Last week we sent out a communication to EPAF users and this week we would like to address paper PAF users. Please feel free forward this on to anyone you feel would benefit from this communication!

Due to the Chart of Accounts transition, there are changes to the PAF form and deadlines we want to share.

- As mentioned in our previous communication sent out on 3/22/19, all PAFs with an effective date prior to 6/30 that affect Chart D labor distribution must be submitted to HR with all appropriate signatures prior to the end of day Friday, 6/21. This will allow HR time to process PAFs before Banner downtime for the chart conversion.
- There are only 2 significant changes to the PAF due to the Chart of Accounts transition:
    1. In Section 2 (From information), the entire FOAPAL string (fund, organization, account, program, activity & location) will now be required for the Labor Distribution.
    2. In Section 3 (To information), the entire FOAPAL string (fund, organization, account, program, activity & location) will now be required for the Labor Distribution.

- There will be training sessions on the new FOAPAL values 6/18-6/21 and **you must attend one of these trainings** so you have an understanding of using the new FOAPAL string. Additional resources will be available on the COA website (go.udayton.edu/coa) starting 6/24.
- We will have the new version of the paper PAF with the FOAPAL string fields available for use on approximately 6/17. A notification will be sent out when the new PAF is published on the HR Forms page.
- For actions effective prior to 6/30 that affect Chart D labor distribution, please use the current version of the PAF. For actions effective 7/1 and after, please use the new version of the PAF containing the new FOAPAL string fields. Older versions of the PAF will not be accepted for actions effective on or after 7/1.
- Once the new PAF form is available if you have questions about form functionality, please refer to the Instruction tab or contact HR at x92541.
- If you have questions about the new FOAPAL string, please contact your division Business Officer or the Chart of Accounts team at coa@udayton.edu.