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 Transctions»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.)
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.