HR Front End Transaction – Changing Labor Distribution on or before Last Paid Date

NOTE: Following this process is not required by the Campus HR or Payroll Office. You will want to follow these directions if you need to reflect a retro personnel date on the job record. If you do not need to reflect a retro personnel date, please follow the LD instructions. Please remember that you will need to process an earnings transfer in Banner with either retro LD process.

Overview
Transaction type: Employee Job Record Change
Routing: Org Initiate, Org Review, College Review, HR Apply
Documents to attach: None

HR Front End Detailed Steps

1. Search for employee and open **Employee Record View**.
2. Click once on the job to expand the *Job Detail* if it is not already expanded.
3. In the **View** date field, type the day after the **Last Paid Date** shown on the job record.
4. Click **View**.
5. Select **Transactions**»**Employee Job Record Change**.
6. Type the date the change should have taken effect in the **Personnel Date** field.
7. Choose **Job Change Reason** *LD001-Labor Distribution Change*.
8. Type a **Job Comment** that includes contact email & phone number, and click **Add**.
   Note: Once the comment is added you cannot change or remove it.
9. Click the *Job Labor Distribution* accordion bar to expand if it is not already expanded.
10. 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 <u>NOT</u> work when editing LDs using the drop-down lists.)
11. 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%.
12. Click **Save**.
13. Routing
    a. Review the transaction and click **Route**. Should get message Success routing to ORG review stop.

b. Transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to College Review stop. (If reviewer is not home org the transaction routes to the home org for review before going to the College stop.)

c. Transaction appears in College reviewer **Group Inbox**. College reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to CAMPUS Apply stop. (If reviewer is not the home college transaction routes to home college before going to Campus stop.)

d. Transaction appears in HR **Group Inbox**. HR must **Take ownership**, review, and **Apply**.