

JB_TN2: Job Assignment Teaching with No Benefits
Revised April 20, 2007

IMPORTANT INFORMATION: This EPAF is used to hire employees who are assigned a teaching position and are not eligible to receive benefits. Check PEAEMPL to make sure there is a record found. If no record is found, do not use this EPAF and instead use the NH_TN2. Example: The employee is teaching on a semester to semester basis and is not benefited faculty

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

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For: []

ID: A01089274 Any Body

Transaction: []

Approval Category: JB_TNB Job Assgn Teach (w/o Benefits)

Approval Type: JB_H Hourly Job Process

Generate ID: []

Query Date: 01-DEC-2006 Last Paid Date: []

Position: P05092 Wage Hourly

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

ID: Enter the employee's A-Number

Transaction Number: Just tab past this field for now. This number will populate after you save the first form.

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.

The Job Effective Date and the Job Begin Date should be the first day of the pay period.

Only the Personnel Date can be different to reflect when the teaching actually began.

Approval Category: JB_TN2

Approval Type: The Approval type will populate automatically.

Position Number: P05XXX The last three digits of the position number designate your department.

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.

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 is what you enter.

Oracle Developer Forms Runtime - Web: Open -> NOAEPAF

File Edit Options Block Item Record Query Tools Help

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Approval Type: JB_H Hourly Job Process

Generate ID: []

Query Date: 01-DEC-2006 Last Paid Date: []

Position: P05092 Wage Hourly

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Jobs Effective Date		01-DEC-2006
<input type="checkbox"/>	Personnel Date		01-DEC-2006
<input type="checkbox"/>	Job Begin Date		01-DEC-2006
<input type="checkbox"/>	Contract Type		P
<input type="checkbox"/>	Title		Lecturer
<input type="checkbox"/>	Hourly/Monthly Rate		15000
<input type="checkbox"/>	Job Location		MAIN
<input type="checkbox"/>	Job Change Reason		E1
<input type="checkbox"/>	Timesheet Orgn		DPPERS

Approver Action: None

Queue Status: []

FRM-40102: Record must be entered or deleted first.

Record: 10/10

Job Effective Date: This date should be the first day of the pay period. 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: P (Primary) is defaulted and can be changed to S (Secondary) if the employee already has a primary position in NBAJOBS.

Title: Enter the title of the position

Hourly Monthly Rate: Enter the amount the employee will be paid per pay period (semi-monthly), or the "Lump Sum": disbursement amount.

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. E1 for New Hire and E2 for Rehire work well.

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

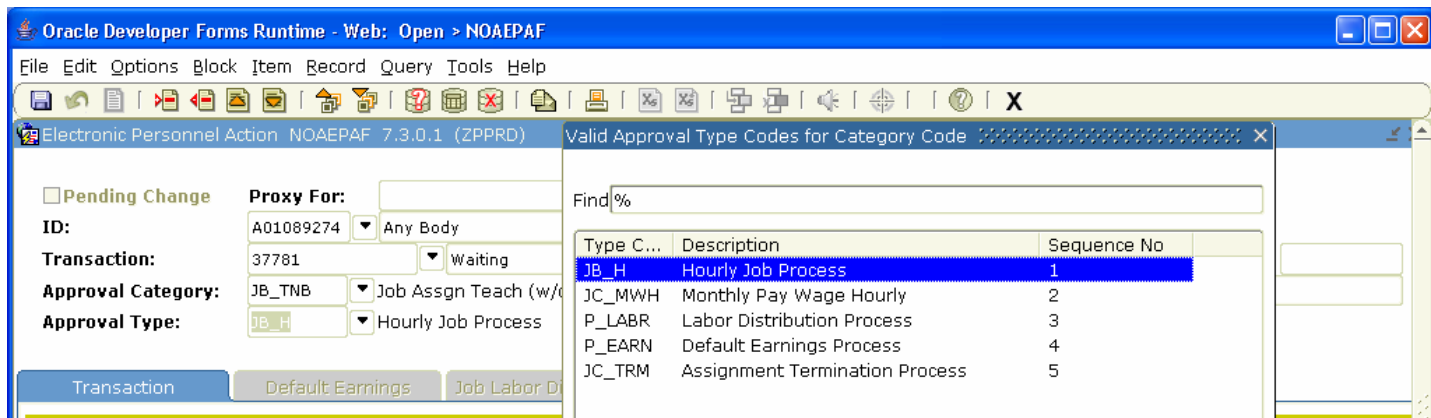
Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

*Click on the **Options** menu and select "Next Action"*

OR

Rollback by clicking on the round arrow or pressing Shift F7. Then double click in the Approval Type field and select JC_MWH. Click on OK.

