

HR Front End Transaction – Changing Labor Distribution after Last Paid Date

Overview

Transaction type: Labor Distribution

Routing: Org Initiate, Org Review, Org Apply

Documents to attach: None

HR Front End Detailed Steps

1. Search for employee and open **Employee Record View**.
2. Type the date the change should take place in the **View** date field. (This MUST be greater than the **Last Paid Date** on the job record. If the change should have happened before the Last Paid Date an Employee Job Record Change must be used.)
3. Click **View**.
4. Select **Transactions»Labor Distributions**.
5. Click on job which requires LD change to expand the **Job Detail** if it is not already expanded.
6. Click the **Job Labor Distribution** accordion bar to expand if it is not already expanded.
7. To edit an existing LD row:
 - a. If you know the CFOAPAL values, type over the existing segments and click **Update** to the right of the LD row. Note: You must click **Update** next to each LD row for which you change values.
 - b. If you need to see lists of CFOAPAL segment values click **Edit** to the left of the LD row you want to change. Then use the type-ahead feature and drop-down lists to select values. Click **Update** below the drop-down lists. (Note: Clicking **Update** to the right of the LD row does NOT work when editing LDs using the drop-down lists.)
8. To add another LD row:
 - a. Click **Add**.
 - b. Enter the FOAPAL using the type-ahead feature and drop-down lists below the LD row(s).
 - c. Type a **Percent** value (between 0.1 and 100).
 - d. Click **Add** below the drop-down lists.
 - e. Be sure to update the **Percent** on the existing FOAPAL line(s) and click **Update** next to each line changed so that all FOAPAL lines sum to 100%.
9. Click **Save**.
10. Routing
 - a. Review the transaction and click **Route**. Should get message Success routing to ORG review stop.
 - b. If initiator also has Org Review permissions, click the **Take Ownership** button in the Employee Record View. Otherwise, the transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to ORG Apply stop. (Note: If other Org codes are affected by the LD change the transaction routes to those orgs for review before going to the Apply stop.)

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- c. If Org Reviewer also has Org Apply permissions, click the **Take Ownership** button in the Employee Record View. Otherwise the transaction appears in Org applier Group Inbox. Org applier must Take Ownership, review, and Apply.