

Instructions for JC_MWH

This EPAF is used only to change the lump sum payment of a WH employee. For example: John gets \$100 each pay period. You want to change it to \$200 each pay period. **Hourly employees must record hours on a timesheet even if receiving a lump sum payment.**

Oracle Developer Forms Runtime - W Next Block icon

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change Proxy For:

ID: A01185390 Super I Man

Transaction:

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: JC_MWH Semi Monthly Pay Wage Hourly

Generate ID:

Query Date: 01-MAR-2008

Position: P05092 Wage Hourly

Suffix: 01

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Enter search box. Click on "list of employee's jobs". Double click the position and suffix that you want to change.

1. Access NOAEPAF screen.
2. **ID** Enter in employee Banner A#
3. Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).
4. **Query Date** (The first day of the pay period you want the action to be effective or the first day of the next pay period if you have missed the payroll. It will be either the 1st or the 16th date).
5. **Approval Category** select: JC_MWH – Job Change Semi-Monthly Wage Hourly
6. **Approval Type** defaults: JC_MWH – Monthly Wage Hourly Change
7. **Position**: Enter in employee's (P05xxx) position number and suffix
8. Ctrl Pg down. Or Next Block icon. Verify Screen:

Alternate Logon Verification Form GUAUIPW 7.0 (RDZDEVL)

Alternate User ID: JODI_MORGAN

Alternate Password:

Verify

Enter in your password and click on verify

Fill in the following information in the New Values column: (To navigate use the up/down arrow keys on your keyboard).

The screenshot shows the 'Applied Status' table with the following data:

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date	01-JAN-2008	01-MAR-2008
P	Mo./Hrly/SemiMo.Rate	100	200
P	Pays	1	1
P	Factor	1	1
P	Units per Pay	1	1
P	Timesheet Orgn	DPPERS	DPPERS

Callout 1: The current value column is how the job is currently reflected in NBAJOBS

Callout 2: Enter the changes in this column

1. **Job effective date** (The date of the pay period you want the action to be effective or the first day of the next pay period if you have missed the payroll deadline. Match the query date above.)
2. **Hourly/Semi-Monthly Rate** – Enter new semi-monthly disbursement (“Lump Sum”).
3. **Pays and Factor** – 1 **defaults and cannot be changed.**
4. **Units per Pay** – 1 **defaults and cannot be changed**
5. **Time sheet Org:** Enter in Department Code (DPMATH)
6. **SAVE** – F10 or use the “save” icon

Select Options – Next action – Next block OR Rollback and in Approval Type field choose P_LABR Default Earnings Proc

The screenshot shows the 'Next Action' menu option circled in red. The menu options are:

- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action** (circled in red)
- Routing
- Other Information and Comments
- Errors or Warnings Detail Form
- Electronic Approval Summary Form

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Proxy For: Super I Man

ID: A01185390

Transaction: 71081 Waiting

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: P_LABR Labor Distribution Process

Generate ID: [icon]

Query Date: 01-MAR-2008

Last Paid Date: []

Position: P05092 Wage Hourly

Suffix: 01

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Current Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Effective Date:
U	A06561	101164	E03832	625300	6060					100.00	01-JAN-2008

If changing the index, you will need to re-enter the account code.

New Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Effective Date:
U	A06561	101164	E03832	625300	6060					100.00	01-MAR-2008

Total Percent: 100.00

Defaulting values for Labor Distribution from NBAJOBS.

Record: 1/1 <OSC>

Note:
 The Query date, Job Begin Date, Job Effective and the Index Effective dates should all match. Only when you get to the termination page do the dates change.

1. **Effective Date:** this date must match the begin dates from the previous pages.
2. Verify and/or change FOAP information. The indexes must equal 100%. SAVE (F10)
3. **Select Options – Next action – Next block** OR Rollback and in Approval Type field choose P_EARN Default Earnings Process

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Transaction Submit Transaction Apply Transaction Cancel PAF Delete PAF Next Action Routing

ID: Super I Man

Transaction: 71081 Waiting

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: P_LABR Labor Distribution Process

Generate ID: [icon]

Query Date: 01-MAR-2008

Last Paid Date: []

Position: P05092 Wage Hourly

Suffix: 01

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change

Proxy For:

ID: A01185390 Super I Man

Transaction: 71081 Waiting

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: P_EARN Default Earnings Process

Generate ID:

Query Date: 01-MAR-2008 Last Paid Date:

Position: P05092 Wage Hourly

Suffix: 01

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

Current Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date
<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"/>

New Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date
01-MAR-2008	HRL Regular Hourly Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<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"/>

