

JB_NP Job Assignment: No Pay/Volunteer
Revised November 17, 2006

This EPAF is used for all people who volunteer and receive NO PAY. This includes all emeriti, adjuncts for dissertations, and all other positions with no pay or for secondary titles, i.e. CE Research Instructor, etc. The appropriate position number to use is P08XXX.

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: JB_NP

Approval Type: The Approval type will populate automatically.

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

Position Number: P08XXX (Last three numbers indicate the department. P08068 is Math.)

Suffix: 00 for new assignments

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

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.

Oracle Developer Forms Runtime - Web: Open - NOAEPAF

File Edit Options Block Item Record Query Tools Help

HR Electronic Personnel Action NOAEPAF 7.2.0.1 (ZDEVL)

Pending Change

Proxy For: []

ID: A00993247 [] Bad Dude

Transaction: []

Approval Category: JB_NP [] Job Assignment NoPay/Volunteer

Approval Type: JB_S [] Salary Job Process

Generate ID: []

Query Date: 01-NOV-2006 []

Position: P08068 [] Volunteers (unclassified)

Suffix: 00 []

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

Alternate Logon Verification Form - GUAUIPW 7.0 (ZDEVL)

Alternate User ID: LIZ_KEFAUVER

Alternate Password: *****

Verify

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.

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		01-NOV-2006
P	Personnel Date		01-NOV-2006
P	Job Begin Date		01-NOV-2006
P	Contract Type		P
P	Title		Math Instructor
P	FTE		.25
P	Appointment Percent		.25
P	Base Salary		0
P	Job Location		MAIN
P	Job Change Reason		E1
P	Job Location		MAIN
P	Job Change Reason		E1
P	Timesheet Orgn		DPMATH

Press LIST for valid codes.

Use the scroll bar to see all fields

Job Effective Date: The first day of the appointment date. This must be equal to or later than the Query Date.

Personnel Date: The date something should have happened if different than the effective date, can be a past or future date.

Job Begin Date: Must be the same as the Job Effective Date

Contract Type: Defaults to P S (Secondary).

Title: Enter the title of the position. It can be different from the Position number title.

FTE: Enter .25

Appointment Percent: Defaults to .25

Base Salary: Defaults to 0 for no pay and cannot be changed.

Job Location: Main (Main campus is the default but it can be changed to CONT ED by clicking on the arrow under "New value" at the top of the column.

Job Change Reason: E2 is an appropriate code for this EPAF.

Timesheet Org is the home department "DPCODE" (example: DPMATH). This is the department where the volunteer effort will be performed.

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**.



