

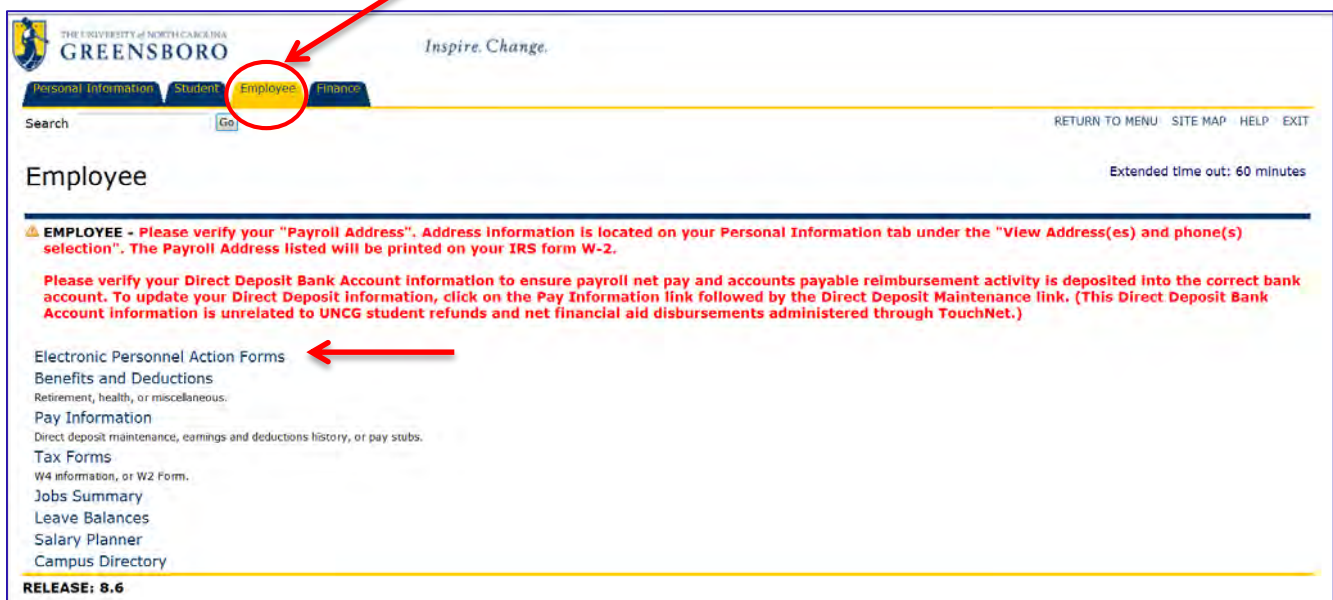
Electronic Position Action Forms

There are two entry portals for electronic personnel actions, which are located on the “Employee Tab” in UNCGenie. The **Position Actions Portal** is for PAFs that perform actions which only update the position. **The Person, Job, and Position Actions Portal** is for changes to person or job actions or a combination of person, job, and position actions, which can update both jobs and positions.

The Electronic PAF **WILL NOT** be used to establish, abolish or make organization changes to positions. Specific Position Action Forms for these transactions are located on the Budget Office Website at http://fsv.uncg.edu/budgets/bud_forms.html.

Entrance into Position Actions Portal

Enter into UNCGenie. Select **Employee Tab**.



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO Inspire. Change.

Personal Information Student **Employee** Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee Extended time out: 60 minutes

EMPLOYEE - Please verify your "Payroll Address". Address information is located on your Personal Information tab under the "View Address(es) and phone(s) selection". The Payroll Address listed will be printed on your IRS form W-2.

Please verify your Direct Deposit Bank Account information to ensure payroll net pay and accounts payable reimbursement activity is deposited into the correct bank account. To update your Direct Deposit information, click on the Pay Information link followed by the Direct Deposit Maintenance link. (This Direct Deposit Bank Account information is unrelated to UNCG student refunds and net financial aid disbursements administered through TouchNet.)

Electronic Personnel Action Forms ←

Benefits and Deductions
Retirement, health, or miscellaneous.

Pay Information
Direct deposit maintenance, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, or W2 Form.

Jobs Summary

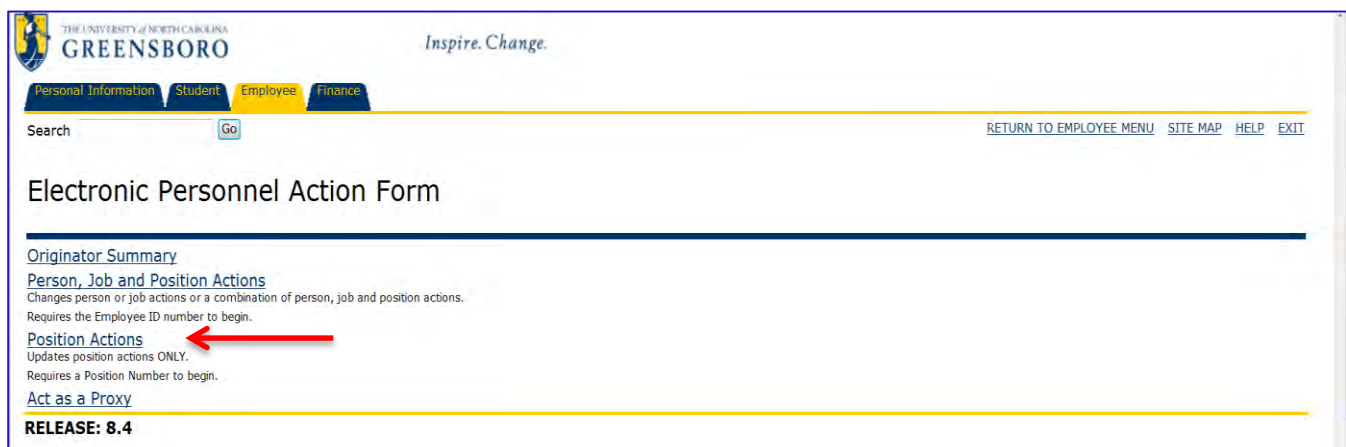
Leave Balances

Salary Planner

Campus Directory

RELEASE: 8.6

Select **Electronic Personnel Action Forms** on the menu. Select **Position Actions**.



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GREENSBORO Inspire. Change.

Personal Information Student Employee Finance

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form


Originator Summary

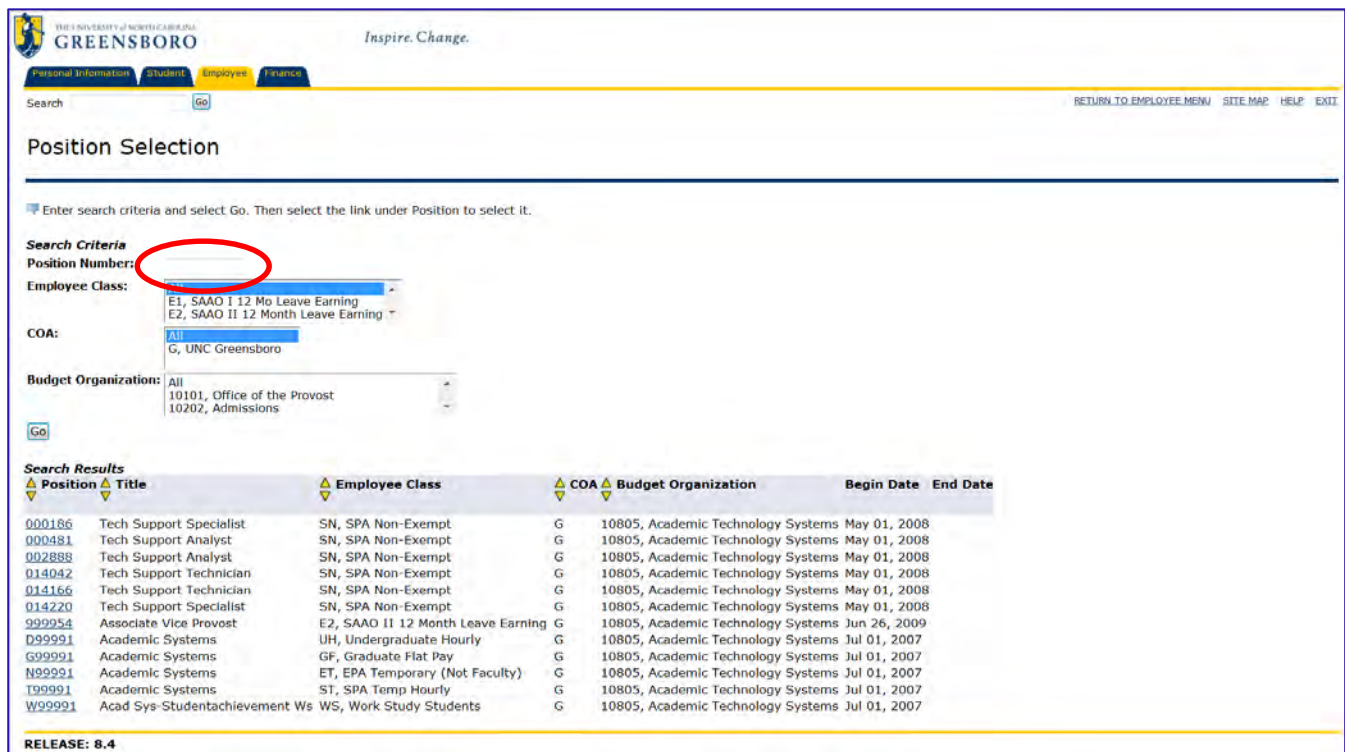
Person, Job and Position Actions
Changes person or job actions or a combination of person, job and position actions.
Requires the Employee ID number to begin.

