

Electronic Personnel Action Form

Shared Labor Distribution Costs

Home > New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Pat Cardinal, 900827846
 Query Date: Feb 15, 2012
 Approval Category: MO - Change In Labor, MTH301

Job Information - Salaried - NBAJOBS, JOBSAL

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	102489	00	Administrative Coordinator	300050, Finance & Insurance	Dec 10, 2011			Active	<input checked="" type="radio"/>

All Jobs
 Next Approval Type

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.

Labor Distribution, 102496-00 Program Coordinator

Current
 Effective Date: 02/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
	1	100100	300080	670010	2006					70.00	
	1	100100	300010	670010	2004					30.00	
										Total:	100.00

Default from Index

1

1

Make sure the radio box next to the primary and active position 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.