

JB_SAL: Job Assignment Salaried Employees

Revised November 1, 2006

Use the JB_SAL EPAF for employees who are being assigned either a salary fiscal year position or a 12 month fiscal year faculty or a 9 month academic year faculty position. JB_SAL is for benefit eligible non-exempt, exempt, and faculty positions. This EPAF is for new employees AND rehires. This EPAF cannot be used to change something in a job an employee already has; please use JC_SAL to make changes to an existing assignment.

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_SAL

Approval Type: The Approval type will populate automatically.

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

Position Number: Type the position number in the field. If you don't know the number, click on the arrow next to the field. Click on [List of All Positions](#). (See next page for instructions)

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.

The screenshot shows the Oracle Developer Forms Runtime web browser interface for the NOAEPAF form. The 'Block' menu is circled in red, and the 'Position' dropdown is also circled in red. A red arrow points from the 'Block' menu to the 'Position' dropdown. A red text box with the text 'Click here to find position number' is overlaid on the 'Position' dropdown. The form fields are as follows:

<input type="checkbox"/> Pending Change	Proxy For:		Generate ID:	
ID:	A00993247	Bad Dude	Query Date:	06-OCT-2006
Transaction:	29512	Partially Completed	Position:	997544
Approval Category:	JB_SAL	Job Assignment Salaried FY	Suffix:	00
Approval Type:	JB_S	Salary Job Process		

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

Find the Position Number:

The search form will show all positions at USU. You can narrow the search so you will see only positions in your department. Put your cursor in the top position number field and **press F7** to clear the form.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF - NBQPOSN

File Edit Options Block Item Record Query Tools Help

Position List NBQPOSN 7.2 (ZDEVL)

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
777777	Faculty - Academic Year	SB	U	E01197	Budget Office-E & G Operat	01-JUL-2006		50001	A	S
996603	Staff Assistant II	SN	U	DPJOIN	Jointly Administered	01-AUG-2006		50009	A	S
996604	Project Coordinator	SE	U	DPSCHI	Center for School of the Future	01-AUG-2006		30051	A	S
996605	Sous Chef	SE	U	DPFOO	Food Service	01-AUG-2006		30076	A	S
996606	Sous Chef	SE	U	DPFOO	Food Service	01-AUG-2006		30076	A	S
996607	Sous Chef	SE	U	DPFOO	Food Service	01-AUG-2006		30076	A	S

Enter the employee class (SE, SN, FA, etc), the COA (U) and the DPCODE (all letters in UPPERCASE!) In this example, all of the salary exempt positions in DPPERS (Human Resources) are shown. **Press F8.** Note: to see all jobs in a department, leave the employee class field blank.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF - NBQPOSN

File Edit Options Block Item Record Query Tools Help

Position List NBQPOSN 7.2 (ZDEVL)

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
997136	Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S
997535	Sr Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S
997538	Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S
997540	Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S
997542	Sr Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S
997543	Sr Human Resources Specialist	SE	U	DPPERS	Human Resources	01-JUL-2005		30034	A	S

Arrow down to highlight the correct position number, then double click to return to the EPAF. You can also see the position number by looking at the previous employee in NBAJOBS.

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.

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 [v] Bad Dude Generate ID: []

Transaction: 29512 [v] Waiting Query Date: 06-OCT-2006 [c]

Approval Category: JB_SAL [v] Job Assignment Salaried FY Position: 997544 [v] Human Resources Specialist

Approval Type: JB_S [v] Salary Job Process Suffix: 00 [v]

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

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		Banner Specialist
P	FTE		1
P	Appointment Percent		100
P	Base Salary		30000
P	Job Location		MAIN
P	Job Change Reason		E1
A	Job Change Reason		E1
A	Timesheet Orgn		DPPERS

Press LIST for valid codes.

Use scroll bar to see all fields.

Job Effective Date: The first day the employee begins or the first day of the next pay period if you missed the payroll deadline. This date must be the same as or after the query date.

Personnel Date: This is the date something should have happened if different than the Effective Date. It can be a date in the future or past.

Job Begin Date: This must be the same as the Job Effective Date.

Contract Type: P (Primary) is defaulted but can be changed to S (Secondary). Always use P for new hires. (If you get an error saying the employee has a primary job, change this to S (Secondary). Add an explanation in the comments section at the end of the EPAF.

Title: Enter the title of the position.

FTE: 1 for full time and .75 for 75% time. The FTE does not affect salary but it does affect benefits rates.

Appointment Percent: Enter the appointment percent for the position. This does affect salary. Enter as 100, 75, 50, etc.

Base Salary: The monthly amount an employee will be paid times 12.

Example: Jane is paid \$3000/month. $12 \times 3000 = \$36 \text{ K}$.

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: Click on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Save by pressing F10 or clicking on the save icon or the File Pull-down Menu.

Rollback by clicking on the round arrow or pressing Shift F7. Or, go to Options and select next action. Click on the arrow box next to the Approval Type field and select **JB_LBR**. Click on OK. Move to the **next block** by pressing control page down or clicking on the icon or the Block menu.

This is the account(s) that will pay for the position. A position may be paid from more than one index. Ensure that the accounting information is correct. Please ensure the Percent equals 100.

Effective Date: Change this date to match the effective date in the previous blocks.

Save by clicking F10 or clicking on the save icon or the File Pull-down Menu.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	615300	6060					100.00

Effective Date: 01-NOV-2006

Total Percent: 100.00

Press **F10** or click on the save icon to save. **DO NOT ROLLBACK.**

Click on the Options menu and select Routing Information or click on the Routing tab.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

Options menu: Submit Transaction, Apply Transaction, Cancel PAF, Delete PAF, ID: (blank), **Routing**, Other Information and Comments, Errors or Warnings Detail Form, Electronic Approval Summary Form

Routing tab selected

Generate ID: (blank)
 Query Date: 06-OCT-2006
 Position: 997544 Human Resources Specialist
 Suffix: 00

Clicking on the arrow under "User ID" will provide names of possible approvers. Select the correct approvers for your area.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
GRANTS	7	DAVID_PAUL	Ronald David Paul, JR	FYI	Acknowledged	23-OCT-2006 08:49:25
HHOME	20	JOAN_SCHEFFKE	Joan M. Scheffke	Approval	Approved	21-OCT-2006 12:46:19
DHOME	25	PRESIDENT_OFFICE	Office President	Approval	Approved	23-OCT-2006 15:45:17
EXEC	50	PRESIDENT_OFFICE	Office President	Approval	Approved	23-OCT-2006 16:05:25
HR	80	HR_OFFICE	Office HR	Approval	Approved	23-OCT-2006 21:31:26
APPLY	95	HR_OFFICE	Office HR	Apply	Applied	24-OCT-2006 12:17:37

Level Code. Press LIST for All, CQH - Mandatory Lvl's, Dup Item - Personal Queue
Record: 1/6

Press F10 or click on the save icon to save the routing information.

Add comments. Click on the Other Information and Comments tab. Include information about why the person is being hired, who is being replaced, and any other information that will be helpful to the approvers. Your name and the date will be recorded by the system. Please include your phone number in case there are questions. EPAFs with no comments may be returned to the originator.

Comment:	Hiring Bad Dude to replace Joe who has joined the Navy. \$30000/year beginning November 1, 2006 X77333 Competitive hire on 050555	Date and Time:	06-OCT-2006 02:31:07 PM
		Made By:	LIZ_KEFAUVER
Comment:		Date and Time:	06-OCT-2006 02:31:10 PM
		Made By:	LIZ_KEFAUVER

Press F10 or click on the save icon to save your comments. Comments cannot be changed after saving.

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