Position Actions ←
Updates position actions ONLY.
Requires a Position Number to begin.

Act as a Proxy

RELEASE: 8.4

The Electronic Position Action, that touches only the position, requires a position number to begin. If position number is known enter it into the **Position Number** field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon . You can search for a position number by the Employee Class, the COA or the Budget Organization (UNCG Org Security Guidelines apply). Click the appropriate position number and it will populate the position field.



Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:

COA:

Budget Organization:

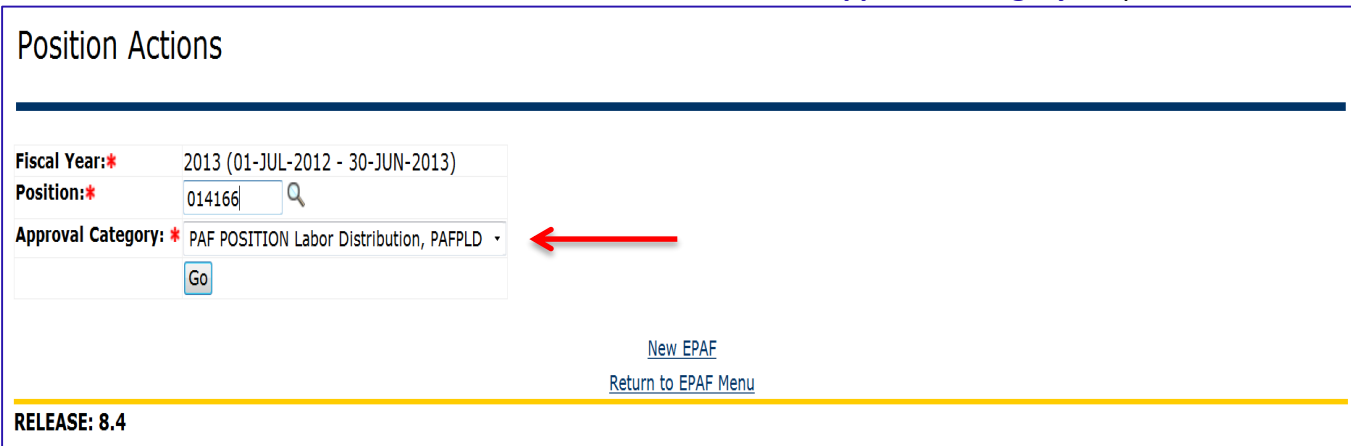
[Go](#)

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000186	Tech Support Specialist	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
000481	Tech Support Analyst	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
002888	Tech Support Analyst	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014042	Tech Support Technician	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014166	Tech Support Technician	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014220	Tech Support Specialist	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
999954	Associate Vice Provost	E2, SAAO II 12 Month Leave Earning	G	10805, Academic Technology Systems	Jun 26, 2009	
999991	Academic Systems	UH, Undergraduate Hourly	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	GF, Graduate Flat Pay	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	ET, EPA Temporary (Not Faculty)	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	ST, SPA Temp Hourly	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Acad Sys-Studentachievement Ws	WS, Work Study Students	G	10805, Academic Technology Systems	Jul 01, 2007	

RELEASE: 8.4

Select the **"PAF POSITION Labor Distribution, PAFLBD"** from the **Approval Category** drop down box.



Position Actions

Fiscal Year: 2013 (01-JUL-2012 - 30-JUN-2013)

Position:

Approval Category:

[Go](#)

[New EPAF](#)

[Return to EPAF Menu](#)

RELEASE: 8.4

Click on **"Go"** to access the Electronic **PAF POSITION Labor Distribution, PAFLD**.

PAF POSITION Labor Distribution, PAFLBD

The **PAF POSITION Labor Distribution, PAFLBD** can perform multiple **permanent** actions. The PAF can decrease/increase Budget or FTE, move Budget and FTE from one position to another or change the funding source on a position.

Decrease/Increase Budget and FTE	
1000000	1000000
2000000	2000000
3000000	3000000
4000000	4000000
5000000	5000000
6000000	6000000
7000000	7000000
8000000	8000000
9000000	9000000
10000000	10000000
11000000	11000000
12000000	12000000
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14000000	14000000
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88000000	88000000
89000000	89000000
90000000	90000000
91000000	91000000
92000000	92000000
93000000	93000000
94000000	94000000
95000000	95000000
96000000	96000000
97000000	97000000
98000000	98000000
99000000	99000000
100000000	100000000

Current Position Information for Position 014166:

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: None (Position Only)
Transaction:
Transaction Status:
Approval Category: PAF POSITION Labor Distribution, PAFPLD

Defaults to Current Date

Query Date: Nov 07, 2012

[Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

NBAPBUD Labor Distribution, 014166-00 Tech Support Technician

Add / Change

Effective Date: MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	110154	110154	12228	101110	101	16.67	25000.00	.1667	.00
G	110161	110161	12228	101110	101	16.67	25000.00	.1667	.00
G	115083	115083	10805	101110	152	66.66	100000.00	.6666	.00
Total:						100.00	150000.00	1.00	.00

Defaulting values for Labor Distribution from the Position Labor Distribution records.

Decrease Budget/FTE:

Budget or FTE may be decreased separately or you may decrease both at the same time. Simply enter the **Effective Date** that the change will take effect, the **New Budget** (as necessary) and the **New FTE** (as necessary).

(Example 1: Position 014166 has a current budget of \$150,000 and 1.00 FTE. Position needs to be reduced to three-quarters time.)

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: None (Position Only) **Query Date:** Nov 07, 2012

Transaction: **Transaction Status:**

Approval Category: PAF POSITION Labor Distribution, PAFPLD

[Routing Queue](#) | [Transaction History](#)

* - Indicates a required field.

NBAPBUD Labor Distribution, 014166-00 Tech Support Technician

Add / Change
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	
	G	110154	110154	12228	101110	101	16.67	18753	.09	.00
	G	110161	110161	12228	101110	101	16.67	18754	.09	.00
	G	115083	115083	10805	101110	152	66.66	75000	.57	.00
Total:						100.00	150000.00	1.00	.00	

☒ Defaulting values for Labor Distribution from the Position Labor Distribution records.

Changes have been made to Effective Date, Budget, and FTE prior to being saved.

Click **Save** to update Total.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: None (Position Only)

Transaction: 143358

Query Date: Nov 07, 2012

Transaction Status: Waiting

Approval Category: PAF POSITION Labor Distribution, PAFPLD

[Save](#) [Submit](#) [Delete](#)

[Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

NBAPBUD Labor Distribution, 014166-00 Tech Support Technician

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	110154	110154	12228	101110	101	16.67	18753.00	.0900	-6247.00	<input type="checkbox"/>
G	110161	110161	12228	101110	101	16.67	18754.00	.0900	-6246.00	<input type="checkbox"/>
G	115083	115083	10805	101110	152	66.66	75000.00	.5700	-25000.00	<input type="checkbox"/>
Total:						100.00	112507.00	.75	-37493.00	

[Default from Position Index](#)

[Save and Add New Rows](#)

Routing Queue

Changes have been saved.
Note the differences to
Amount to Post and Totals.

It is important to note the following on PAF POSITION Labor Distribution, PAFPLD:

1. The **Percent** will automatically update based on the budget that you enter. The **Percent** is a non-enterable field.
2. The **FTE** can only be taken to 2 decimal places, e.g., .75, .50, .33. If the **FTE** is carried out more than 2 decimal places, the PAF will be returned to the originator for correction.
3. For positions that have more than one funding source, you may change as few or as many Budgets or FTEs as needed for the transaction.
4. Always include a **comment** on the PAF to help clarify the action that is being performed.

