

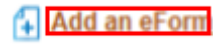



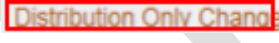



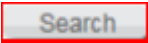






Changing Account Distribution Only

Step	Action
1.	Once you have navigated to PeopleSoft HCM, Click the Main Menu button. 
2.	Click the UofA eForms WorkCenter menu. 
3.	click the Add an eForm link. 
4.	Step 1: <u>Conduct a search for the existing Person ID</u>
5.	Enter the employee's Person ID e.g. " 0123814 " into the Person ID field. 
6.	Click the Search button. 
7.	Step 2: <u>Select the Employee Record.</u> 
8.	Step 3: <u>Select an Action</u> Click the Distribution Only Change link. 
9.	To activate the Highlights Feature, click the Highlights button. 
10.	Step 4: <u>Change the Compensation Information</u> Within the Compensation Distribution grid click the Select Combo Code button. 
11.	Enter either the correct combo code or make changes to the ChartField Detail Grid e.g. " 360700 " into the Department field. 

Step	Action
12.	Click the Search button. 
13.	Ensure the ChartField Information displayed is what you want and click the Select button. 
14.	Click the Ok button. 
15.	Click the Next >> button. 
16.	Step 5: <u>Submit eForm for Approval</u>
17.	Ensure the appropriate Action/Reason information is correct.
18.	add the required attachments to the eForm.
19.	Comments section allows you to enter any additional information related to the employee.
20.	Click the Submit button. 
21.	End of Procedure.