

**JB\_SUM Job Assignment: AY Add On /Summer Months**  
Revised September 9, 2008

This EPAF is used for up to three months of effort within the regular scope of the contract position that is in addition to the regular AY (Academic Year) assignment. This can include teaching, research and administrative duties.

Use JB\_ADJ for efforts that are outside of the regular scope of the contract position or are additional efforts beyond the three months AY Add-on/Summer. Use P01XXX for teaching or P09XXX for non-teaching.

**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 the Job Effective Date and Job Begin Date in the next part of the EPAF.

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\_SUM**

**Approval Type:** The Approval type will populate automatically.

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

**Position Number:** Use P02XXX (Example: P02068 is Math). Use employee class **SM** to search for your Position number.

**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 window for the NOAEPAF form. The form is titled "HR Electronic Personnel Action NOAEPAF 7.2.0.1 (ZDEVL)". The fields are as follows:

<input type="checkbox"/> Pending Change	Proxy For:	<input type="text"/>	<input type="text"/>
ID:	A00993248	Cool Dude	
Transaction:	<input type="text"/>	<input type="text"/>	
Approval Category:	JB_SUM	Job Assignment A/Y Addon/Sum	
Approval Type:	JB_SUM	Job Assignment A/Y Addon/Sum	
Generate ID:	<input checked="" type="checkbox"/>		
Query Date:	01-NOV-2006		
Position:	P02068	AY Add-on / Summer	
Suffix:	00		

At the bottom, there are tabs for "Transaction", "Default Earnings", "Job Labor Distribution", "Routing", and "Other Information and Comments".

The screenshot shows the "Alternate Logon Verification Form" with the following fields:

Alternate User ID:	LIZ_KEFAUVER
Alternate Password:	*****

A "Verify" button is located at the bottom right. A red arrow points to the password field.

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-JUL-2007
P	Personnel Date		01-JUL-2007
P	Job Begin Date		01-JUL-2007
P	Contract Type		S
P	Title		2 of 2 summer months
P	Base Salary		60000
P	Job Change Reason		ES
P	Timesheet Orgn		DPMATH

Approver Action:  Queue Status:

Enter new value.  
Record: 9/9 | ... | <OSC>

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

**The Contract type** defaults to S (Secondary) and cannot be changed.

**Title:** \_\_\_\_\_ of \_\_\_\_\_. The first blank has the length of time for this EPAF, the second blank has the length of time for the total summer months for the current fiscal year.

- |   |                               |
|---|-------------------------------|
| Example: 1 <sup>st</sup> EPAF: 1 of 1 summer months | Example: X of X summer months |
| 2 <sup>nd</sup> EPAF: 1 of 2 summer months          | Y of (X +Y) summer months     |
| 3 <sup>rd</sup> EPAF: 1 of 3 summer months          | Z of (X+ Y + Z) summer months |