Divisional Procedures have not been altered: a transfer from paper to Electronic PAFs is all that has changed. Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: None (Position Only)

Query Date: Nov 07, 2012

Transaction: 143358

Transaction Status: Waiting

Approval Category: PAF POSITION Labor Distribution, PAFPLD

[Save](#) [Submit](#) [Delete](#)

[Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

NBAPBUD Labor Distribution, 014166-00 Tech Support Technician

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	110154	110154	12228	101110	101	16.67	18753.00	.0900	-6247.00	<input type="checkbox"/>
G	110161	110161	12228	101110	101	16.67	18754.00	.0900	-6246.00	<input type="checkbox"/>
G	115083	115083	10805	101110	152	66.66	75000.00	.5700	-25000.00	<input type="checkbox"/>
Total:						100.00	112507.00	.75	-37493.00	

[Default from Position Index](#)

[Save and Add New Rows](#)

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office	<input type="text"/>	Approve	<input type="checkbox"/>
99 - (APPLY) EPAF Apply	<input type="text"/>	Apply	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>

1

99 - (APPLY) EPAF Apply
12 - (DEPT) Department

✔ Your change was saved successfully.

Save Submit Delete

Budget or FTE may be increased separately or may be increased both at the same time. Simply enter the **Effective Date** that the change will take effect, the **New Budget** (as necessary) and the **New FTE** (as necessary).

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: None (Position Only) **Query Date:** Nov 08, 2012

Transaction:

Transaction Status:

Approval Category: PAF POSITION Labor Distribution, PAFPLD

[Routing Queue](#) | [Transaction History](#)

★ - Indicates a required field.

NBAPBUD Labor Distribution, 013170-00 Building & Environmental Techn

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117507	117507	56408	101110	180	100.00	11166.00	.5000	.00
Total:						100.00	11166.00	.50	.00

Defaulting values for Labor Distribution from the Position Labor Distribution records.

Routing Queue

Approval Level	User Name	Required Action
40 - (BUDGET) Budget Office		Approve

NBAPBUD Labor Distribution, 013170-00 Building & Environmental Techn

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

Changes have been made to Effective Date, Budget, and FTE prior to being saved.

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
<input type="text" value="G"/>	<input type="text" value="117507"/>	<input type="text" value="117507"/>	<input type="text" value="56408"/>	<input type="text" value="101110"/>	<input type="text" value="180"/>	100.00	22332	1.0	.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Total:						100.00	11166.00	.50	.00

☒ Defaulting values for Labor Distribution from the Position Labor Distribution records.

6

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: None (Position Only)

Transaction: 143363

Query Date: Nov 08, 2012

Transaction Status: Waiting

Approval Category: PAF POSITION Labor Distribution, PAFPLD

Save Submit Delete

[Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

NBAPBUD Labor Distribution, 013170-00 Building & Environmental Techn

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	117507	117507	56408	101110	180	100.00	22332.00	1.0000	11166.00	
Total:						100.00	22332.00	1.00	11166.00	

Default from Position Index

Save and Add New Rows

Changes have been saved. Note the differences to Amount to Post and Totals.

Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office	EPAFBUDG	EPAFBUDG Approver Diagnostic	Approve
99 - (APPLY) EPAF Apply	EPAFCTRL	EPAFCTRL Apply Diagnostic	Apply
34 - (HR) HR Office	EPAFHRS	SPA and EPA NONFACULTY Diagnostic	FYI
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Save PAF after selecting Routing Queue. A message **“Your change was saved successfully”** will appear along with a **“Submit”** button. Click the **“Submit”** button to start the PAF processing through the approval levels.

The labor distribution on a PAF works differently than the labor distribution on an EPAF. Budget and FTE can be moved from one position to another on the Labor Distribution grid. PAFs may take budget **FROM** one position and add it **TO** a different position. Therefore, 2 PAFs will be required to complete the **FROM** and **TO** actions. The first PAF is completed to take Budget and/or FTE **FROM** one position. The second PAF adds Budget and/or FTE **TO** a position. Both PAFs must be completed at the same time in order to be approved by the Budget Office.

(Example 3: Move Budget of \$25,000 and FTE of .25 from position 000898 to position 000047.)

FORM

(See page 2 for detailed instructions.)

T O

(See page 6 for detailed instructions.)

* - indicates a required field.

NBAPBUD Labor Distribution, 000047-00 Director (OA30)

Add / Change
Effective Date: MM/DD/YYYY 11/19/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117027	117027	68804	101010	170	100.00	78280.00	1.0000	.00
Total:						100.00	78280.00	1.00	.00

✓ Defaulting values for Labor Distribution from the Position Labor Distribution records.

Default from Position Index Save and Add New Rows

* - indicates a required field.

NBAPBUD Labor Distribution, 000047-00 Director (OA30)

Add / Change
Effective Date: MM/DD/YYYY 11/19/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	117027	117027	68804	101010	170	100.00	103280.00	1.2500	25000.00	<input type="checkbox"/>
Total:						100.00	103280.00	1.25	25000.00	

Default from Position Index Save and Add New Rows

Change the FOAP and/or the Budget and FTE on a Position

It is important to note the following: Just like an EPAF...**never key the parts of a FOAP** ...your PAF will not submit if you do so.

(Example 4: Position 003663 will be changing from FOAP 117503 101110 to FOAP 117507 101110. This position will also receive a \$5000 reduction in salary and .10 decrease in FTE.)

Current Position Information for Position 003663:

NBAPBUD Labor Distribution, 003663-00 Adminstrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117503	117503	56404	101110	180	100.00	40853.00	1.0000	.00
Total:						100.00	40853.00	1.00	.00

✓ Defaulting values for Labor Distribution from the Position Labor Distribution records.

Default from Position Index Save and Add New Rows

Routing Queue

Approval Level	User Name	Required Action
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

To change the FOAP, Enter '**G**' for Chart of Accounts. Enter **only** the **Index number**. Press the [Default from Index] key. Banner completes the FOAP, without the Account number.

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117503	117503	56404	101110	180	100.00	40853.00	1.0000	.00
G	117507	117507	56408		180	.00	.00	.0000	
Total:						100.00	40853.00	1.00	.00

Default from Position Index Save and Add New Rows

Scroll back to the Labor Distribution grid, and enter the **Account Number**. Click [Save], or [Save and Add New Rows].

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

Account added. Changes to Budget and FTE have been saved.

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	117503	117503	56404	101110	180	53.26	40853.00	1.0000	.00	<input type="checkbox"/>
G	117507	117507	56408	101110	180	46.74	35853.00	.9000	35853.00	<input type="checkbox"/>
Total:						100.00	76706.00	1.90	35853.00	

Default from Position Index Save and Add New Rows

Routing Queue

Enter **Budget** and **FTE** as needed for necessary changes. Click [Save], or [Save and Add New Rows]. In the above example, **Budget** and **FTE** need to be removed from the OLD FUND 117503. Simply click on the **"Remove"** box beside the OLD FOAP or **"Zero"** out the Budget and FTE associated with the OLD FOAP.

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

Note changes made prior to being saved.

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post	Remove
G	117503	117503	56404	101110	180	53.26	0	0	.00	<input checked="" type="checkbox"/>
G	117507	117507	56408	101110	180	46.74	35853.00	.9000	35853.00	<input type="checkbox"/>
Total:						100.00	76706.00	1.90	35853.00	

Default from Position Index Save and Add New Rows

Click **Save** and the FOAP will be removed from the Labor Distribution.

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

**Note changes after being saved.
Old FOAP has been removed.**

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117507	117507	56408	101110	180	99.99	35853.00	.9000	35853.00
Total:						99.99	35853.00	.90	-5000.00

Default from Position Index Save and Add New Rows

Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office		Approve	
99 - (APPLY) EPAF Apply		Apply	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: None (Position Only) Transaction: 143460 Query Date: Nov 19, 2012

Transaction Status: Waiting Approval Category: PAF POSITION Labor Distribution, PAFPLD

Save **Submit** Delete

[Routing Queue](#) | [Transaction History](#)

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

Remove a FOAP from a Split or Multi Funded Position

(Example 5: Position 3663 will be taken from split funding down to one funding source of 117507 101110.)

Current Position Information for Position 003663:

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117503	117503	56404	101110	180	100.00	40853.00	1.0000	.00
G	117507	117507	56408	101110	180	.00	35853	.90	
Total:						100.00	40853.00	1.00	.00

Default from Position Index Save and Add New Rows

Click to **SAVE** button and the **REMOVE** check box will appear.

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117503	117503	56404	101110	180	53.26	0	0	.00 <input checked="" type="checkbox"/>
G	117507	117507	56408	101110	180	46.74	35853.00	.9000	35853.00 <input type="checkbox"/>
Total:						100.00	76706.00	1.90	35853.00

Default from Position Index Save and Add New Rows

Note changes made prior to being saved.

