

JB_ADJ: Job Assignment Adjunct/Overload
Revised November 17, 2006

An overload position is any additional assignment in the same department above the employee's primary assignment.

An adjunct position is an additional secondary assignment in an outside department.

Important: When using this EPAF for Extra Contractual Service or Consulting Leave, please refer to and comply with Utah State University Policies 376 and 377. The form for these services is on the HR website.

NOAEPAF: Access this form by typing NOAEPAF in the "Go To..." Box

ID: Enter the employee's A-Number

Query Date: The Query Date should be the date of the employment action and should match or be prior to the Job Effective Date and Job Begin Date in the next part of the EPAF. You may find it is easier if the Query Date, Job Effective Date and Job Begin Dates are the same.

Banner will automatically prorate the monthly payment if an employee starts on a day other than the first of the month. If an employee starts after the Banner deadlines but before the first of the new month, then the first day of the new month should be the Effective Date with a comment that retro-active pay is needed.

Approval Category: Enter **JB_ADJ**

Approval Type: The Approval type will populate automatically.

Transaction Number: This number will populate as you move through the form.

Position Number: The last three digits of the position number designate your department.

P01XXX for Instructional Overload (teaching for credit.

P09XXX for Non-instructional Overload, leave settlements, overtime, etc.

(PHATIME is an easier way to process leave settlement and overtime.)

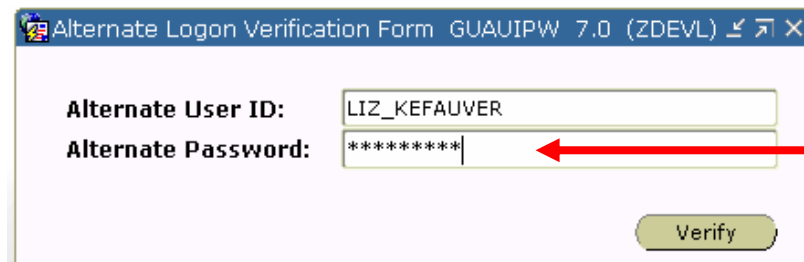
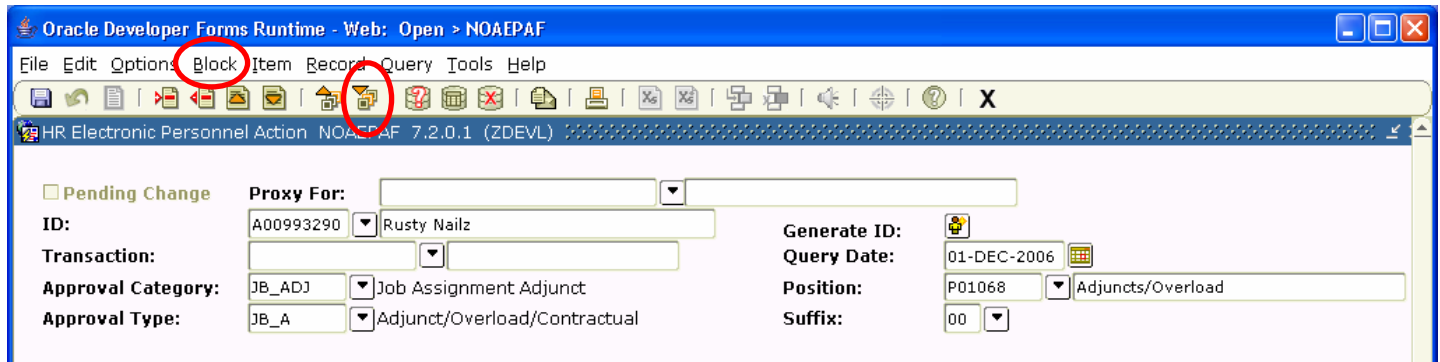
Suffix: 00 for new assignments

01, 02, 03...for additional assignments in the same department and position number.

