PAF- Labor Distribution Change

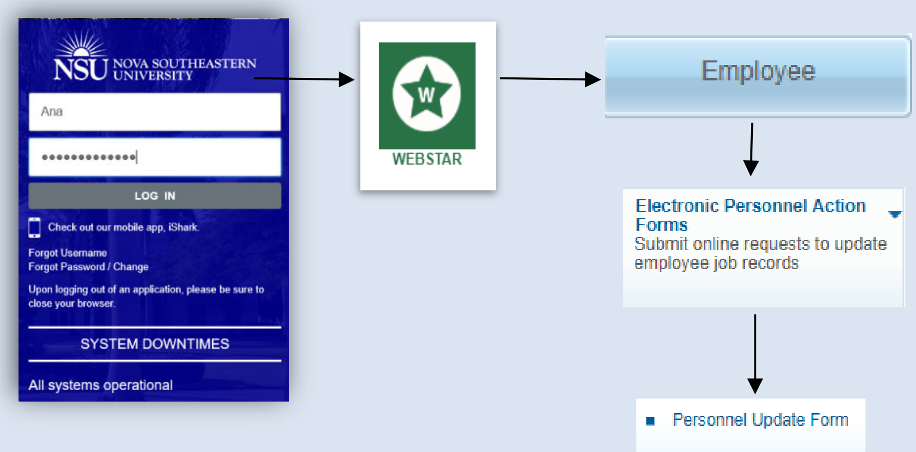
for Student Jobs

Quick reference Guide

1. Personnel Update Form access

The electronic version of the Personnel Update form is intended to streamline updates to **active** employee records by use of Banner Workflow/EPAF automation for regular employees, student employees, and temporary employees, and to provide status notifications to the originator from begin to end of the transaction.

Note: Google Chrome is the required browser for this form

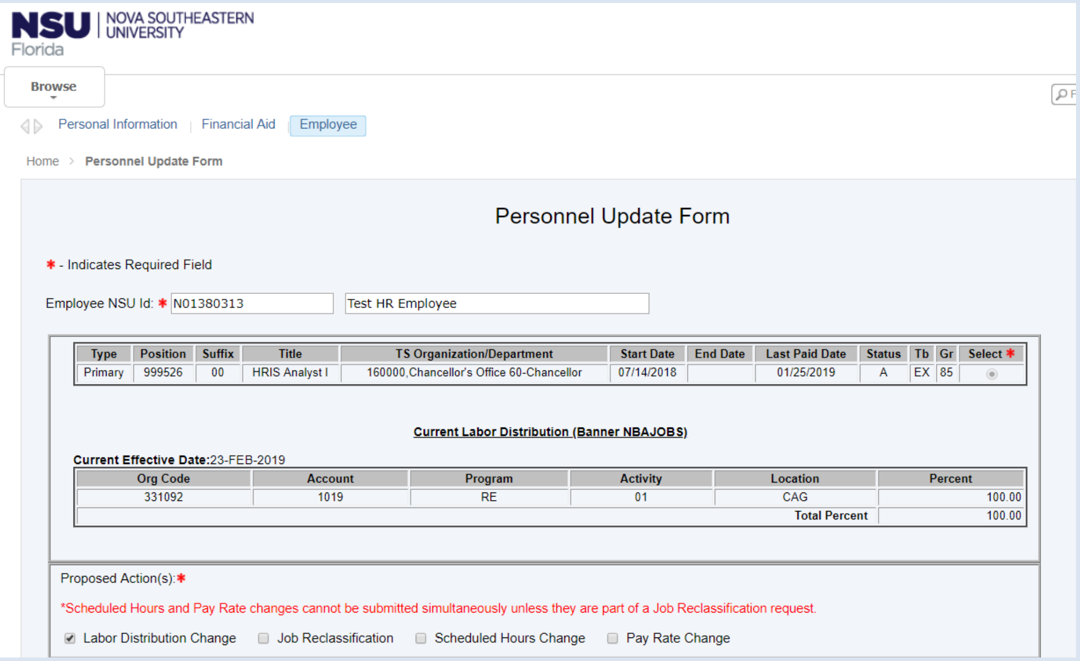


Personnel Update Form Access:

1- Open Google Chrome
2- Go to http://SharkLink.nova.edu
3- Type Username, Password and click the Log In button
4- Click on WEBSTAR
5- Click on the Employee button →Electronic Personnel Action Forms →Personnel Update Form:
   a. Type the Employee NSU ID
   b. Verify the employee name is correct
   c. Select the corresponding Job # (the employee can have more than one job)
   d. Review the Current Labor Distribution (Banner NBAJOBS)
   e. Select **Labor Distribution Change** in the Proposed Action section

2. Fill out Labor Distribution Change

The following example shows how to complete the **Labor Distribution Change** section:



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Florida

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Personnel Update Form

* - Indicates Required Field

Employee NSU Id: * N01380313 Test HR Employee

Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status	Tb	Gr	Select *
Primary	999526	00	HRIS Analyst I	160000,Chancellor's Office 60-Chancellor	07/14/2018		01/25/2019	A	EX	85	