Move to the next block by pressing control page down or clicking on the icon on the Block menu.



JC_MWH

Pending Change Proxy For:

ID: A01105388 Eleven Test

Transaction: 49652 Waiting

Approval Category: JB_TN2 Job Assign Teach no Benefits 2

Approval Type: JC_MWH Semi Monthly Pay Wage Hourly

Generate ID:

Query Date: 16-APR-2007 **Last Paid Date:**

Position: P05092 Wage Hourly

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-MAY-2007
P	Hourly/Semi Mo. Rate		150
P	Pays		1
P	Factor		1
P	Units per Pay		1
P	Timesheet Orgn		DPPERS

Approver Action: **Queue Status:**

Jobs Effective Date: This is the same date you entered on the previous form. It should be the first day of the pay period.

Hourly/Semi Mo. Rate: This should be the same amount you entered on the previous form. The amount you want to be paid per pay period.

Pays: This is defaulted to a 1 and can't be changed.

Factors: This is defaulted to a 1 and can't be changed.

Units per Pay: this is defaulted to a 1 and can't be changed.

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

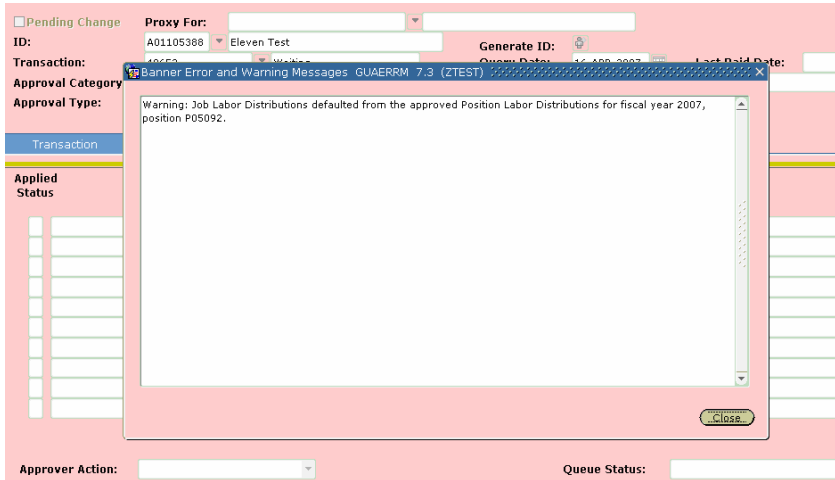
Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

*Click on the **Options** menu and select "**Next Action**"*

OR

***Rollback** by clicking on the round arrow or pressing Shift F7. Then double click in the Approval Type Field and select **P_LABR**. Click on OK.*

*Move to the **next block** by pressing control page down or clicking on the icon on the Block menu.*



Click on "Close" to get rid of this box.

P_LABR

Transaction										
Default Earnings		Job Labor Distribution			Routing		Other Information and Comments			
Current Job Labor Distribution										Effective Date: 16-APR-2007
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New Job Labor Distribution										Effective Date: 16-APR-2007
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="text" value="U"/>	<input type="text" value="A06561"/>	<input type="text" value="101164"/>	<input type="text" value="E03832"/>	<input type="text" value="625300"/>	<input type="text" value="6060"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Percent:										100.00

EDM 40400: Transaction complete: 1 records applied and saved.

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. Please ensure the Percent equals 100.

Effective Date: This date will populate from query date. Change it to match the Effective Date's on earlier forms if it does not already match.

