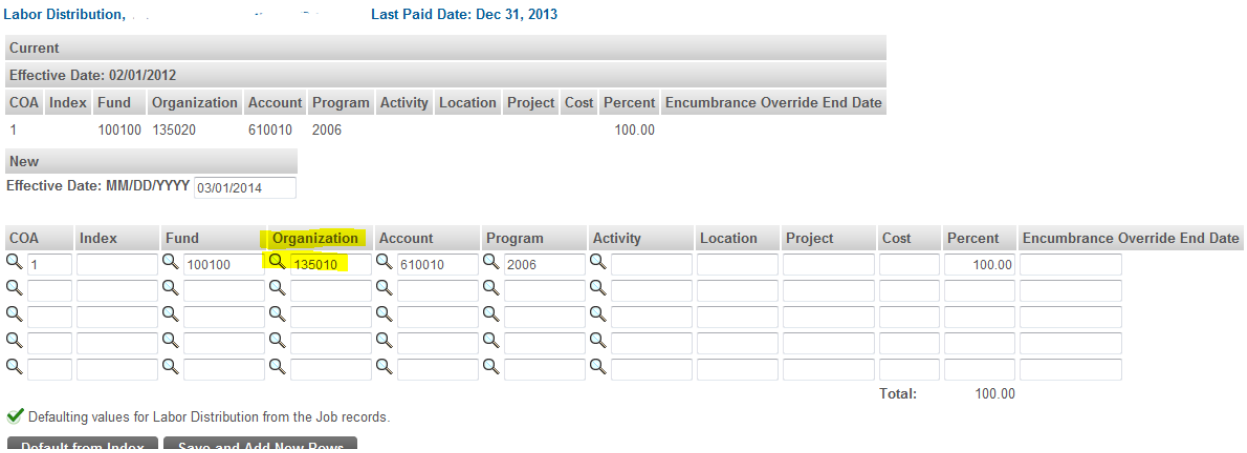
Then select "Administrative – Change in Labor, ADM 301" from the drop-down menu under Approver Category, then click on "Go":



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:



Labor Distribution, . . Last Paid Date: Dec 31, 2013

Current

Effective Date: 02/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
1		100100	135020	610010	2006					100.00	

New

Effective Date: MM/DD/YYYY 03/01/2014

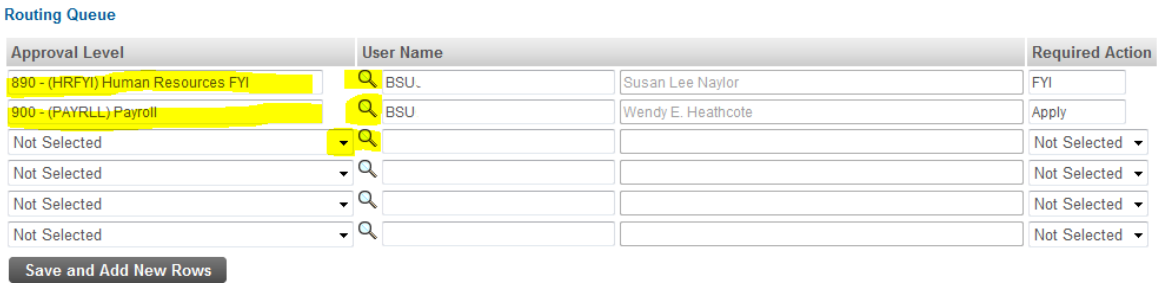
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
1		100100	135010	610010	2006					100.00	
									Total:	100.00	

Defaulting values for Labor Distribution from the Job records.

Default from Index | Save and Add New Rows

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.

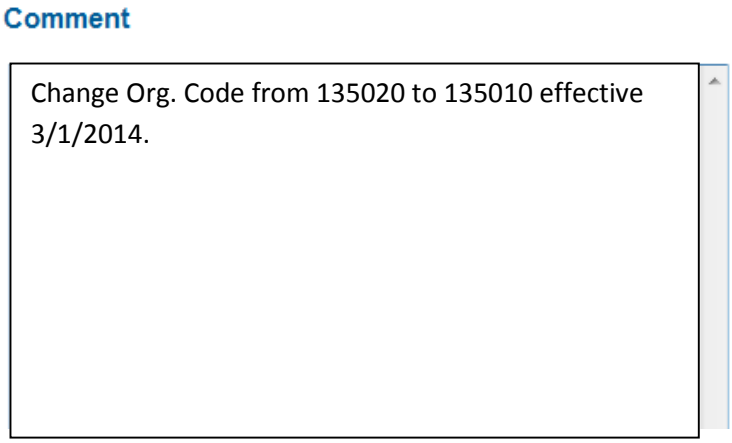
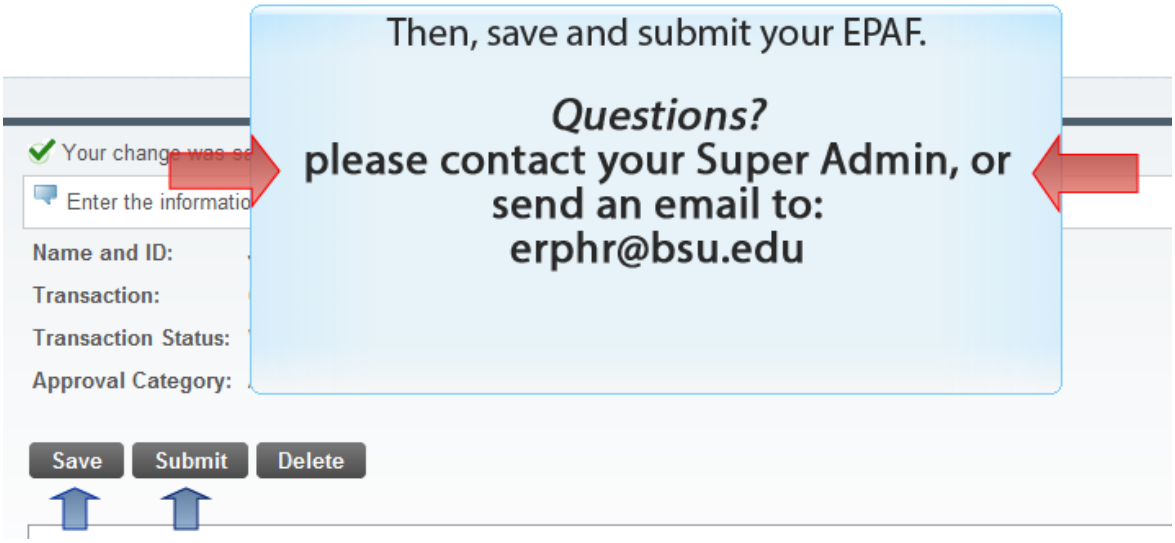
Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below is that section with the mandatory approval levels populated with the appropriate approvers. When you initially go to that section the user name fields will be blank, but when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



Routing Queue

Approval Level	User Name		Required Action
890 - (HRFYI) Human Resources FYI	BSU_	Susan Lee Naylor	FYI
900 - (PAYRLL) Payroll	BSU	Wendy E. Heathcote	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

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: