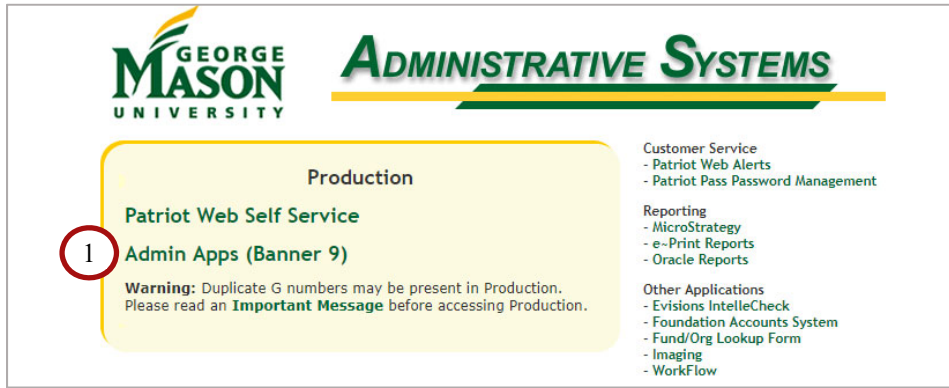
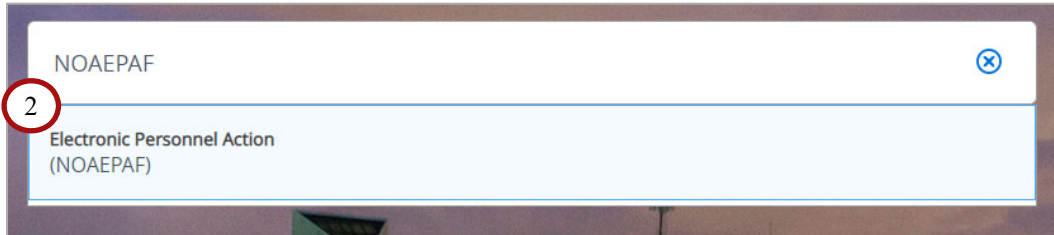


Future Funding Change EPAF User Guide with Screenshots (For Permanent Employees Only)

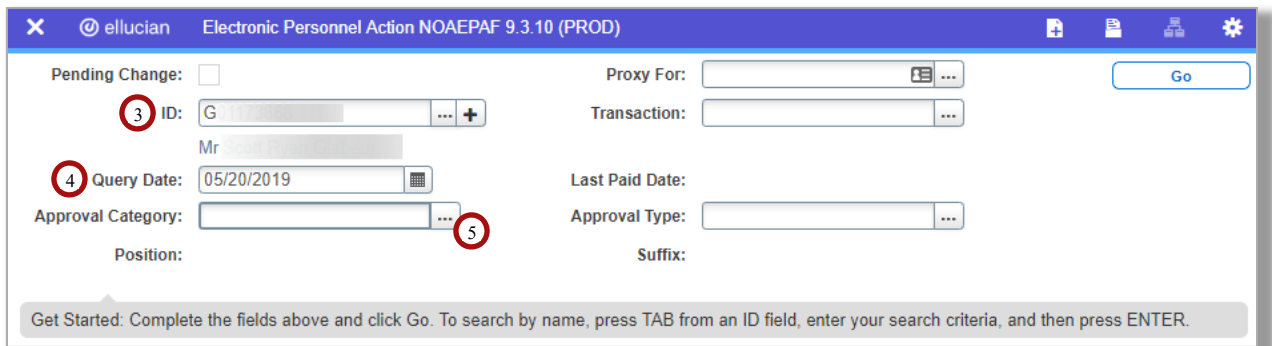
1. Log onto [Banner 9](#)



2. Go to the **NOAEPAF Electronic Personnel Action** screen



3. Enter employee's G-number in **ID** column (the name will automatically populate)
4. Enter 'T' in **Query Date** column to auto-populate today's date
5. Select the **...** icon next to **Approval Category**






6. In the new window, double click **CHGLBR Change Labor Funding**

Category Code	Description	Activity Date
CHGGDE	HR USE ONLY - grade change	05/27/2011
6 CHGLBR	Change Labor Funding	03/15/2015
CHGRA	Current Hire GRA	06/12/2012
CHGTA	Current Hire GTA or GPA	06/21/2012
ORGCHG	Org Num Change - HR Use Only	06/28/2006


7. Select the  icon next to **Position**



Electronic Personnel Action NOAEPAF 9.3.10 (PROD)

Pending Change: Proxy For: 



ID: G  Transaction: 

Mr

Query Date: 05/20/2019  Last Paid Date:

Approval Category: CHGLBR  Approval Type: CHGLBR 

Change Labor Funding

Position:  Suffix: 

Change Labor Funding

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

8. Select **List of Employee's Jobs (NBIJLST)**

Option List

[List of all Positions](#)

8 [List of Employee's Jobs \(NBIJLST\)](#)

- Double click on the appropriate position number
Some faculty/staff may have multiple position numbers. Double click on the position number for the position that is being allocated.