Current Labor Distribution (Banner NBAJOBS)

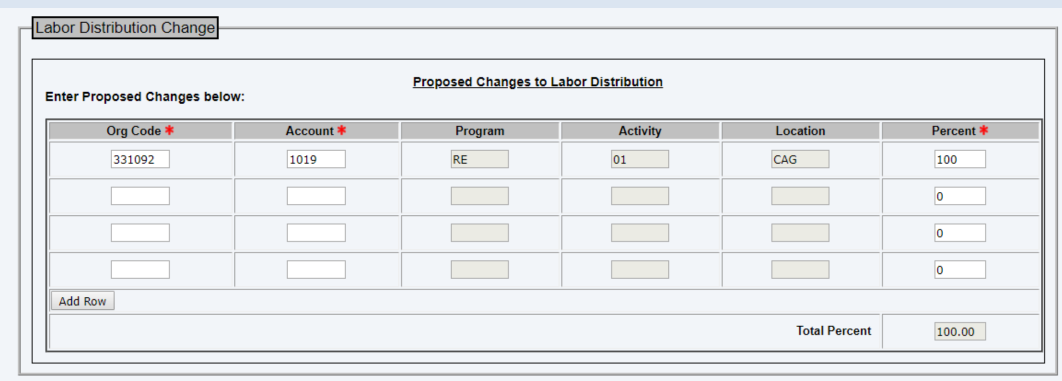
Current Effective Date:23-FEB-2019

Org Code	Account	Program	Activity	Location	Percent
331092	1019	RE	01	CAG	100.00
				Total Percent	100.00

Proposed Action(s):*

*Scheduled Hours and Pay Rate changes cannot be submitted simultaneously unless they are part of a Job Reclassification request.

☑ Labor Distribution Change ☐ Job Reclassification ☐ Scheduled Hours Change ☐ Pay Rate Change



Labor Distribution Change

Proposed Changes to Labor Distribution

Enter Proposed Changes below:

Org Code *	Account *	Program	Activity	Location	Percent *
331092	1019	RE	01	CAG	100
					0
					0
					0
Add Row					
				Total Percent	100.00

1- Enter the New Effective Date (retroactive, current and future dates are all allowed)
2- Enter the Proposed Changes to Labor Distribution by entering: Org Code, Account and Percent – Program, Activity and Location will auto-populate from Banner

Tips:

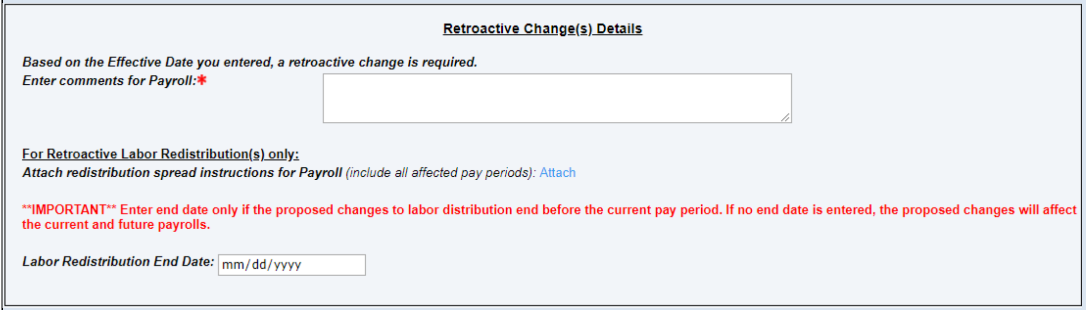
- Total Percent must equal 100%
- Only one Org Code should be entered for student jobs

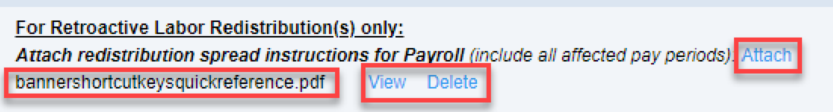
The following chart explains **Account Code changes** for student jobs:

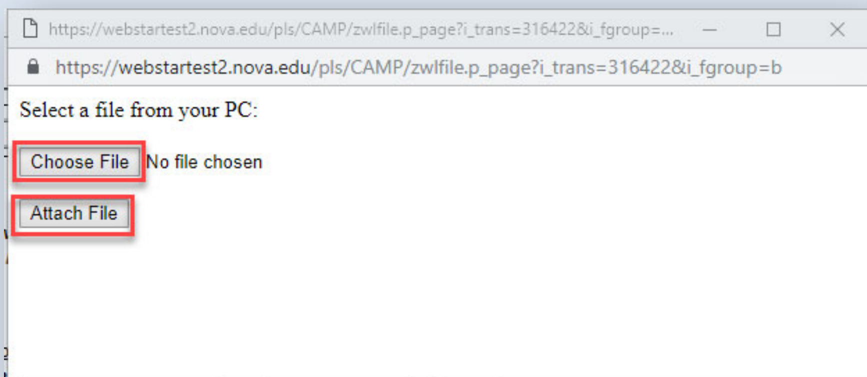
From	To	New Position Code	Other Notes
Any Account	1016	STDFWS	Federal Work Study (hourly)
Any Account	1017	STUDNT	NSE Paid (hourly)
Any Account	1616	STDAMR	America Reads Student (hourly)
Any Account	1618	STDFWP	America Reads Student - Federal Work Study (hourly)
Any Account	1617	STDCOU	America Counts Student (hourly)
Any Account	1017	STDADJ	NSE Paid (one-time flat amount payment)
Any Account	1025	STDADJ	Federal Work Study (one-time flat amount payment)
Any Account	1017	STDBWK	NSE Paid (bi-weekly payments)
Any Account	1025	STDBWK	Federal Work Study (bi-weekly payments)