Click the **"Remove"** box beside the FOAP(s) that need to be removed. Click **SAVE** again.

NBAPBUD Labor Distribution, 003663-00 Administrative Support Spec'st

Add / Change
Effective Date: MM/DD/YYYY 11/08/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117507	117507	56408	101110	180	99.99	35853.00	.9000	35853.00 <input type="checkbox"/>
Total:						99.99	35853.00	.90	-5000.00

Default from Position Index Save and Add New Rows

Note changes after being saved. FOAP has been

The FOAP(s) have been removed from the Position Labor Distribution.

Approval levels remain the same as with the paper PAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Save PAF after selecting Routing Queue. A message **“Your change was saved successfully”** will appear along with a **“Submit”** button. Click the **“Submit”** button to start the PAF processing through the approval levels.

PAF Position and Job Labor Distribution, PAFLDs

Sometimes it is necessary to update the **POSITION** and the **JOB** or a combination of **PERSON, JOB, and POSITION** actions. This will require the **Person, Job, and Position Actions PAF**. This PAF is simply a combination of the **POSITION ONLY PAF** and the **LABOR DISTRIBUTION CHANGE w/SALARY EPAF**.

Enter into UNCGenie. Select **Employee Tab**. Select **Electronic Personnel Action Forms** on the menu.

Select **Person, Job, and Position Actions** from the menu.

THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Inspire. Change.

Personal Information Student **Employee** Finance

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Personnel Action Form

Originator Summary

Person, Job and Position Actions ←
Changes person or job actions or a combination of person, job and position actions.
Requires the Employee ID number to begin.

Position Actions
Updates position actions ONLY.
Requires a Position Number to begin.

[Act as a Proxy](#)

RELEASE: 8.4

The Electronic Person, Job and Position Actions, that touches jobs or positions, requires a University ID to begin.

Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID:

Query Date: MM/DD/YYYY* 11/08/2012

Approval Category: * Not Selected

If the University ID is unknown, you can search for the ID number by clicking on the magnifying glass icon . You can search for ID number by name or Social Security Number (if known).

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

Click on **"Go"** to search for University ID.

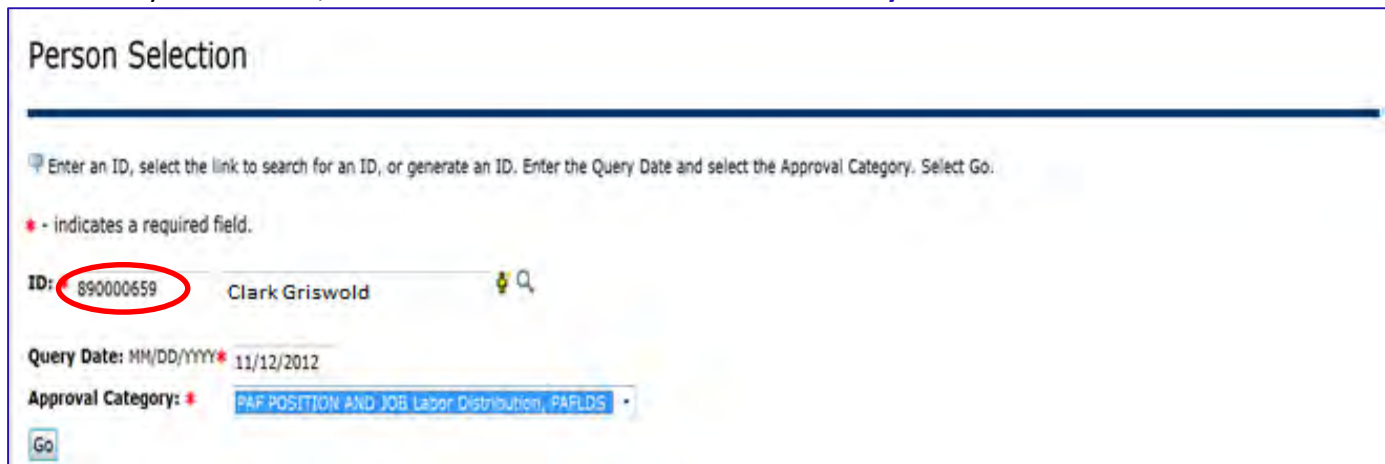
Person Search Results

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
890001274	Levens	Amanda	Phipps	Apr 02, 1966	Social Security Name SSAV
885689640	Levens	Alan			University Advancement Name UADV
880907441	Levens	Alan	C	Jul 14, 1987	

Select **"ID"** number for Employee.

If University ID is known, enter it into the “ID” field. Enter the **Query Date**.



Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

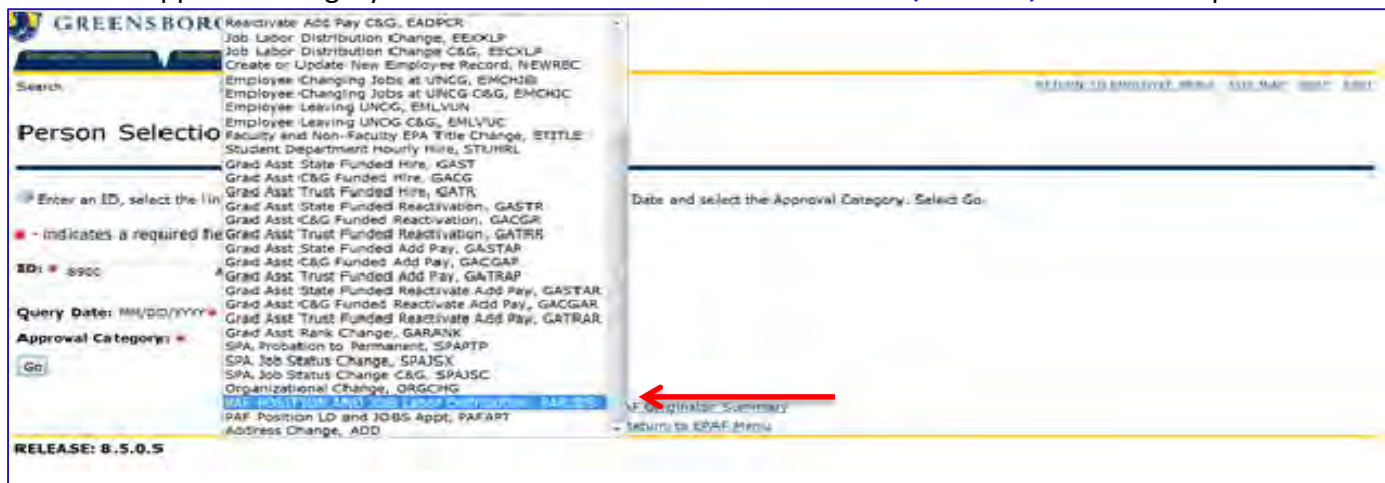
ID: 890000659 Clark Griswold

Query Date: MM/DD/YYYY* 11/12/2012

Approval Category: * PAF POSITION AND JOB Labor Distribution, PAFLDS

Go

Select the Approval Category **PAF Position and Job Labor Distribution, PAFLDS**, from the drop down menu.



Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 8900

Query Date: MM/DD/YYYY*

Approval Category: *

Go

RELEASE: 8.5.0.5

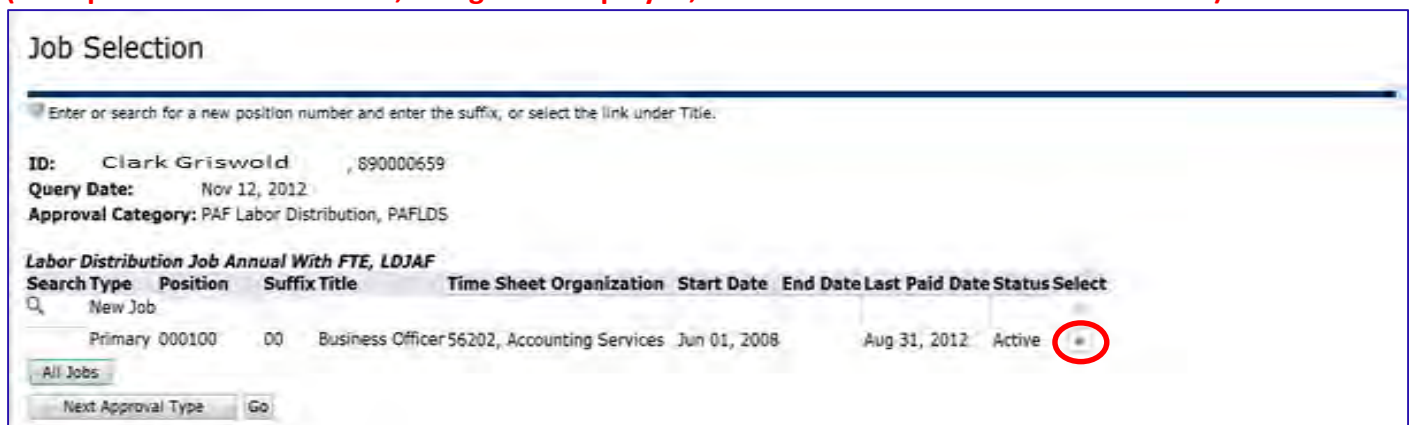
PAF POSITION AND JOB Labor Distribution, PAFLDS

Click on “Go” to access the Electronic **PAF Position and Job Labor Distribution, PAFLDS**.