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | ... | <OSC>

1. **Effective Date:** same as Jobs Effective Date used on first page of EPAF
2. **Earnings Code:** enter HRL
3. **DO NOT ENTER ANYTHING IN THE REMAINING FIELDS.**
4. **SAVE** – F10 or use the “save” icon
5. **Select Options – Next action – Next block** OR Rollback and in Approval Type field choose JC_TRM Default Earnings Process

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change

ID: A01185390 Super I Man

Transaction: 71081 Waiting

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: P_EARN Default Earnings Process

Generate ID:

Query Date: 01-MAR-2008 Last Paid Date:

Position: P05092 Wage Hourly

Suffix: 01

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

File Edit Options Block Item Record Query Tools Help

Transaction: Submit Transaction, Apply Transaction, Cancel PAF, Delete PAF, **Next Action**, Routing

Other Information and Comments: Errors or Warnings Detail Form, Electronic Approval Summary Form

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change

Proxy For:

ID: A01185390 Super I Man

Transaction: 71081 Waiting

Approval Category: JC_MWH Change Semi Monthly WH Payment

Approval Type: JC_TRM Assignment Termination Process

Generate ID:

Query Date: 01-MAR-2008

Last Paid Date:

Position: P05092 Wage Hourly

Suffix: 01

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

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date	01-JAN-2008	30-JUN-2008
P	Job End Date	30-JUN-2008	30-JUN-2008
P	Personnel Date	01-JAN-2008	30-JUN-2008
P	Job Status	A	T
P	Job Change Reason	E2	A6
P	Timesheet Orgn	DPPERS	DPPERS

Approver Action:

Queue Status:

FRM-40400: Transaction complete: 6 records applied and saved.

Record: 1/6

Note: you can't change the termination date with this EPAF. You will need to contact HRBanner @usu.edu if you want to end it earlier. You create a new job assignment EPAF for more payments.

This is the termination page of the EPAF.

1. **Job effective date:** All dates in the termination piece of the EPAF refer to the last day of the job assignment or When the job going to end (The date must match the job end date under "current value column")
2. **Job end date:** (Same as date above.)
3. **Personnel date:** (Same as date above.)
4. **Job Status:**– defaults to T for job termination
5. **Job Change Reason:** – A6 (Termination of WH) defaults and cannot be changed.
6. **Timesheet Org:** – Home department (Example: DPMATH)
7. **SAVE** – F10 or use the "save" icon

When finished with the last type do not roll back. Click on the Routing tab.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change Proxy For: []

ID: A01185390 Super I Man Generate ID: []

Transaction: 71081 Waiting Query Date: 01-MAR-2008 Last Paid Date: []

Approval Category: JC_MWH Change Semi Monthly WH Payment Position: P05092 Wage Hourly

Approval Type: JC_TRM Assignment Termination Process Suffix: 01

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

Originator ID: JODI_MORGAN Jodi L Morgan

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HHOME	20	[]		Approval	In Queue	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

1. Fill in the Approvers by typing in their username or select the User ID search box to conduct a search. HHOME is the Department Head name, STUEMP and STEAPL go to Student_empl
2. **SAVE** – F10 or use the “save” icon

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change Proxy For: []

ID: A01185390 Super I Man Generate ID: []

Transaction: 71081 Waiting Query Date: 01-MAR-2008 Last Paid Date: []

Approval Category: JC_MWH Change Semi Monthly WH Payment Position: P05092 Wage Hourly

Approval Type: JC_TRM Assignment Termination Process Suffix: 01

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

Created Date: 25-FEB-2008 Submitted Date: [] Application Date: []

Originator ID: JODI_MORGAN Submitter ID: [] Applied to Database By: []

Comment: Changing the semi monthly payment from \$100.00 per pay period to \$200.00 per pay period for the remaining payrolls. Payment on this assignment still ends June 30, 2008.

Date and Time: 25-FEB-2008 10:05:06 AM

Made By: JODI_MORGAN

Comment: []

Date and Time: []

Made By: []

Don't forget your phone number in comments.

Select Click on the Other Information and Comments Tab. Explain what you are doing in the EPAF and include your phone number in case approvers have questions. **SAVE** (F10)

Click back on the “Routing” tab. You can’t submit from the comments tab.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HHOME	20	BRANDE_FAUPELL	BrandE Faupell	Approval	Pending	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

Select Options – Submit Transaction

Options menu items:

- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action
- Routing
- Other Information and Comments
- Errors or Warnings Detail Form
- Electronic Approval Summary Form

The Transaction status will change from “Waiting” to “Pending”. If you get an error message, you will need to view the error message to find out the problem.