

Changing the FOAPAL Information for Hours Worked

1. Add hours for the day worked, then, click the Account Distribution button:


Time Sheet Period: Apr 28, 2014 to May 11, 2014
Submit By Date: May 12, 2014 by 05:00 PM
Earning: Web Regular
Date: Apr 28, 2014
Shift: 1
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 28, 2014	Tuesday Apr 29, 2014	Wednesday Apr 30, 2014
Web Regular	1	0	7.5		7.5	Enter Hours	

2. Click the "Update" link to change the account distribution:

Current Account Distribution
Type of Pay: Web Regular, Shift 1
Day and Date: Monday, Apr 28, 2014

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
160035	113014	33A5	612331	61				

 To change your Account Distribution information, click on the link under **Hours**. You can make changes up to the maximum Code and Shift.

Update Account Distribution

Total Hours Available, Web Regular: 7.5

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
									Update
									Total: 0

Changing the FOAPAL Information for Hours Worked

3. Enter the Index and new FOAPAL information for the hours worked, and click "Save":

The screenshot shows a web form with the following elements:

- Available hours :** 7.5
- Enter hours to be changed :** 7.5
- Index:** [input field] **Default from Index** (button)
- Fund:** [input field]
- Organization:** [input field]
- Account:** [input field]
- Program:** [input field]
- Activity:** [input field]
- Location:** [input field]
- Project:** [input field]
- Cost Type:** [input field]
- Previous Menu** (button) **Save** (button)
- RELEASE: 8.8**

A blue bracket on the right side of the form groups the Index, Fund, Organization, Account, Program, Activity, Location, Project, and Cost Type fields together.

This would need to be done for each day worked.