Each new overload position held by a single employee will have a new suffix.

Check with NBAJOBS and NBIJLST to ensure you are using the correct suffix.

Next Block: Move to the next block of information by pressing control page down, or clicking on the "Next Block" icon, or selecting "Next" in the "Block" pull-down menu.



Before you can continue, you will be asked to provide your password. Although it asks for an alternate password, your normal Banner password will work.

Pending Change

Proxy For:

ID: A00993290 Rusty Nailz

Transaction: 29618 Waiting

Approval Category: JB_ADJ Job Assignment Adjunct

Approval Type: JB_A Adjunct/Overload/Contractual

Generate ID:

Query Date: 01-DEC-2006

Position: P01068 Adjuncts/Overload

Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		01-DEC-2006
P	Personnel Date		01-DEC-2006
P	Job Begin Date		01-DEC-2006
P	Contract Type		O
P	Title		Adjunct Statistics Instructor
P	Base Salary		4000
P	FTE		.25
P	Pays		4
P	Factor		4
P	Job Location		MAIN

Use the scrollbar to see all rows!

Job Change Reason A2

Timesheet Orgn DPMATH

Press LIST for valid codes.

Job Effective Date: This date should be the same as the Query Date or a date in the future. This date must match the Job Begin Date.

Personnel Date: This date should reflect the actual begin date, if different from the Effective and Begin dates.

Job Begin Date: This date should be the same as the Job Effective date.

Contract Type: This defaults to "O" for Overload but can be changed to "S" for Secondary.

Title: If the title is the same as listed on the position number, leave this field blank.

If the title is different, enter the new title (30 letters or less) and make a note in the comments.

Base Salary: This is the amount to be paid for this assignment only. This is NOT the base salary for the primary position. If the person is going to be paid \$1000 for four months, this amount would be \$4000.

FTE: The FTE defaults to .25 and cannot be changed.

Pays and Factors: These numbers must match. They indicate how many monthly payments will be made. For example, if the base salary is \$4000, and the Pays and Factors are 4, the employee will receive four payments of \$1000.

Job Location: M-Main Campus; CE-Continuing Education

Job Change Reason Code: See available codes by clicking on the arrow box beneath "New Value" at the top of the column. (A2: Adjunct/Overload Outside of Home Department)

Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)

Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

Note: The transaction number will populate after the first save.

Click on the **Options** menu and select "Next Action" or Rollback by clicking on the round arrow or pressing Shift F7.

Double click on the arrow box next to the Approval Type field and select **JC_TRM**. Click OK.

Next Block: Move to the next block of information by pressing control page down, or clicking on the "Next Block" icon, or selecting "Next" in the "Block" pull-down menu.

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		31-MAR-2006
P	Job End Date		31-MAR-2006
P	Personnel Date		31-MAR-2006
P	Job Status		T
P	Job Change Reason		A3
P	Timesheet Orgn		DPMATH

Job Effective Date and Job End Date: Last day of the month to be paid or assignment end date.

Termination dates refer to dates the job assignment ENDS. Remember that Banner prorates so if you want to pay a full month amount, put the last day of the month for the job to end.

The Personnel Date is the date of the actual termination, if different from the Effective Dates.

Job Status: T (termination) defaults automatically.

