![SUNY RF logo]

Transfer Labor Schedules for Renewal Awards

Use these instructions to transfer labor schedules for renewal awards.

Prerequisites

- The renewal award has been established in the Oracle system.

To transfer labor schedules for renewal awards:

1. Navigate to **Other > Requests > Run** to open the **Submit a New Request** form.

2. Select the radio button next to **Single Request** field.

3. Click **OK** to open the **Submit Request** form.

4. Enter the **RF: Transfer Labor Schedule for Renewal Awards** from the List of Values.

5. Click **OK**.

6. Enter the **Predecessor Award Number** (the award that the labor schedule is being transferred **from**).

7. Enter the **Predecessor Task Number** (the task from which the labor schedule is being transferred).

8. Enter the **Renewal Award Number** (the award to which the labor schedule is being transferred).

9. Enter the **Renewal Task Number** (the task to which the labor schedule is being transferred).

10. Click **OK** to return to the **Submit Request** form.

11. In the **Upon Completion** block, click **Options**…

12. Enter the **Style** from the List of Values. (The format from which the request will be printed on paper).

13. Enter the **Printer** from the List of Values. Select the printer that has been set up to print your requests.

14. Enter the **number of hard Copies** to print. This field defaults to zero.

15. Click **OK** to return to the **Submit Request** form.

16. Click **Submit** to open the **Requests** form.

17. Click **Refresh Data** until the **Phase** field displays **Completed**.

    Note: The **RF: Transfer Labor Schedules for Renewal Awards Audit Report** is automatically run when this process is run. You can view the results for each of the transactions by selecting the field next to the report name and clicking **View Output**.