Employee Job Inquiry NBIJLST 9.3.3 (PROD)

ID: G [redacted] Mr [redacted] Query Date: 05/20/2019 Start Over

Position *	Suffix *	Begin Date *	End Date	Job Type
F320AZ	00	08/25/2019		Primary
F320AZ	1Z	08/25/2019	09/09/2019	Overload

Record 1 of 2

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
08/25/2019	Active	Assistant Pro...	F9	SM	1	101501	**	GMU

Record 1 of 1

- Select **Go**

Electronic Personnel Action NOAEPAF 9.3.10 (PROD)

Pending Change: Proxy For: [redacted] 10 Go

ID: G [redacted] + Transaction: [redacted]

Mr [redacted]

Query Date: 05/20/2019 Last Paid Date:

Approval Category: CHGLBR Approval Type: CHGLBR

Change Labor Funding Change Labor Funding

Position: F320AZ Suffix: 00

9-month Instructional Faculty

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Change the **Effective Date** under **New Job Labor Distribution** to the start date of the new funding
- Click on the Fund cell under **New Job Labor Distribution** (will be shaded)
- Select **Delete** to remove current entries
To clear all labor distributions in one action, go to "Tools" then "Clear Data"

NEW JOB LABOR DISTRIBUTION

Effective Date * 08/25/2019 11

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	F
1		[shaded]	...							
Total Percent										

Record 1 of 1

14. Start a new entry and enter in the **Fund/Org, Account, Activity Code** (if applicable), and **Percentage** in the New Job Labor Distribution section

- To look up the fund/org, go to the [Fund/Org Lookup](#)
 - Enter the Fund or Org number and select 'Look up Fund/Org'
- Total Percent of all lines must equal 100

Fund/Org Lookup

Enter a fund or organization below

Fund/Org:

Fund/Org Lookup Results

Use the bank code displayed below for making deposits

	CODE	TITLE
● Fund:	10111	University E&G
● Organization:	181249	COS Recruitment
● Program:	10100	Instruction for Credit
● Bank:	01	Treasurer of Virginia

14

X @ ellucian Electronic Personnel Action NOAEPAF 9.3.9 (PROD)
ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: G Mr Transaction: 1 Waiting Start Over

Query Date: Last Paid Date:

Approval Category: CHGLBR Change Labor Funding Approval Type: CHGLBR Change Labor Funding

Position: F320AZ 9-month Instructional Faculty Suffix: 1Z

Transaction Default Earnings **Job Labor Distribution** Routing Other Information and Comments

▼ CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 04/17/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc E
1 of 1 Per Page Record 1 of 1											

▼ NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date * 08/25/2019

COA *	Index	Fund * ●	Organization * ●	Account *	Program * ●	Activity	Location	Project	Cost	Percent *	Enc E
1		10111	181249	61110	10100					100.00	
Total Percent										100.00	
1 of 1 Per Page Record 1 of 1											

19. Select the **Routing** Tab
20. Click on the box under the **User ID** column of the **LABOR** line
21. Enter the Net ID of the appropriate Sr. Grants and Finance Analyst
22. Click on the box under the **User ID** column of the **APPLY** line
23. Select the **...** icon

Transaction | Default Earnings | Job Labor Distribution | **Routing** | Other Information and Comments

ROUTING | Insert | Delete | Copy | Filter

Originator ID: FGUTIER3 | Ms Florencia Alejandra Gutierrez

Level Code *	Level	User ID	Name	Required Action *	Queue Status
LABOR		RWETTER	Mr Ryan James Wetter	Approval	In Queue
APPLY		PCORAY2	Ms Patricia C Coray	Apply	In Queue

1 of 1 | 10 Per Page | Record 2 of 2

24. Select **Patricia Coray**, Human Resources and Payroll HRIS and Benefits Director

Active User ID's for Level Code

Criteria:

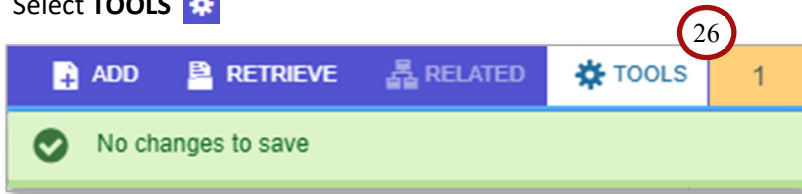
User Id	Name
ACOLE3	Anthony Cole
GPIROG	Gregory Pirog
MKIRK4	Megan Kirk
PCORAY2	Patricia Coray
SFLANERY	Stacy Flanery
TSHEPHER	T Shepherd

25. Select **Save**

SAVE

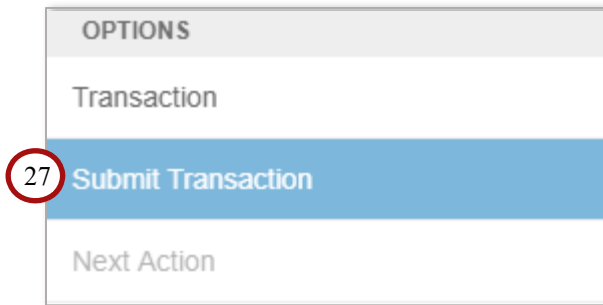
©2000 - 2018 Ellucian. All rights reserved. ellucian.


