OASys Labor Distribution
Human Resources
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Human Resources

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University of North Florida
Human Resources, 904.620.2903 in collaboration with
The Center for Professional Development & Training
1 UNF Drive, Jacksonville, FL 32224
904.620.2903 • Fax 904.620.2742

This guide is designed to be used in conjunction with attendance
in training classes provided by Human Resources
and in collaboration with CPDT
Objectives:

The objective of this manual is to instruct authorized users of the online application system (OASys) how to properly utilize the labor distribution tab during the creation of a recruitment request.

Intended Audience:

This guide is intended for use by authorized users of OASys – known as hiring officials and/or points of contact. As the labor distribution tab is a new part of the pre-existing recruitment request process within OASys, users of this manual should already be familiar with how to create a recruitment request within OASys.

Pre-Requisites:

In order to follow the directions in this manual, one must have the following pre-requisites:

- Computer with internet access.
- Approved hiring official or point of contact account within OASys.

Icon Key:

- **Important Info** – can not work without knowing.
- **Nifty Note** – nice to know information.

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```markdown
- Example of Nifty Note
- Example of Important Info
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Adding a single labor distribution

In this chapter you will learn how to add a single labor distribution (index, fund and org) to a recruitment request within OASys.

To add a single labor distribution:
1. Log into the OASys hiring official site at www.unfjobs.org/hr.
2. Create a recruitment request.
3. Complete the “recruitment details” page.
4. Click the “continue to next page” button to move to the “labor distribution” tab.
5. Click the “add new entry” button.
6. Enter the index, fund, org and percent into the appropriate fields.
7. Click the “add entry” button.
8. Check for the confirmation message, “the entry has been added.”
9. Click the “continue to next page” button to continue filling out the recruitment request.

Important Info
The percentage of a single labor distribution must always be 100.
The percentage relates to the funding of the position, and not to the FTE of the position itself. E.G., a half-time position with only a 0.5 FTE will still list 100 for the labor distribution percentage.
Chapter Two

Adding multiple labor distributions

_in this chapter you will learn how to add multiple labor distributions (index, fund and org) to a recruitment request within OASys._

**To add multiple labor distributions:**
1. Log into the OASys hiring official site at www.unfjobs.org/hr.
2. Create a recruitment request.
3. Complete the “recruitment details” page.
4. Click the “continue to next page” button to move to the “labor distribution” tab.
5. Click the “add new entry” button.
6. Enter an index, fund, org and percent into the appropriate fields.

**Important Info**
When adding multiple labor distributions, the percent must be less than 100. E.G., a position that is funded half by department A and half by department B will list 50 in the percent field for the first labor distribution, and 50 in the percent field of the second labor distribution.

7. Click the “add entry” button.
8. Check for the confirmation message, “the entry has been added.”
9. Repeat steps 5 through 8 until all labor distributions have been added.
10. Check that the “total percentage entered” equals 100.

**Important Info**
The “total percent entered” field must show 100 once all labor distributions have been entered. Any number other than 100 will cause the electronic personnel action form (EPAF) to have an error.

11. Click the “continue to next page” button to continue filling out the recruitment request.
Chapter Three

Changing a labor distribution

In this chapter you will learn how to change a previously entered labor distribution (index, fund, org) on a recruitment request within OASys.

To change a labor distribution:
1. Log into the OASys hiring official site at www.unfjobs.org/hr.
2. Locate the recruitment request to be edited using the “view active” or “view pending” links.
3. Click the “view” link.
4. Click the “edit” link.
5. Click the “labor distribution” tab.
6. Click the “edit” link for the corresponding labor distribution you wish to change.
7. Make any needed changes to the index, fund, org or percent.
8. Click the “save changes” button.
9. Check for the confirmation message, “the entry has been edited.”
10. If you have additional labor distributions to change, repeat steps 6 through 9 until finished, otherwise, click the “continue to next page” button to continue editing the recruitment request.
Deletion a labor distribution

In this chapter you will learn how to delete a previously entered labor distribution (index, fund, org) on a recruitment request within OASys.

**To delete a labor distribution:**

1. Log into the OASys hiring official site at www.unfjobs.org/hr.
2. Locate the recruitment request to be edited using the “view active” or “view pending” links.
3. Click the “view” link.
4. Click the “edit” link.
5. Click the “labor distribution” tab.
6. Click the “delete” link for the corresponding labor distribution you wish to remove.
7. Click the “delete entry” button.
8. Verify the labor distribution no longer appears on the “labor distribution” tab.
9. If you have additional labor distributions to delete, repeat steps 6 through 8 until finished, otherwise, click the “continue to next page” button to continue editing the recruitment request.
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**EPAF:** Abbreviation for electronic personnel action form. Used to process new hire transactions.

**FTE:** Abbreviation for full time equivalency. Determined by dividing the number of biweekly hours a position will work by 80. E.G., a half-time position will work 40 hours biweekly, so the FTE is 40 / 80 = 0.5

**Hiring Official:** An OASys user authorized to create recruitment requests, review applications and make the final hiring decision.

**Labor Distribution:** The funding source of a position, as determined by an index, fund and org.

**OASys:** Abbreviation for online application system – the third-party, web-based, applicant tracking system used by the University of North Florida.

**OASys Hiring Official Site:** A web page specifically for hiring officials and points of contact to create recruitment requests and view applications. Accessible at www.unfjobs.org/hr.

**Point of Contact:** An OASys user authorized to create recruitment requests and review applications.

**Recruitment Request:** The entire job posting including the recruitment details (salary, job duties, required qualifications, etc.), labor distributions, hiring steps and screening questions, which is approved and then posted online for applicants to as a job posting.