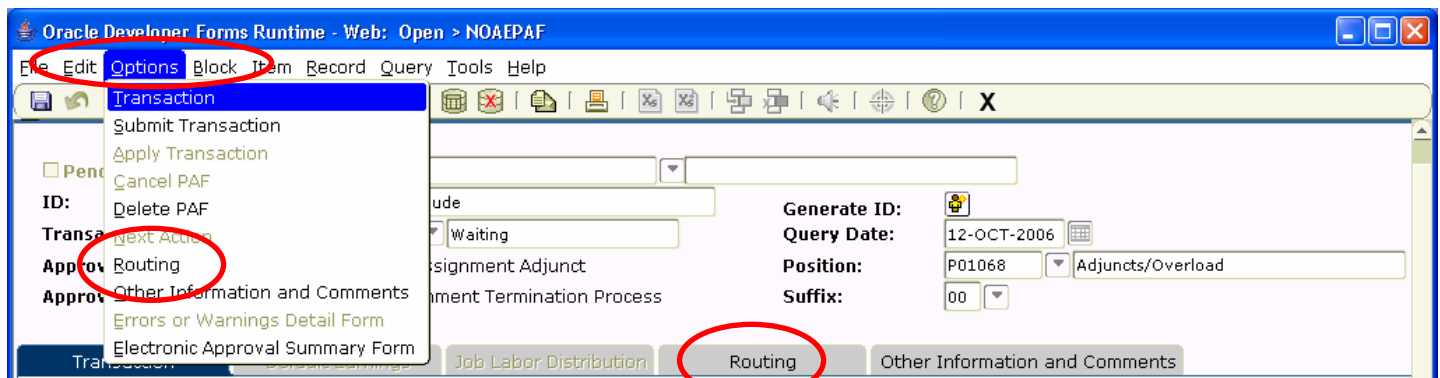
Job Change Reason: A3 (termination of Adjunct/Overload) defaults automatically.

Timesheet Org is the home department "DPCODE" (example: DPMATH).

Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

Do not roll back. (If you roll back, you will not be able to access Routing. If you forget and roll back, simply click on Options, then Transaction, and then click on the Routing Tab)

Click on the **Options** menu and select "**Routing**" or click on the Routing Tab.



Fill in the **Approvers** by typing their usernames or clicking on the arrow box under "User ID" to see a list of valid choices. This will tell Banner where to send the EPAF for approval.

GRANTS: Select David_Paul

EXEC: For Instructional Overload, select the Provost's Office. For non-instructional Overload, select the President's office.

HHOME, HHIRE, DHOME: Select approvers who are applicable to your department.

Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
GRANTS	7	DAVID_PAUL	Ronald David Paul, JR	FYI	FYI	
HHIRE	10	CHARLES_CARPEN	Charles E Carpenter	Approval	Approved	19-OCT-2006 15:07:30
DHIRE	15	NOELLE_COCKETT	Noelle E Muggli-Cockett	Approval	Approved	19-OCT-2006 15:15:44
HHOME	20	NOELLE_COCKETT	Noelle E Muggli-Cockett	Approval	Approved	19-OCT-2006 15:16:03
DHOME	25	NOELLE_COCKETT	Noelle E Muggli-Cockett	Approval	Approved	19-OCT-2006 15:16:18
EXEC	50	PROVOST_OFFICE	Office Provost	Approval	Approved	19-OCT-2006 16:00:36
HR	80	HR_OFFICE	Office HR	Approval	Approved	19-OCT-2006 17:12:55
APPLY	95	HR_OFFICE	Office HR	Apply	Applied	23-OCT-2006 10:37:09

Level Code. Press LIST for All, CQH - Mandatory Lvl's, Dup Item - Personal Queue

Click on the **Options** menu and select **Other Information and Comments** or click on the tab with the same name.

Comment:

Primary Position is Associate Professor in the Math Department
 Base Salary is \$52000
 20% of base is \$10400
 To date payments: \$4000 (this EPAF)
 This will be an overload assignment for teaching statistics
 797-3333

Date and Time: 13-NOV-2006 12:31:13 PM

Made By: LIZ_KEFAUVER

Add comments here. EPAFS may be returned if comments are not included.

For this EPAF, include the **base salary, 20% of base, the primary job, all overload payments to date including this EPAF, and the reason** this extra assignment has been made. Base Salary information can be seen in NBAJOBS. Provide information that the approvers might need in order to make a decision. **Include your phone number.**

Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

To finish the EPAF, click on the **Options** Menu and select **Submit Transaction.**