

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*.

Step	Task
1.	Go to the Earnings Detail section of the job you are adjusting.
2.	Click the Edit button to modify the C-FOAPAL. Available fields to update are: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <i>PARIS</i> transaction.