Save: Press F10, click on the save icon or click on Save in the File pull-down menu. (Save even if you don't change or over-ride the accounts or date.)

*Click on the **Options** menu and select "Next Action"*

OR

*Rollback by clicking on the round arrow or pressing Shift F7. Then double click in the Approval Type field and select **JC_TRM**. Click on OK.*

*Move to the **next block** by pressing control page down or clicking on the icon on the Block menu.*

JC_TRM

Pending Change Proxy For:

ID: A01105388 Eleven Test Generate ID:

Transaction: 49652 Waiting Query Date: 16-APR-2007 Last Paid Date:

Approval Category: JB_TN2 Job Assign Teach no Benefits 2 Position: P05092 Wage Hourly

Approval Type: JC_TRM Assignment Termination Process 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		31-MAY-2007
P	Job End Date		31-MAY-2007
P	Personnel Date		31-MAY-2007
P	Job Status		T
P	Job Change Reason		TC
P	Timesheet Orgn		DPPERS

Approver Action: Queue Status:

Job Effective Date: This should be the last day of the pay period. This will be either the 15th or the last day of the month.

Job End Date: Enter the exact date you entered above. The last day of the pay period. *These two Termination dates refer to dates the job assignment ENDS.*

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

Job Status: T (termination) defaults automatically and can't be changed.

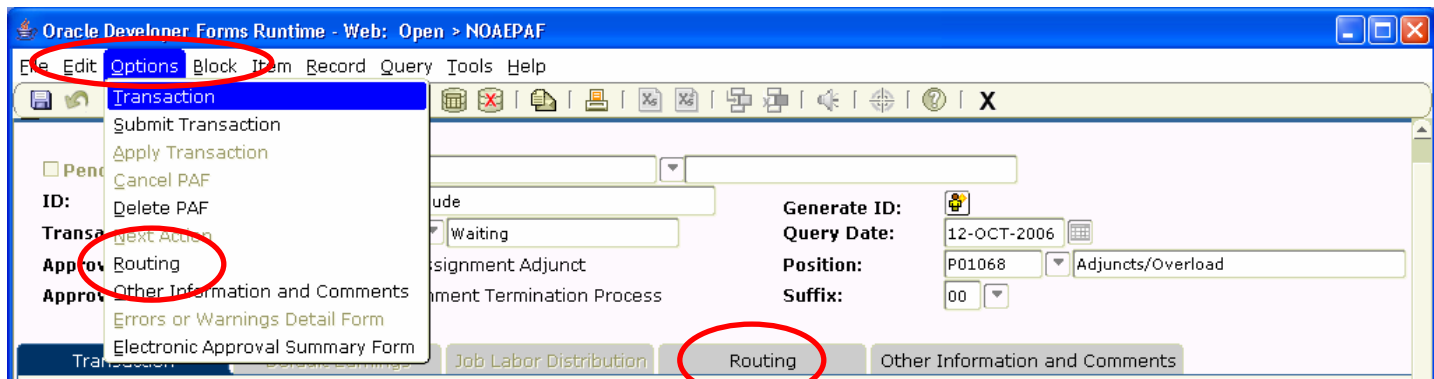
Job Change Reason: TC defaults automatically.

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.



Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HHOME	20	BRANDE_FAUPELL	BrandE Faupell	Approval	In Queue	
DHOME	25	GLENN_FORD	W Glenn Ford	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

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.

- HHOME:** Select your department head/director.
- DHOME:** Select your dean/vice president.
- HR and APPLY:** These are routed to HR_OFFICE.
- Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

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

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments	
Created Date:	20-APR-2007	Submitted Date:		Application Date:	
Originator ID:	JODI_MORGAN	Submitter ID:		Applied to Database By:	
Comment:	Teaching Banner101 for Spring semester. 2 payments of \$150.00 starting 5/1/07. 7-1815			Date and Time:	20-APR-2007 10:04:57 PM
				Made By:	JODI_MORGAN
Comment:				Date and Time:	
				Made By:	

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

To finish to EPAF, click on the **"transaction tab"** and then click on **Options** and select **Submit Transaction**.