Decrease/Increase Person, Job, Budget, and FTE

Decrease Person, Job, Budget, and FTE:

(Example 1: Position 000100, along with employee, must be reduced to a half-time status.)



Job Selection

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

ID: Clark Griswold , 890000659

Query Date: Nov 12, 2012

Approval Category: PAF Labor Distribution, PAFLDS

Labor Distribution Job Annual With FTE, LDJAF

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	Primary	000100	00	Business Officer	56202, Accounting Services	Jun 01, 2008		Aug 31, 2012	Active	*

All Jobs

Next Approval Type Go

Select **Active Job** for the employee. Click on “Go” to access job and position data.

Current Position Information for Position 000100:

Name and ID: Clark Griswold, 890000659
 Transaction:
 Transaction Status:
 Approval Category: PAF POSITION AND JOB Labor Distribution, PAF LDS

Query Date: Nov 12, 2012

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

* - indicates a required field.

NBAPBUD Labor Distribution, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Add / Change
 Effective Date: MM/DD/YYYY 11/12/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117028	117028	56202	101110	170	100.00	36260.00	.7500	.00

Enter **Effective Date**, **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

Name and ID: Clark Griswold, 890000659
 Transaction:
 Transaction Status:
 Approval Category: PAF POSITION AND JOB Labor Distribution, PAF LDS

Query Date: Nov 19, 2012

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

* - indicates a required field.

NBAPBUD Labor Distribution, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Add / Change
 Effective Date: MM/DD/YYYY 11/19/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117028	117028	56202	101110	170	100.00	24174	.50	.00
Total:						100.00	36260.00	.75	.00

Defaulting values for Labor Distribution from the Position Labor Distribution records.
 Default from Position Index Save and Add New Rows

Note changes prior to being saved.

Click **Save** to update Total.

Labor Distribution Job Annual With FTE, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/01/2012	11/12/2012
Personnel Date: MM/DD/YYYY*	07/01/2012	11/12/2012
Annual Salary:	36260	18130
FTE:	.75	.50
Job Change Reason: *	LISI	FTEC, FTE Change

Labor Distribution, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Current
 Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
G	117028	117028	56202	101110	170				100.00			
Total:										100.00		

Default from Index Save and Add New Rows

Enter Labor Distribution Job according to UNG EPAF guidelines as presented by Human Resources training materials.

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office		Approve	
99 - (APPLY) EPAF Apply		Apply	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

✓ Your change was saved successfully

Enter the information for the EPAF and either Save or Submit

Name and ID: Clark Griswold, 890000659

Transaction: 143461

Transaction Status: Waiting

Approval Category: PAF POSITION AND JOB Labor Distribution, PAF LDS

Save Submit Delete

Approval Types | Account Distribution | Routing Queue | Transaction History

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

It is important to note the following guidelines:

- Budget procedures have not been altered: a transfer from paper to Electronic PAFs is all that has changed. State funds must remain in balance. Therefore, if an entry is made to reduce/increase a state funded position then an entry must be done to offset the original entry by one of the following methods:
 - Moving the salary dollars and FTE to another position within the same Program and Account
 - Initiating a flex to move the salary dollars and FTE to another position outside of the current Program and account (Except Faculty 101030 positions).
 - Initiating a flex to move the salary dollars to Operating (OTP) lines and abolishing FTE.

(Example 2: Employee and positions 013170 will be increased to full-time status).

Current Position Information for Position 013170:

Click **Save** to update Total.

Labor Distribution Job Annual With FTE, 013170-00 Building & Environmental Techn, Last Paid Date: Aug 31, 2012

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	07/01/2012	12/01/2012
Personnel Date: MM/DD/YYYY *	07/01/2012	12/01/2012
Annual Salary:	11166	22332
FTE:	.5	1.0
Job Change Reason: *	LISI	FTEC, FTE Change

Labor Distribution, 013170-00 Building & Environmental Techn, Last Paid Date: Aug 31, 2012

Current
Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
G	117507	117507	56408	101110	180					100.00			

New
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
G	117507	117507	56408	101110	180					100.00				<input type="checkbox"/>
Total:										100.00				


Default from Index Save and Add New Rows

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office		Approve	
99 - (APPLY) EPAF Apply		Apply	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name  to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Homer Simpson , 895054978
Transaction: 143462
Transaction Status: Waiting
Approval Category: PAF POSITION AND JOB Labor Distribution, PAFLOS

Save Submit Delete

Save PAF after selecting Routing Queue. A message "Your change was saved successfully" will appear along with a "Submit" button. Click the "Submit" button to start the PAF processing through the approval levels.

Move Budget and/or FTE from One Job/Position to Another

(Example 3: Budget and Job on Position 000075 was reduced by \$7500 and FTE was reduced by .10, which was transferred to position 000100.)

Job Selection

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

ID: Abigail Angel, 890001274
 Query Date: Dec 01, 2012
 Approval Category: PAF Labor Distribution, PAFLDS

Labor Distribution Job Annual With FTE, LDJAF

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	Primary 000075	00	Budget Analyst		56203, Financial Planning & Budgets	Jun 01, 2008		Aug 31, 2012	Active	<input checked="" type="radio"/>

All Jobs

Select current **Active Job** for the employee. Select Go.

Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

NBAPBUD Labor Distribution, 000075-00 Budget Analyst, Last Paid Date: Aug 31, 2012

Add / Change
 Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117029	117029	56203	101110	170	100.00	41723.00	.9000	-7500.00
Total:						100.00	41723.00	.90	-7500.00

Default from Position Index Save and Add New Rows

Labor Distribution Job Annual With FTE, 000075-00 Budget Analyst, Last Paid Date: Aug 31, 2012

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/01/2012	12/01/2012
Personnel Date: MM/DD/YYYY	07/01/2012	12/01/2012
Annual Salary:	49223	41723
FTE:	1	.90
Job Change Reason:	LSI	FTEC, FTE Change

Labor Distribution, 000075-00 Budget Analyst, Last Paid Date: Aug 31, 2012

Current
 Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
G	117029	117029	56203	101110	170					100.00			
Total:										100.00			

Default from Index Save and Add New Rows

Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

FROM

(See page 15 for detailed instructions.)

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office	<input type="text"/>	Approve	
99 - (APPLY) EPAF Apply	<input type="text"/>	Apply	
Not Selected	<input type="text"/>	Not Selected	
Not Selected	<input type="text"/>	Not Selected	
Not Selected	<input type="text"/>	Not Selected	
Not Selected	<input type="text"/>	Not Selected	

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

Your change was saved successfully

Enter the information for the EPAF and either Save or Submit

Name and ID: Abigail Angel , 890001274

Transaction: 143463

Transaction Status: Waiting

Approval Category: PAF POSITION AND JOB Labor Distribution, PAFLDS

Query Date: Dec 01, 2012

Save PAF after selecting Routing Queue. A message “Your change was saved successfully” will appear along with a “Submit” button. Click the “Submit” button to start the PAF processing through the approval levels.

REPEAT STEPS ABOVE TO COMPLETE THE “TO” TRANSACTION SIDE OF EXAMPLE 1:

Select current **Active Job** for the employee. Select Go.

Job Selection

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

ID: Clark Griswold , 890000659

Query Date: Nov 12, 2012

Approval Category: PAF Labor Distribution, PAFLDS

Labor Distribution Job Annual With FTE, LDJAF

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	Primary	000100	00	Business Officer	56202, Accounting Services	Jun 01, 2008	Aug 31, 2012	Active		

Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

(See page 18 for detailed instructions.)

NBAPBUD Labor Distribution, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117028	117028	56202	101110	170	100.00	43760.00	.8500	7500.00
Total:						100.00	43760.00	.85	7500.00

Default from Position Index

Save and Add New Rows

Labor Distribution, 000100-00 Business Officer, Last Paid Date: Aug 31, 2012

Current

Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
G	117028	117028	56202	101110	170					100.00		

New

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date	Remove
G	117028	117028	56202	101110	170					100.00			
Total:										100.00			

Default from Index

Save and Add New Rows

Enter Labor Distribution Job according to UNCG EPAF guidelines as presented by Human Resources training materials.

