

In preparation for the Chart of Accounts transition, users will be locked out of PageUp at 5:00 pm, Friday, 6/21 until Monday, 7/1 (exact time to be determined). Select users in Human Resources, Provost Office, Budget and Affirmative Action will have limited access during the down time for approvals/job posting purposes. The current job postings, applicant site and new hire onboarding portal **are not** impacted by this down time.

When PageUp is brought back up on 7/1, you will note the following changes:

1. **Four new drop down fields** will be added to the Position Description, Requisition and Hiring Proposal.
  - a. Labor Distribution Fund (replaces current Labor Distribution Fund field)
  - b. Labor Distribution Program
  - c. Labor Distribution Activity
  - d. Labor Distribution Location

Labor Distribution Fund:	F-100000
Labor Distribution Account:*	F-701001
Labor Distribution Program:	F-610000
Labor Distribution Activity:	F-999999
Labor Distribution Location:	F-999999

These fields will be required to be completed upon editing or creating a new Position Description, Requisition or Hiring Proposal. If you are unsure which values to select, please refer to the Chart of Accounts resources available at <https://udayton.edu/finadmin/about/initiatives/fmt/coa/index.php> or consult your division’s Business Officer/Budget Manager.

2. The current Labor Distribution Fund open text field will be relabeled “Additional FOAPAL information” for split labor data.

<i>If labor is split among multiple FOAPALs please provide the additional FOAPAL information and associated percentages in the open text box below.</i>	
Additional FOAPAL information:	<input type="text"/>

3. Specific to the Requisition, the current “Fund for Advertising” field will be relabeled “FOAPAL for Advertising”.

FOAPAL for Advertising:	100000-802000-839000-610000-999999-999999
-------------------------	---

4. The following fields will reflect Chart F values for **non-UDRI** Position Descriptions, Requisitions and Hiring Proposals.

- a. Position Number (TRI employees will remain in their current Chart D position number)
- b. Division
- c. Department
- d. Business Unit 4
- e. Labor Distribution Account (TRI employees will remain in their current Chart D account)
- f. Timesheet Queue, if applicable

We will send out a notification on 7/1 as soon as PageUp becomes available to users. Thank you for your patience and understanding during this system down time period.