**Base salary:** Additional summer pay times 12. See example below.

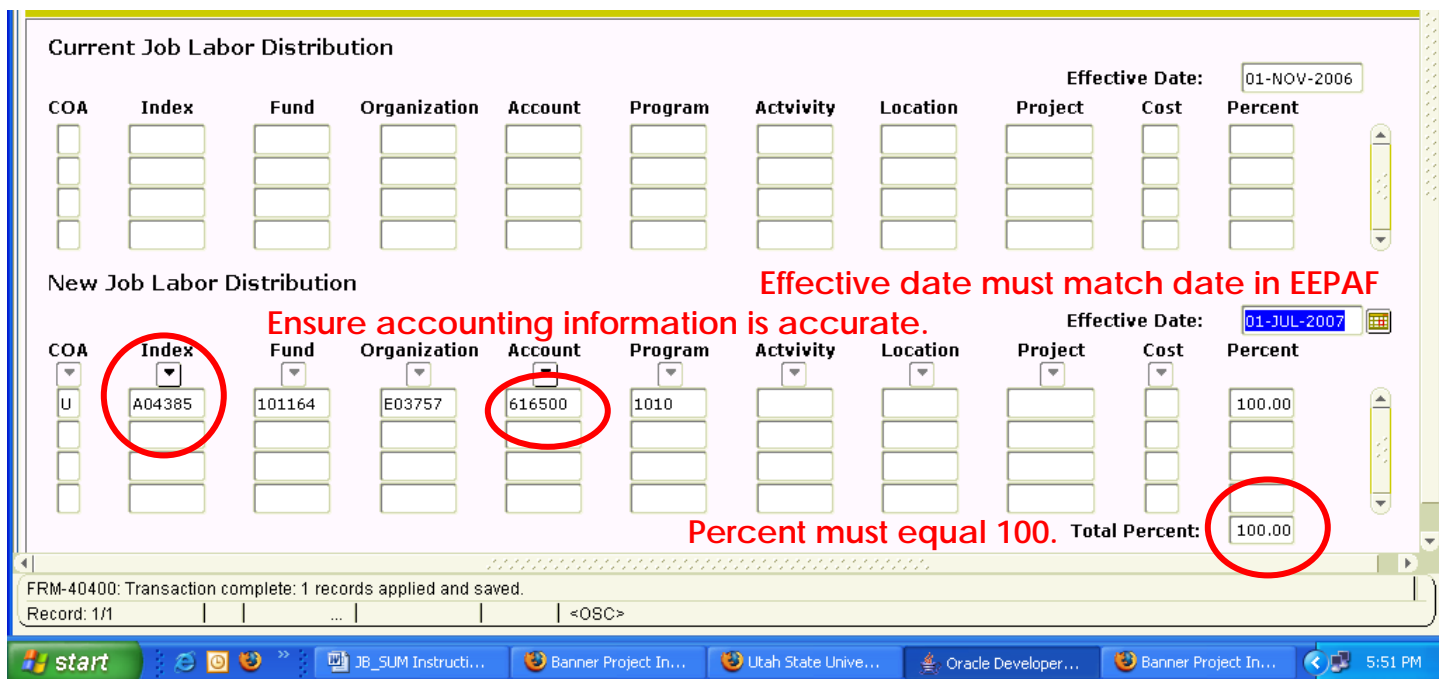
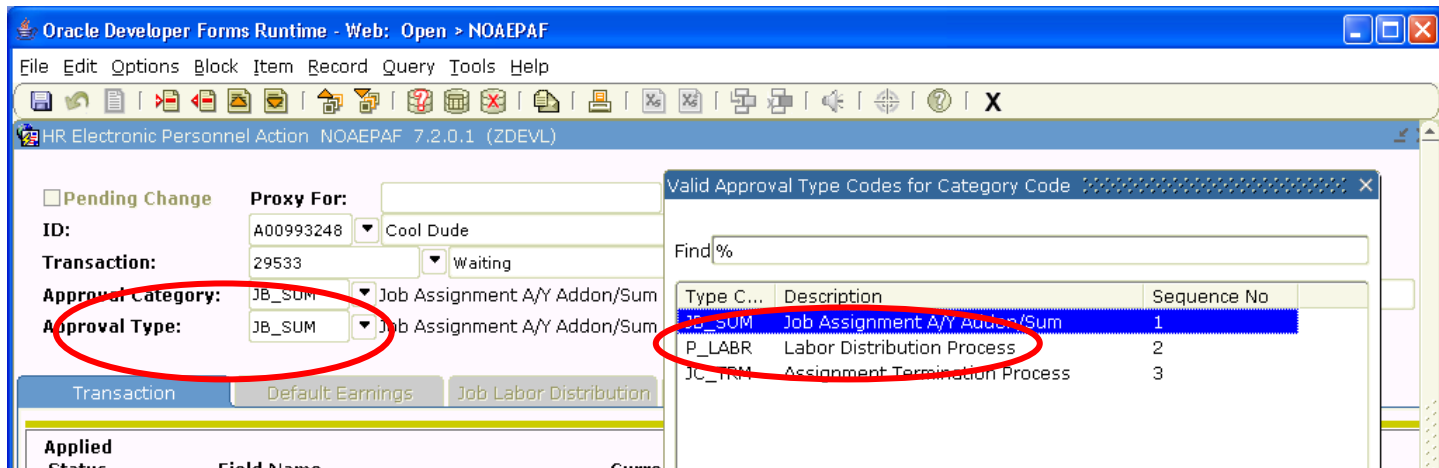
Calculation Example: AY base of \$36000 divided by 9 is \$4000  
 One month of summer will be paid \$4000.  
 \$4000 divided by months worked (2) is \$2000  
 \$2000 multiplied by 12 is \$24000.