Clarify your actions by **including comments** on both PAFS:

Sample Comment on the FROM PAF:

Position 000075 was reduced by \$7500 and FTE was reduced by .10. Job was reduced by \$7500 and the FTE on the JOB was reduced by .10 FTE. Position 000100 was increased by \$7500 and FTE was increased by .10. Job was increased by \$7500 and FTE was increased by .10.

Sample Comment on the TO PAF:

Position 000100 was increased by \$7500 and FTE was increased by .10. Job was increased by \$7500 and the FTE on the JOB was increased by .10 FTE. Position 000075 was reduced by \$7500 and FTE was reduced by .10. Job was reduced by \$7500 and FTE was reduced by .10.

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Approval Level	User Name	Required Action Remove
40 - (BUDGET) Budget Office		Approve
99 - (APPLY) EPAF Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the Information for the EPAF and either Save or Submit

Name and ID: Clark Griswold , 890000659

Transaction: 143464 **Query Date:** Dec 01, 2012

Transaction Status: Waiting

Approval Category: PAF POSITION AND JOB Labor Distribution, PAF LDS

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

It is important to note the following on PAF Position and Job Labor Distribution, PAFPLS:

1. The **Percent** will automatically update based on the budget that you enter. The **Percent** is a non-enterable field.
2. The **FTE** can only be taken to 2 decimal places, e.g., .75, .50, .33. If the **FTE** is carried out more than 2 decimal places, the PAF will be returned to the originator for correction.
3. To change the percentages of pay in the JOBS section, manually enter the new percentage for each fund under PERCENT. When totaled, all lines must equal 100%.
4. For positions that have more than one funding source, you may change as few or as many Budgets or FTEs as needed for the transaction.
5. Always include a **comment** on the PAF to help clarify the action that is being performed.

Change the FOAP, BUDGET/FTE on JOB and Position

It is important to note the following: Just like an EPAF...**never key the parts of a FOAP** ...your PAF will not submit if you do so.

(Example 4: Employee in position 014210 will receive an increase of \$5000. FOAP will be changed from 117029 to 117033.)

117625 to 117633

Job Selection

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

ID: Brenda Knight, 884644747

Query Date: Dec 01, 2012

Approval Category: PAF Labor Distribution, PAF LDS

Labor Distribution Job Annual With FTE, LDJAF

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<div>Q</div> New Job	Primary 014210	00	Accountant 56203, Financial Planning & Budgets	Jun 01, 2008		Aug 31, 2012	Active	<div>+</div>

All Jobs

Next Approval Type

Go

Select current **ACTIVE Job** for the employee. Select Go.

Enter **Budget** and **FTE** changes on NBAPBUD (Position Budget) Labor Distribution as applicable.

Enter the information for the EPAF and either Save or Submit.

Name and ID: **Brenda Knight, 884644747** Query Date: Dec 01, 2012

Transaction:

Transaction Status:

Approval Category: PAF POSITION AND JOB Labor Distribution, PAFJDS

[Save](#)

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

■ - Indicates a required field.

NBAPBUD Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
Q G	Q 117029	Q 117029	Q 56203	Q 101110	Q 170	100.00	58343.00	1.0000	.00
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Q	Q	Q	Q	Q	Q				
Total:						100.00	58343.00	1.00	.00

✓ Defaulting values for Labor Distribution from the Position Labor Distribution records.

[Default from Position Index](#) [Save and Add New Rows](#)

To change the FOAP, Enter '**G**' for Chart of Accounts. Enter **only** the **Index number**. Press the [**Default from Index**] key. Banner completes the FOAP, without the Account number.

Errors and Warning Messages

Type	Message Type	Description
NBAPBUD Labor Distribution	ERROR	Account code is required.
NBAPBUD Labor Distribution	ERROR	Account code is required.
NBAPBUD Labor Distribution	WARNING	Amount to Post will calculate after the Account is entered and saved.

* - indicates a required field.

NBAPBUD Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Add / Change

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post
G	117029	117029	56203	101110	170	100.00	58343.00	1.0000	.00
G	117033	117033	56205		170	.00	.00	.0000	
Total:						100.00	58343.00	1.00	.00

Default from Position Index Save and Add New Rows

Scroll back to the Labor Distribution grid, and enter the **Account Number**. Click **[Save]**, or **[Save and Add New Rows]**.

NBAPBUD Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Add / Change
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117029	117029	56203	101110	170	47.95	58343.00	1.0000	.00
G	117033	117033	56205	101110	170	52.05	63343.00	1.0000	63343.00
Total:						100.00	121686.00	2.00	63343.00

Default from Position Index Save and Add New Rows

Account added. Changes to Budget and FTE have been saved.

Enter **Budget** and **FTE** as needed for necessary changes. Click **[Save]**, or **[Save and Add New Rows]**. In the above example, **Budget** and **FTE** need to be removed from the OLD FUND 117503. Simply click on the **"Remove"** box beside the OLD FOAP or **"Zero"** out the Budget and FTE associated with the OLD FOAP.

NBAPBUD Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Add / Change
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117029	117029	56203	101110	170	47.95	0	0	.00
G	117033	117033	56205	101110	170	52.05	63343.00	1.0000	63343.00
Total:						100.00	121686.00	2.00	63343.00

Default from Position Index Save and Add New Rows

Note changes made prior to being saved.

Click **Save** and the FOAP will be removed from the Labor Distribution.

NBAPBUD Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Add / Change
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Percent	Budget	FTE	Amount to Post Remove
G	117033	117033	56205	101110	170	99.99	63343.00	1.0000	63343.00
Total:						99.99	63343.00	1.00	5000.00

Default from Position Index Save and Add New Rows

Note changes after being saved. Old FOAP has been removed.

[illegible]

Current

Effective Date: 07/01/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

G 117029 117029 56203 101110 170 100.00

New

Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date MM/DD/YYYY	Remove
Q G	117033	Q 117029	Q 56203	Q 101110	Q 170					100.00		
Q	Q	Q	Q	Q	Q							
Q	Q	Q	Q	Q	Q							
Q	Q	Q	Q	Q	Q							
Q	Q	Q	Q	Q	Q							
Total:										100.00		

Default from Index

Save and Add New Rows

Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Current
Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
G	117029	117029	56203	101110	170				100.00				

New
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
Q G	Q 117033	Q 117033	Q 56205	Q	Q 170					100.00				
Q	Q	Q	Q	Q	Q									
Q	Q	Q	Q	Q	Q									
Q	Q	Q	Q	Q	Q									
Q	Q	Q	Q	Q	Q									

Total: 100.00

Default from Index Save and Add New Rows

Scroll back to the Labor Distribution grid, and enter the **Account Number**. Click **[Save]**, or **[Save and Add New Rows]**.

Labor Distribution Job Annual With FTE, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/01/2012	12/01/2012
Personnel Date: MM/DD/YYYY*	07/01/2012	12/01/2012
Annual Salary:	58343	63343
FTE:	1	1
Job Change Reason: *	LISI	LABOR, Labor Change Forward

Labor Distribution, 014210-00 Accountant, Last Paid Date: Aug 31, 2012

Current
Effective Date: 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
G	117029	117029	56203	101110	170					100.00			

New
Effective Date: MM/DD/YYYY 12/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
G	117033	117033	56205	101110	170					100.00				<input type="checkbox"/>
Total:										100.00				

Default from Index Save and Add New Rows

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office	<input type="text"/>	Approve	<input type="checkbox"/>
99 - (APPLY) EPAF Apply	<input type="text"/>	Apply	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>

Save and Add New Rows

For areas listed in the approval levels, select on the magnifying glass under User Name to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Brenda Joyce Hampshire, 884644747

