






NOAEPAF – Labor Distribution

1. Log in to Banner.
2. Key **NOAEPAF** in the Go To box and press “**Enter**”
3. **Enter**/select the following in the Key block:
 - a. **ID**: Enter the **Vid** of the desired employee.
 - i. If the Vid is not known, use the **Search** function ( - drop down arrow) on the right hand side of the ID field. *See separate instructions for person searching on POIDEN.*
 - a. **Transaction**: Leave Blank
 - b. **Query Date**: Desired Effective date
 - i. *Note the query date in the key block section of the form as this will affect which date and information will automatically be populated upon entering the form. Verify that the most correct salary information is displayed.*
 - c. **Approval Category**: FDC (Decentralized Funding Changes)
 - d. **Approval Type**: LBDC (Labor Distribution Fund Change)

- e. **Position**: Desired Position for the employee
 - i. Click on the **Position search function**, ( - drop down arrow).
 - ii. Click List of **Employee's Jobs** (NBIJLST).
 - iii. Double click the **desired position number** to return to **NOAEPAF** form.
- f. **Suffix**: Defaults for the desired position.

4. **Next Block**, ( or **Ctrl/PgDn**).
5. Click **OK** (Defaulting values for Labor Distribution from NBAJOBS)
6. Click in the field **Effective Date** under the NEW Job Labor Distribution section
7. Type in the New Effective Date
8. Update the Labor Distribution block – You can either:
 - a. Click/Select **Record> Remove (IF NECESSARY)** on the menu bar
 - i. If you need to remove a Labor Distribution record that is no longer going to be valid.
 - b. Click/Select **Record> Insert (IF NECESSARY)** on the menu bar
 - i. If you need to add a Labor Distribution record that is not currently being displayed.
 - c. Redistribute the percentages going to each of the records.
 - d. *Note the Labor Distribution must always equal 100%*

9. **Save** ( or **F10**).
10. Click **Options>Submit Transaction**.
11. To **exit**, click  or **Ctrl +Q**