

PAF Instructions

G/L CHANGES

PAF Instructions

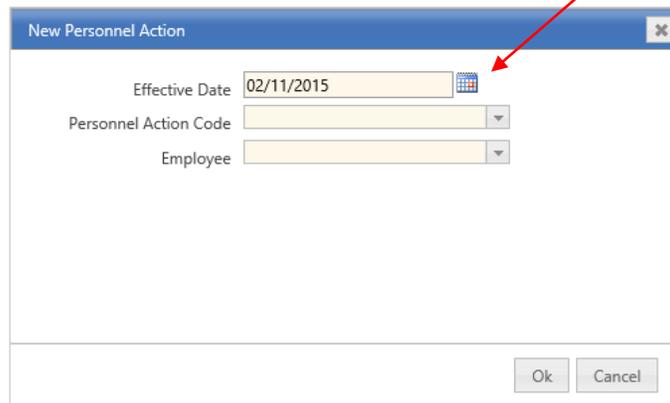
1. Log in in to your Logos account.
2. Click on **Human Resources**.
 - a. Click on **Personnel Actions**
3. Click on **New**.



Employee Number	Employee Name	Number	Status	Effective Date	Code	Department	Benefit Group
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- a. Enter **Effective Date**.



New Personnel Action

Effective Date 

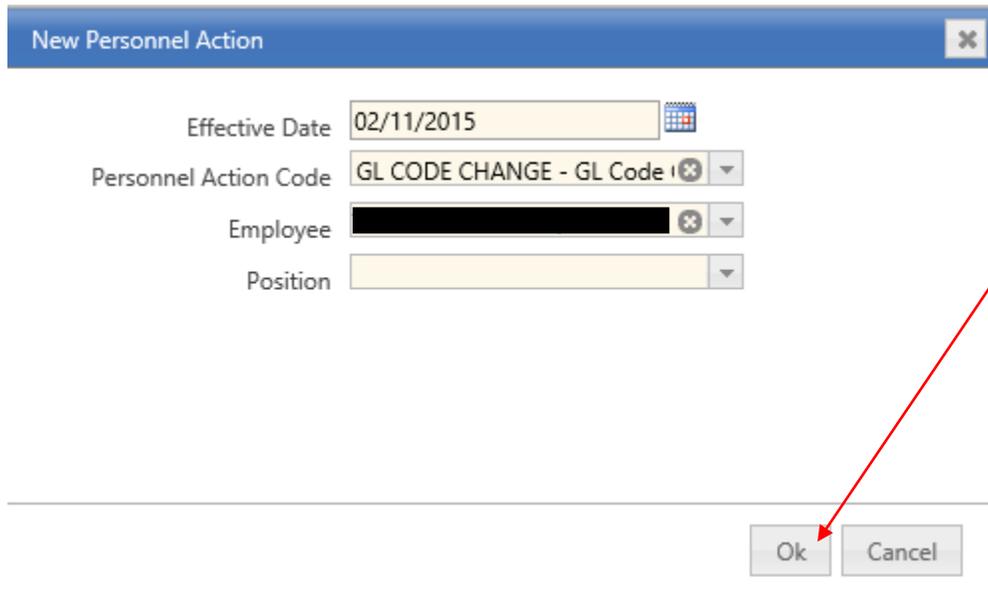
Personnel Action Code

Employee

Ok Cancel

- b. Select which **Personnel Action Code** you are wanting to change.
- c. Select the **Employee** you are wanting to make the changes on.
- d. Depending on what **Personnel Action Code** you choose another field to fill out will appear.

- e. Select the **Position** you want to be effected by this change (most employees only have 1 position).
- f. Press **Ok** when you are ready to continue.

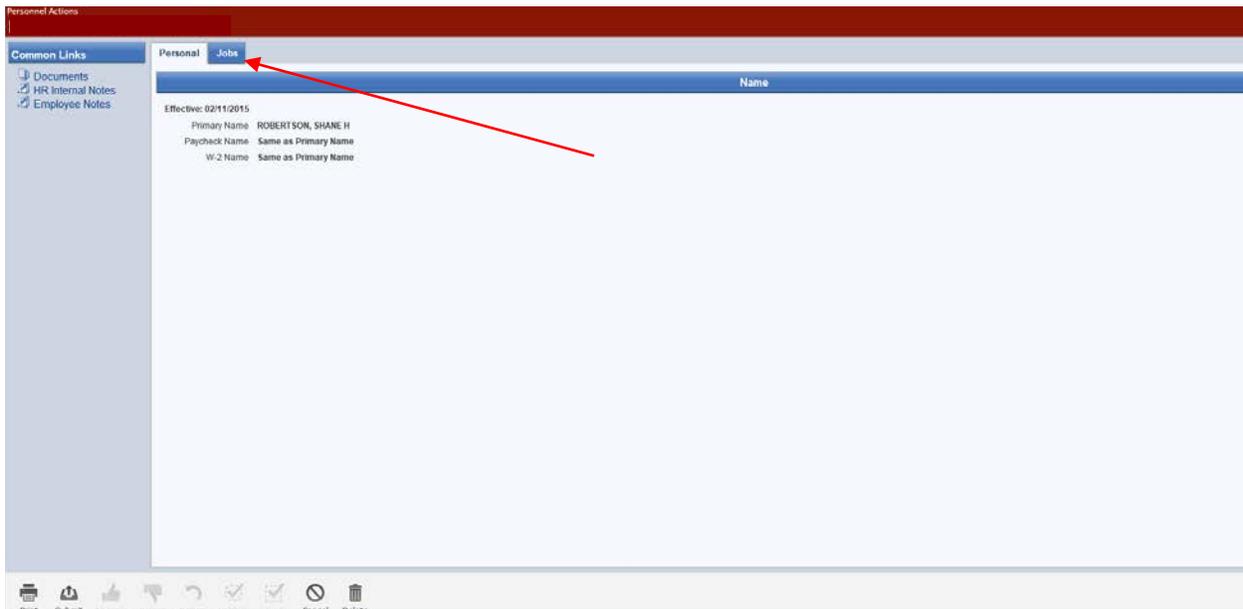


The image shows a 'New Personnel Action' dialog box with the following fields:

- Effective Date: 02/11/2015
- Personnel Action Code: GL CODE CHANGE - GL Code
- Employee: [Redacted]
- Position: [Empty]

At the bottom right, there are 'Ok' and 'Cancel' buttons. A red arrow points from the top right of the dialog box towards the 'Ok' button.

