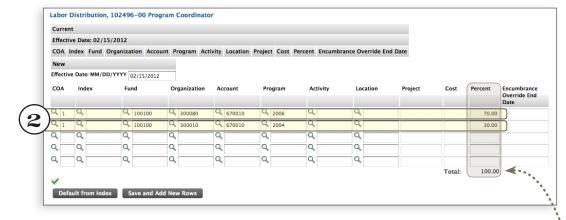# Electronic Personnel Action Form

Shared Labor Distribution Costs

13a The Labor Distribution section is used to associate organizational funds to a job's salary. In this section, you will designate which fund or funds will be used to pay the bi-weekly or monthly salary.

In most cases, this will only be one fund; however, in some situations the cost to fund a job's salary may be distributed across several organization funds, or be a combination of grant and department funds.

For this example, the funds for an existing position are going to be shared between two departments. To record the change from one funding source to two, you will need to start a New EPAF for the employee.

1 Make sure the radio box next to the primary and active postion for the person is selected, and then **SELECT GO**.

Next, scroll down to the section labeled, Labor Distribution.

2 ENTER the appropriate Fund, Organization, Account, and Program codes for each department who is sharing the salary expense and their share of the expense as a percentage.

The cumulative value of this column must always equal 100.00.

Continue completing the rest of the EPAF and save and submit the changes as usual.

Office of Information Technology, Ball State University
Banner Self-Service Human Resources, EPAF for Shared Labor Distribution

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