3. Completing the Retroactive Changes (Details)

This is a Dynamic grid, and only displays when the user (originator) enters a retroactive New Effective Date (new effective date is on or before the employee's Last Paid Date).







All retroactive distributions are manually handled by the Payroll Department after the regularly scheduled payroll is processed and a separate email notification is sent out to the originator upon completion.

Section 1: Enter comments for Payroll field

This is a mandatory field that should include special instructions needed for Payroll to process the request correctly including pay #s, org #s along with corresponding percentages, etc.

Section 2: For Retroactive Labor Redistribution(s) only

This section allows the originator to attach an excel spread sheet detailing what the spread should be if the effective date of the retroactive request begins and/or ends in the middle of a pay period.

Payroll is unable to set the spread by day, so the spread needs to be calculated for the entire pay period.

Sample Labor Redistribution spread:

For example, the spread information should look like for the pay period if the changes do not start at the beginning and or does not continue to the end of a pay period.

Pay #: 4	**Index # & %:** 331XXX-50%/333XXX 5
Pay #: 5-7	**Index # & %:** 331XXX-100%

How to attach a document:

1- Click on the Attach button (next to Attach redistribution spread instructions for Payroll)
2- Click on the Choose File button (another window opens)
3- Select the file from your computer
4- Click on the Attach File button

4. Completing the Changes to Home and/or Check Distribution Org/s

1- **The Employee's Home Org** controls the employee's location in PageUp
2- **The Employee's Check Distribution Org** controls the employee's location in SharkTime
3- **The Employee's Job Location indicates the physical work location of the employee**

Remember: avoid using orgs that start with a 3* in this section as they often expire.

Changes to Home and/or Check Distribution Org(s)

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Controls the employee's location in SharkTime. Please avoid using orgs that start with a 3* as they often expire.

Item	Current value	New Value
Employee's Home Org (SharkTalent)	113406	
Employee's Check Distribution Org (SharkTime)	113406	
Employee's Job Location	02TOWE-Tower Bldg	

The **Current Value** in Banner is displayed for all three fields. To update this information, please enter/select from a drop-down the updated information in the **New Value** column:

1- Enter new value for Employee's Home Org (PageUp)
2- Enter new value for Employee's Check Distribution Org (SharkTime)
3- Select Employee's Job Location

5. Position Funds Transfer (PFT) Approval Information

This dynamic section is displayed for any personnel updates unless the current and proposed changes to labor distribution are 100% funded by orgs that start with the number 3.

A PFT form is not required for student jobs but the section must still be completed.

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted? No

A PFT was not submitted so this request will be routed to the Budget Office for their review. Please enter a comment: *

Initially, the user is asked whether a PFT was submitted: **Was a PFT submitted? Y/N**

For student jobs, the user (Originator) should **ALWAYS** select **No** and enter "Student Job" in the field that says the request will be routed to the Budget Office for their approval:

- **The form will bypass the Budget Office and be routed directly to Student Employment for their approval**

6. Office of Sponsored Programs Policy Attestation

This dynamic section is displayed in the form, when any Sponsored Program orgs are involved in the request (orgs have "CAG" in their Location field in Banner).

<table>
<tr>
<td>
<u>Office of Sponsored Programs Policy Attestation.</u>
This change affects a Sponsored Program. Per the Office of Sponsored Programs Policy: "It is the responsibility of the College/Center to obtain and maintain documentation of Principal Investigator/Project Director review and approval prior to forwarding to the Office of Human Resources".
* I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity.</td>
<td>• Check the attestation Check box "I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity. "</td>
</tr>
<tr>
<td>7. Submit and Cancel button

</td>
<td>Remember: If you submit the form before selecting options or checking the sponsored programs attestation box the system will display a warning pop-up and not allow you to submit the Personnel Update form</td>
</tr>
<tr>
<td>8. Informational/Task Notification Emails</td>
<td>The Personnel Update form/workflow sends informational emails along the process to the originator every time the request is approved or denied, and once the process is completed. All emails contain all the information supplied in the Personnel Update form by the originator.

The emails contain the following subject lines:

1- Submitted: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
2- Update: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
3- Processed: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

The Personnel Update form/workflow will also send task notification emails to each approver requesting their review and approval.

The emails contain the following subject line:

1- Action Required: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

Remember: if a task is denied by error, the request will be terminated, and the originator will need to submit a new Personnel Update Form to start the process again</td>
</tr>
</table>