Transaction: 143465

Query Date: Dec 01, 2012

Transaction Status: Waiting

Approval Category: PAF POSITION AND JOB Labor Distribution, PAFLDS

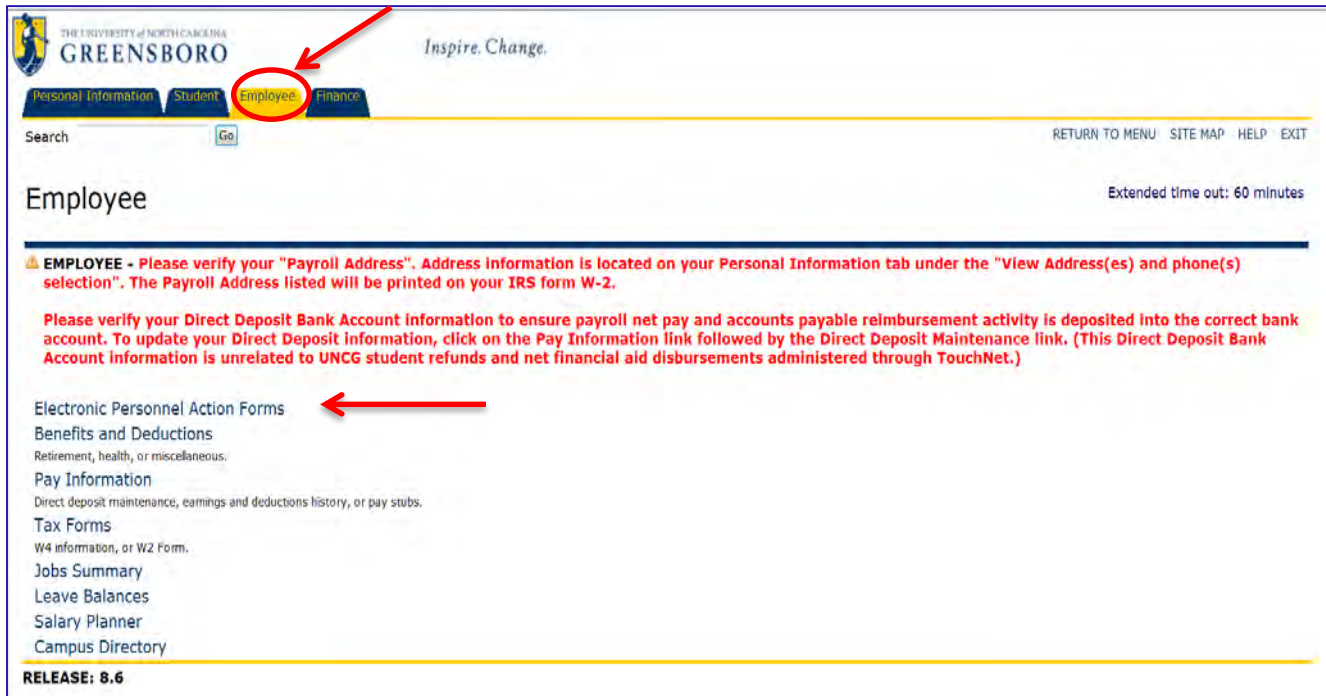
Save **Submit** Delete

Save PAF after selecting Routing Queue. A message **"Your change was saved successfully"** will appear along with a **"Submit"** button. Click the **"Submit"** button to start the PAF processing through the approval levels.

PAF Supervisor Change, PAFSPV

Universities must transmit data to UNC General Administration. Data is generally pulled out of the Banner System and uploaded to UNC General Administration; therefore, Banner data must be current. The **PAF Supervisor Change, PAFSPV** allows departments to change supervisory data. **PAF Supervisor Change, PAFSPV**, can be accessed through the **Position Actions Portal**.

Enter into UNCGenie. Select **Employee Tab**. Select **Electronic Personnel Action Forms** on the menu.



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO Inspire. Change.

Personal Information Student **Employee** Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employee Extended time out: 60 minutes

EMPLOYEE - Please verify your "Payroll Address". Address information is located on your Personal Information tab under the "View Address(es) and phone(s) selection". The Payroll Address listed will be printed on your IRS form W-2.

Please verify your Direct Deposit Bank Account information to ensure payroll net pay and accounts payable reimbursement activity is deposited into the correct bank account. To update your Direct Deposit information, click on the Pay Information link followed by the Direct Deposit Maintenance link. (This Direct Deposit Bank Account information is unrelated to UNCG student refunds and net financial aid disbursements administered through TouchNet.)

Electronic Personnel Action Forms ←

Benefits and Deductions
Retirement, health, or miscellaneous.

Pay Information
Direct deposit maintenance, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, or W2 Form.

Jobs Summary

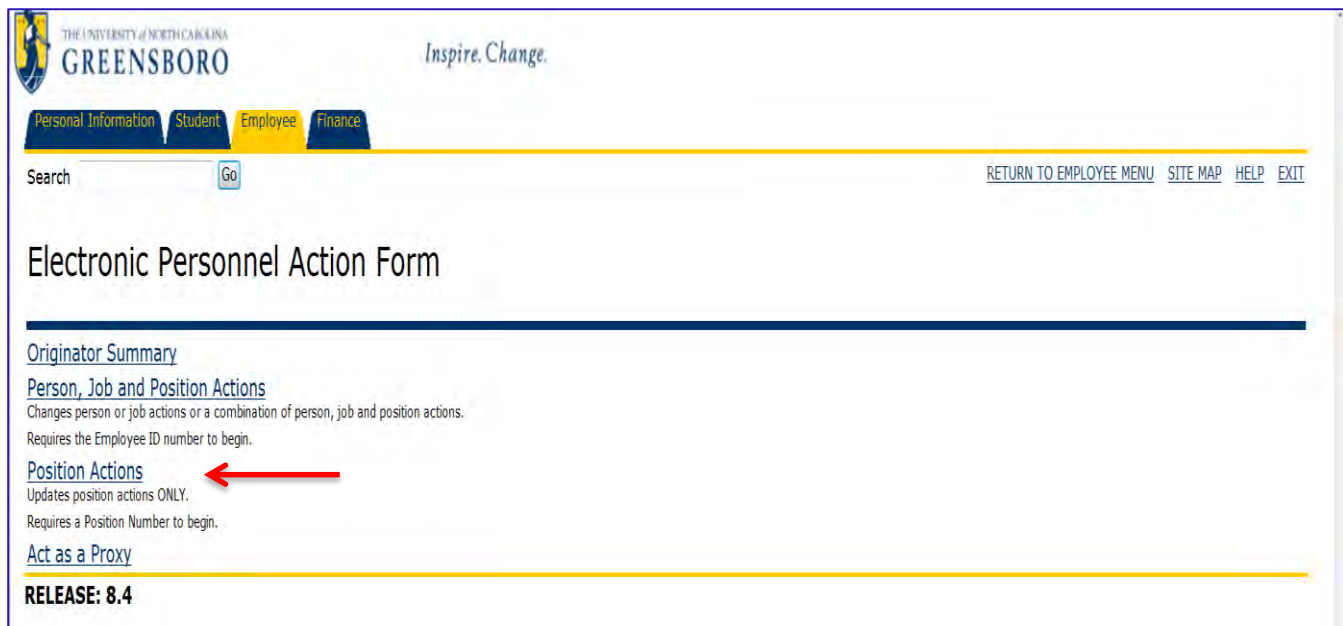
Leave Balances

Salary Planner

Campus Directory

RELEASE: 8.6

Select **Position Actions**.



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GREENSBORO Inspire. Change.

Personal Information Student Employee Finance

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form


Originator Summary

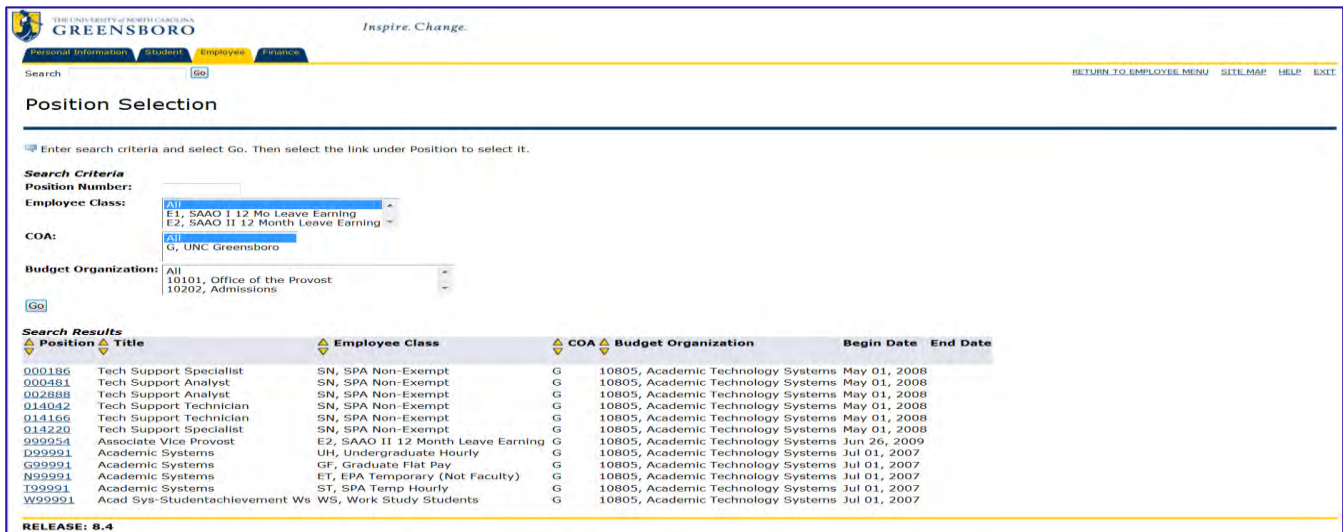
Person, Job and Position Actions
Changes person or job actions or a combination of person, job and position actions.
Requires the Employee ID number to begin.