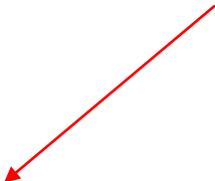
- 4. Click on the **Jobs** tab.



The image shows the 'Personnel Actions' interface. On the left, there is a sidebar with 'Common Links' including Documents, HR Internal Notes, and Employee Notes. The main area has two tabs: 'Personal' and 'Jobs'. The 'Jobs' tab is selected and highlighted in blue. A red arrow points from the 'Jobs' tab to the 'Name' column header in the table below.

Name
Effective: 02/11/2015
Primary Name ROBERTSON, SHANE H
Paycheck Name Same as Primary Name
W-2 Name Same as Primary Name

- 5. Click on the yellow **Edit** icon.



Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal Jobs

Jobs

Primary	Date Range	Job Title	Department
	02/11/2015 - Open	500703703 - DEPUTY SHERIFF II	037 - Sheriff

Job Detail

Effective Date: 02/11/2015

Comments

Job Event / Reason

Job Event	Event Reason
	GL Change Only

Position

Position	500703703 - DEPUTY SHERIFF II	Union Code	
Title		Worksite	PINETOP - ALL DEPARTMENTS
Position Entry Date	12/05/2011	Workers' Comp Code	7720 - Police & Detention Services
Department	037 - Sheriff	EEOC Category	PROTECTIVE SERVICE
Department Entry Date	12/04/2011	EEOC Function	POLICE PROTECTION
		Annual Survey Function	

Plan Information	Budgeting Information
Benefit Group	FT - NE - Leave - Full-Time / Nonexempt / Leave
Benefit Exception	
Accrual Plan	Probation - One Year Probation
Accrual Exception	
Longevity Plan	
Longevity Exception	
Position FTE	1.00
Daily Hours	8.0000
Weekly Hours	40.0000
Cycle Hours	80.0000
Annual Hours	2,080.0000

Print Submit Approve Reject Return Valdate Post Cancel Delete

6. Click on the **Edit** button.

Personal Jobs

Jobs

Primary	Date Range	Job Title	Department
	02/11/2015 - Open	500703703 - DEPUTY SHERIFF II	037 - Sheriff

Save Cancel

Effective Date: 02/11/2015

Comments

New

Job Event / Reason

Job Event	Event Reason
	GL Change Only

G/L Distribution

G/L Distribution	Project
	110101.037 - General Fund, Sheriff

7. To delete the current g/l distribution and enter a new g/l distribution select the **Red X**. It will ask you if you are sure you want to delete the information and if you are select ok, if not select cancel. To enter the new g/l distribution select **New**.

G/L Distribution

New

G/L Distribution		Project	Percent
 	110101.037 - General Fund, Sheriff		100.0000%

Cancel OK

- Under G/L Distribution enter the new g/l code.
- Enter the percentage you want to be paid out to that code.
- DO NOT ENTER A PROJECT CODE!**
- Click **Save** to save the change or select **Save/New** to save the information and create a New g/l distribution entry.

G/L Distribution

G/L Distribution

G/L Distribution		Project	Percent
 			50.0000%

Save Save/New Cancel

Detail

G/L Distribution Percent

Project

Cancel OK

8. Once you are done entering the changes, scroll to the top of the page and select **Save**.

Personal Jobs

Jobs

Primary	Date Range	Job Title	Department
	02/11/2015 - Open	500703703 - DEPUTY SHERIFF II	037 - Sheriff

Save Cancel **Job Detail**

Effective Date: 02/11/2015

Comments

New **Job Event / Reason**

Job Event	Event Reason
GL Change Only	

Edit **G/L Distribution**

G/L Distribution	Project
110101.037 - General Fund.Sheriff	

9. Review your changes and when you are ready select **Submit** on the bottom left hand corner of the screen.

Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal Jobs

Accrual Plan: Probation - One Year Probation

Accrual Exception: Cycle Hours 80.0000

Longevity Plan: Annual Hours 2,080.0000

Longevity Exception

Plan Calculation Percent

Pay Group: Bi-Weekly

Grade: Hourly Conversion - Hourly Conversion

Hourly Rate: \$20.9365

Special Assignment

Project

FLSA: Non-Exempt - Non Exempt Employees

FLSA Rate

Eligible for Holiday Time

Holiday Hours

Pay Rates

	Hourly	Pay Period	Annual
Base Amount	\$20.9365	\$1,674.92	\$43,547.92
Longevity			
Certification			
Special Assignment			
Adjusted Amount	\$20.9365	\$1,674.92	\$43,547.92

G/L Distribution: 110101.037 - General Fund, Sheriff

Project

Print Submit Approve Reject Return Validate Post Cancel Delete

10. Once you select submit you will get a message that pops up that tells you that your PAF has been submitted.

11. Now it is ready to be approved by your supervisor.