

DEFERC Cheat Sheet Default Earnings Change

| | On-Time Change | Late Change |
|----------------------------|--|---|
| Access NOAEPAF | | |
| Enter Keyblock Information | | |
| Name/ID | | |
| Query Date | Date of Change | First day of pay period following the last completed pay period |
| Approval Category | DEFERC | |
| Position/Suffix | Enter the Position/Suffix for which the default earnings need to be changed. | |
| <Next Block> | | |
| EARN | | |
| Jobs Detail Eff Date | Same as Query Date | |
| Earnings Code | Enter Earn Code | |
| Hour/Units | Enter Hours/Units this earning will pay in a pay period | |
| Special Rate | Enter special rate for earn codes requiring special rates | |
| Ended As of Date | If paying all in one pay period, enter first day of next pay period. If this is an ongoing earning, leave blank. In this earning is ending, enter the date it ended. | |
| | Save, Routing Information | Save, Routing Information |
| | Transaction Comments, Save | Transaction Comments, Save |
| | Submit | Submit |