Position Actions ←
Updates position actions ONLY.
Requires a Position Number to begin.

Act as a Proxy

RELEASE: 8.4

The Electronic Position Action, that touches only the position, requires a position number to begin. If position number is known enter it into the **Position Number** field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon . You can search for a position number by the Employee Class, the COA or the Budget Organization (UNCG Org Security Guidelines apply). Click the appropriate position number and it will populate the position field.



Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:

COA:

Budget Organization:

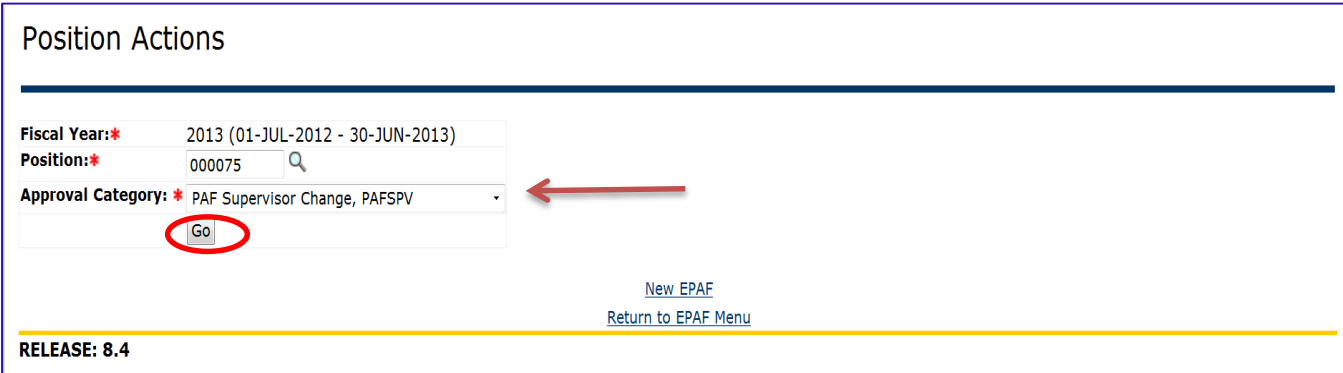
Go

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000186	Tech Support Specialist	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
000481	Tech Support Analyst	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
002888	Tech Support Analyst	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014042	Tech Support Technician	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014166	Tech Support Technician	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
014220	Tech Support Specialist	SN, SPA Non-Exempt	G	10805, Academic Technology Systems	May 01, 2008	
999954	Associate Vice Provost	E2, SAAO II 12 Month Leave Earning	G	10805, Academic Technology Systems	Jun 26, 2009	
999991	Academic Systems	UH, Undergraduate Hourly	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	GF, Graduate Flat Pay	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	ET, EPA Temporary (Not Faculty)	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Academic Systems	ST, SPA Temp Hourly	G	10805, Academic Technology Systems	Jul 01, 2007	
999991	Acad Sys-Studentachievement Ws	WS, Work Study Students	G	10805, Academic Technology Systems	Jul 01, 2007	


RELEASE: 8.4

Select the **"PAF Supervisor Change, PAFSPV"** from the **Approval Category** drop down box.



Position Actions

Fiscal Year: 2013 (01-JUL-2012 - 30-JUN-2013)

Position: 000075 

Approval Category: PAF Supervisor Change, PAFSPV

Go

[New EPAF](#)

[Return to EPAF Menu](#)

RELEASE: 8.4

Click on **"Go"** to access the Electronic **PAF Supervisor Change form, PAFSPV**.



Name and ID: None (Position Only)

Transaction: **Query Date:** Nov 14, 2012

Transaction Status:

Approval Category: PAF Supervisor Change, PAFSPV

Save

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

POSN Supervisor Change, 000075-00 Budget Analyst

Item	Current Value	New Value
Position Reports To: *	000113	

Routing Queue

Approval Level	User Name	Required Action
99 - (APPLY) EPAF Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Enter the **New Supervisor Position Number** in the “**New Value**” Field. If the position number is unknown, you can search for the position number by clicking on the magnifying glass icon 🔍.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: None (Position Only) **Transaction:** **Query Date:** Nov 14, 2012

Transaction Status: **Approval Category:** PAF Supervisor Change, PAFSPV

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

POSN Supervisor Change, 000075-00 Budget Analyst

Item	Current Value	New Value
Position Reports To: *	000113	<input type="text" value="000173"/>

Approval levels remain the same as they were with the paper PAFs and EPAFs. Applicable approval levels must be selected in the routing queues as specified by your division.

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (BUDGET) Budget Office	<input type="text"/>	Approve	<input type="button" value="X"/>
99 - (APPLY) EPAF Apply	<input type="text"/>	Apply	<input type="button" value="X"/>
Not Selected	<input type="text"/>	Not Selected	<input type="button" value="X"/>
Not Selected	<input type="text"/>	Not Selected	<input type="button" value="X"/>
Not Selected	<input type="text"/>	Not Selected	<input type="button" value="X"/>
Not Selected	<input type="text"/>	Not Selected	<input type="button" value="X"/>

For areas listed in the approval levels, select on the magnifying glass under User Name 🔍 to select approver. To add an approval level, click on the drop down arrow to select the appropriate level; then click on the magnifying glass under User Name to select approver for that level. Select required action for approvers that you have added.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: None (Position Only) **Transaction:** 143486 **Query Date:** Nov 19, 2012

Transaction Status: Waiting **Approval Category:** PAF Supervisor Change, PAFSPV

Save PAF after selecting Routing Queue. A message “**Your change was saved successfully**” will appear along with a “**Submit**” button. Click the “**Submit**” button to start the PAF processing through the approval levels.

Routing Queues

Just like an EPAF, the **PAF** Routing Queue lists the persons or departments through which the **PAF** must travel for approval. Certain approval levels are hard coded on the PAFs. These approval levels should not be changed as they are required approvers and must be included. You must select a name for each level that has been hard coded into the PAF. If you leave one blank, the PAF will not submit successfully.

Additional approval levels can be added to accommodate each unique position action. For example, if a position is funded by grant funds, the Principal Investigator and Contracts and Grants should be added to the routing queue.

Approval Levels for PAFs:

PAF Position ONLY Labor Distribution Change, PAFPLD	PAF Position and Jobs Labor Distribution Change, PAFlds
10 Principal Investigator –If applicable	10 Principal Investigator –If applicable
12 Department – If applicable	12 Department – If applicable
15 Unit – If applicable	15 Unit – If applicable
20 Division – Hard coded as an Approver	20 Division – Hard coded as an Approver
34 Human Resource Services – Hard Coded as FYI	34 Human Resource Services – Hard Coded as Approver
35 Contracts and Grants – If applicable	35 Contracts and Grants – If applicable
40 Budget Office – Hard Coded as Approver	40 Budget Office – Hard Coded as Approver
99 EPAF/PAF Apply – Hard Coded to Apply	99 EPAF/PAF Apply – Hard Coded to Apply

Searching PAFs in Genie

Unlike EPAFS that can be searched by an employee name, ID number or transaction number, Position Only PAFs can only be searched by a transaction number in Genie. However, PAFs will appear first in the list of transactions.

Position Only PAFs

EPAFs & Position/ Jobs PAFs

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 16 of 16

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status Links
Position 003663		143367	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments
Position 003663		143366	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments
Position 000047		143365	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments
Position 000006		143364	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	Comments
Position 013170		143363	PAF POSITION Labor Distribution	Nov 08, 2012	Waiting	**Comments
Position 014166		143358	PAF POSITION Labor Distribution	Nov 07, 2012	Waiting	Comments
Position 000084		142004	PAF POSITION Labor Distribution	Oct 05, 2012	Waiting	Comments
Burnette, Cheryl V.	890000659	143378	PAF POSITION AND JOB Labor Distribution	Nov 12, 2012	Waiting	Comments
Burnette, Cheryl V.	890000659	143369	PAF POSITION AND JOB Labor Distribution	Nov 08, 2012	Waiting	Comments
Hampshire, Brenda J.	884644747	143380	PAF POSITION AND JOB Labor Distribution	Dec 01, 2012	Waiting	Comments
Holderness, Catherine	896071840	142072	PAF POSITION AND JOB Labor Distribution	Oct 01, 2012	Waiting	**Comments
Levens, Amanda P.	890001274	143382	PAF Position LD and JOBS Appt	Dec 01, 2012	Waiting	Comments
Levens, Amanda P.	890001274	143381	PAF Position LD and JOBS Appt	Dec 01, 2012	Waiting	Comments