**Job Change Reason:** this will default to ES.

**Timesheet Org:** this is your "DPCODE" or home organization. (Example: DPMATH)

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

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 **P\_LABR**.  
 Move to the **next block** by doing control page down, clicking on the icon or using the block menu.



This is the account that will pay for the position. A position may be paid from more than one index. Ensure that the accounting information is correct. For this EPAF the account will always be **616500**. Please ensure the Percent equals 100.

**Effective Date:** Change this date to match the Effective Date in the previous blocks.  
**Save** by pressing F10 or clicking on the save icon or the File Pull-down Menu.

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**.  
 Move to the **next block** by doing control page down, clicking on the icon or using the block menu.

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		31-AUG-2007
P	Job End Date		31-AUG-2007
P	Personnel Date		31-AUG-2007
P	Job Status		T
P	Job Change Reason		TC
P	Timesheet Orgn		DPMATH

Approver Action:  Queue Status:

FRM-40102: Record must be entered or deleted first.  
Record: 7/7 | ... | <OSC>

**Job Effective Date** and **Job End Date**: Last day of the pay period for the current summer assignment. Example: If you are splitting summer months over two months, and the effective date is 01-JUL-2006, this date would be 31-AUG-2006.

**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 last day the employee actually worked.

**Job Status** is T for termination and cannot be changed.

**Job Change Reason** is TC. This cannot be changed.

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

**Save** by pressing F10 or clicking on the save icon or 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.

The screenshot shows the Oracle Developer Forms Runtime interface. The 'Options' menu is open, with 'Routing' selected. The 'Routing' tab is also selected in the bottom navigation bar. The main form area displays fields for 'Generate ID', 'Query Date' (01-NOV-2006), 'Position' (P02068), and 'Suffix' (00).

Fill in the **Approvers** by typing their usernames or clicking on the arrow box under "User ID" to see a list of valid choices.  
**Save** by pressing F10 or clicking on the save icon.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
GRANTS	7	DAVID_PAUL	Ronald David Paul, JR	FYI	FYI	
HHOME	20	TOM_LEE	Thomas R Lee	Approval	Approved	19-OCT-2006 11:54:17
DHOME	25	CAROL_STRONG	Carol Strong	Approval	Approved	19-OCT-2006 11:59:40
EXEC	50	PROVOST_OFFICE	Office Provost	Approval	Approved	19-OCT-2006 16:03:37
HR	80	HR_OFFICE	Office HR	Approval	Approved	23-OCT-2006 08:21:14
APPLY	95	HR_OFFICE	Office HR	Apply	Applied	23-OCT-2006 09:02:46

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

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

**Comment:**

Base Salary is \$45000  
 Adding two summer months at \$5000 each month  
 For effort performed between July 1, 2007 to August 31 2007  
 To be paid from July 2007 to August 2007  
 for a grand total of two summer months at \$10000  
 797-3333

**Date and Time:** 27-NOV-2006 05:24:08 PM  
**Made By:** LIZ\_KEFAUVER

Add comments here. Explain what you are doing with this EPAF. Provide information that the approvers might need in order to make a decision. Include your phone number.

Follow this format:

Base Salary: AY Base salary

Adding # for this EPAF summer months at \$ amount for this EPAF for (work performed and dates).

To be paid from start date to end date

For a grand total of # summer months including this EPAF Summer months.

At \$ total amount including this EPAF

**Save** by pressing F10 or clicking on the save icon.

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