26. Select **TOOLS** 

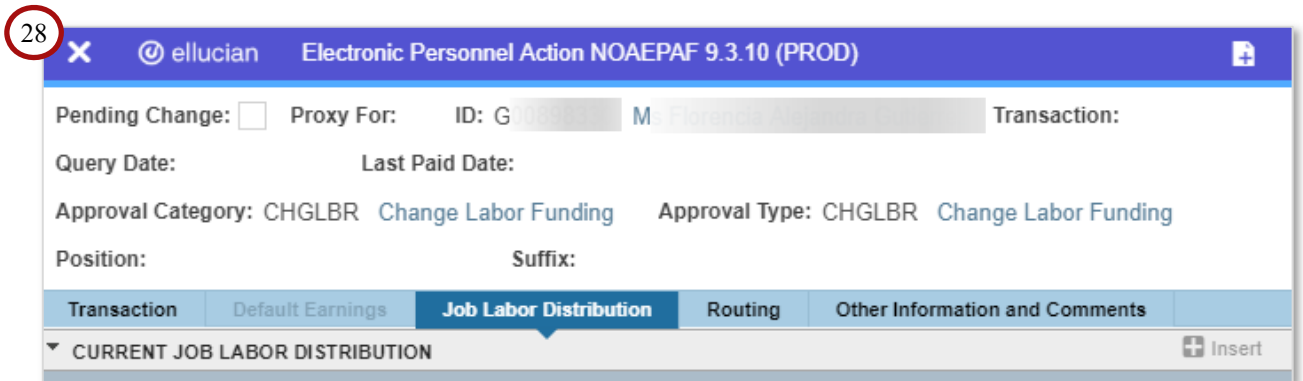


27. Select **Submit Transaction**

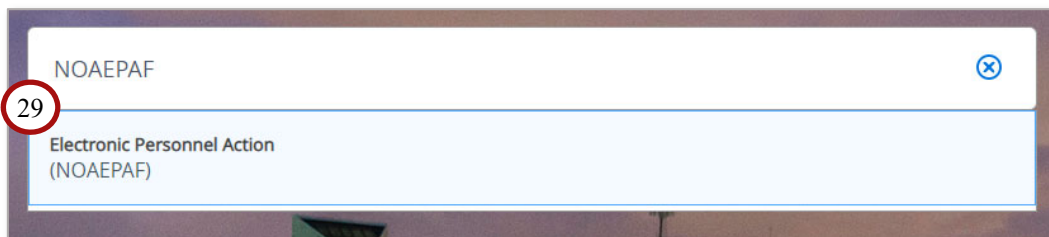
Once submitted, the transaction status changes from "waiting" to "pending." This means the transaction has been successfully submitted and is now routed for approval.



28. Select the  icon to **exit** out of NOAEPAF

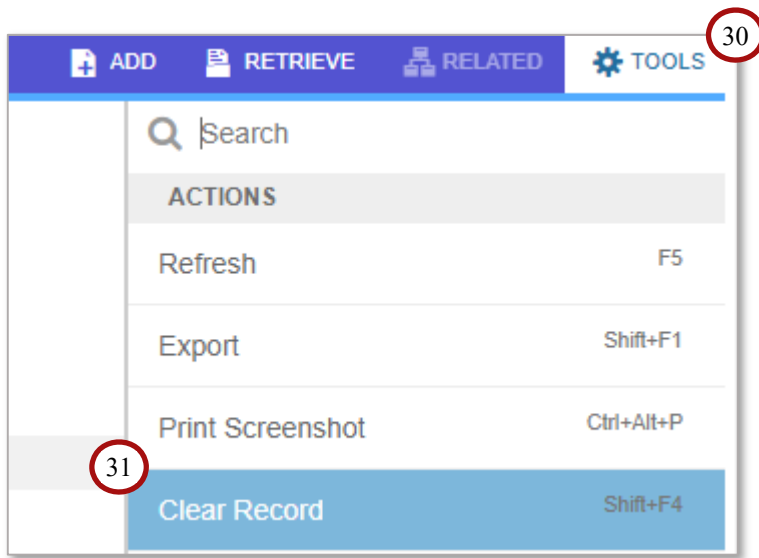


29. Enter the **NOAEPAF** screen



30. Select **TOOLS** 

31. Select **Clear Record**



32. Follow steps 3 – 27 to submit the default Future Funding EPAF

- a. The default date is one day after the end date of the new funding