

## LDCHG% Cheat Sheet

### Labor Distribution Percent Change EPAF (One Effective Date)

<b>Access NOAEPAF</b>	
Enter Keyblock Information	
Name/ID	
Query Date	Effective date of Labor Distribution change
Approval Cat	LDCHG%
Position/Suffix	Enter Position/Suffix. Be sure to iterate suffix if this person has been assigned to this position previously
	<b>Save, Next Action, Next Block</b>
<b>LABFUL</b> CLL EPAF omits this step	Replace Percent Distributions with correct percentage Or Adjust Percent Distribution
	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>
	<b>Submit</b>