Editing Labor Distributions in **PARIS**

Employee payroll events are charged to a C-FOAPAL string or labor distribution specified on the job record. Occasionally, this information needs to be updated or corrected while processing a payroll adjustment. Below are the steps for editing a labor distribution in **PARIS**.

<table>
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<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Go to the <strong>Earnings Detail</strong> section of the job you are adjusting.</td>
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</table>
| 2.   | Click the **Edit** button to modify the C-FOAPAL.  
Available fields to update are:  
- **COA** – Chart of Accounts. A single-digit code that refers to a specific university campus.  
- **Index** – (Optional) A six-digit code serving as a shortcut to a particular set of Fund, Org and Program codes.  
- **Fund** – A six-digit code representing an accounting entity. This segment maintains a Fund balance and a cumulative record of the sources and uses of monies.  
- **Organization** – This code tracks the financial activities by functional reporting units.  
- **Account** – Only labor account codes can be used to pay salaries/wages for employees.  
- **Program** – A six-digit code representing functional classifications and sub-classifications.  
- **Activity** – (Optional) For use in tracking non-budget control financial activities.  
- **Location** – (Optional) Designates location for cross-campus activity tracking.  
- **Hours** – Labor distribution hours must equal adjustment hours.  
- **Percent** – Labor distributions must total 100%. |
| 3.   | Select a new **COA** from the COA menu, if needed. |
| 4.   | Highlight the FOAPAL field(s) you are editing. |
| 5.   | Type in the correct code(s).  
**NOTE:** The menus are indexed according to the leading digits entered. Results will only display codes that begin with that specific set of numbers.  
Example: Entering 37 in the **Organization** field for COA 9 yields these results in the menu:  
- 370000 – Univ Ethics & Compliance Ofc  
- 374000 – OBFS – Univ Payroll & Benefits  
- 374001 – OBFS – UPB – Payroll Time Sheet |
| 6.   | Enter the total hours associated with the C-FOAPAL in the **Hours** field. |
| 7.   | Enter the percent of labor charges to assign to the C-FOAPAL in the **Percent** field. |
| 8.   | Click the **Update** button.  
**OR**  
Click the **Add** button to add a new labor distribution row.  
**NOTE:** Labor distribution hours must equal adjustment hours and total to 100%. |
| 9.   | Click the **Remove** button next to any unnecessary C-FOAPL rows in the labor distribution. |
| 10.  | Click the **Save** button. |
| 11.  | Continue processing the **PARIS** transaction. |