

Guidance for Labor Redistribution

If a labor re-distribution is necessary then a new paper PAF will need to be completed and submitted to HR. Please follow the below steps to complete a redistribution request.

- FY20 paper PAF form fill in all relevant information of the employee
 - ID & Name
- Effective date
 - This date represents when the redistribution is effective (usually a back date)
 - ie: 07/01/19 is the first date the labor should be redistributed, all following pays will be redistributed until current check date.
 - The current check date is when HR will have your Labor updated in the system
- Type of Personnel Actions Section
 - Please check the following boxes
 - CHANGE IN FOAPAL
 - CORRECTION
- Box 2 – FROM Section
 - Under the FOAPAL String* please identify the incorrect or old FOAPAL String
- Box 3 TO Section
 - Under the FOAPAL String* please identify the correct of new FOAPAL String
- Explanation
 - Please identify a Redistribution is needed, the dates that should be redistributed and a brief explanation why
- Sign and Date as normal and submit to HR for processing