

**JC_STC: Job Change Status Change
for Salaried Employees**
Revised August 18, 2009

Use the JC_STC EPAF for changes to an employee's current 9xxxx position. JC_STC is for benefit eligible non-exempt, exempt, and faculty positions. This EPAF is specifically for employee salary, FTE, Appointment percent, title, Department Code changes, change in ECLS (non exempt to exempt or vice versa), AY to FY (or vice versa), and putting faculty on sabbatical leave.

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 change and match the Job Effective Date in the next part of the EPAF.

Approval Category: JC_STC

Approval Type: The Approval type will populate automatically.

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

Position Number: Type their 99XXXX position number in the field. If you don't know the number, click on the arrow next to the field. Click on [List of Employee's Jobs](#).

Suffix: Click on the arrow next to the field. Click on [List of Employee's Jobs](#). You can 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

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change Proxy For: []

ID: A01099274 Mombo Penguin

Transaction: []

Approval Category: JC_STC Job Change Status Change

Approval Type: JC_STC Assignment Status Chg Process

Generate ID: []

Query Date: 01-FEB-2007

Last Paid Date: []

Position: 998489 Professor

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Click here to find position and or suffix number

Alternate Logon Verification Form GUAUIPW 7.0 (ZDEV)

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

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01099276 Lightning McQueen

Transaction: 42571 Waiting

Approval Category: JC_STC Job Change Status Change

Approval Type: JC_STC Assignment Status Chg Process

Generate ID:

Query Date: 01-FEB-2007

Last Paid Date:

Position: 997737 Facilities Team Leader

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-JAN-2007	01-FEB-2007
P	Personnel Date	01-JAN-2007	01-FEB-2007
P	Job Status	A	A
P	Job Change Reason		EF
P	FTE	1	.75
P	Appointment Percent	100	75
P	Timesheet Orgn	DPFCMT	DPFCMT
P	Title	Facilities Team Leader	Facilities Team Leader
P	Units per Pay	173.33	130
P	Salary	22000	16500

Fill in the following information in the New Values column. Required fields to submit the EPAF is marked with an asterisk (*). All other fields will only need to be filled in if it is changing.

***Job Effective Date:** The first date of when the change is effective. The job effective date needs to match the query date above.

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

Job Status: "A" defaults and cannot be changed.

***Job Change Reason:** Click on the down arrow button under "New Value" and choose the correct reason. If for sabbatical then choose either *L4 Sabbatical leave w/Full Pay* or *L5 Sabbatical leave w/Partial Pay*.

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

Only enter this field if FTE is changing, otherwise leave blank.

Appointment Percent: Enter the appointment percent for the position. This does affect salary. Enter as 100, 75, 50, etc. The appointment percent and FTE must match. **Only enter this field if appointment percent is changing, otherwise leave blank.**

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

Title: ONLY enter this field if title is changing, **otherwise leave blank.**

Units per Pay: If the FTE is changing then the Units per Pay changes. ONLY enter if the Units per Pay is changing. Below are the most common %s used with the units per pay.

Formula: $173.33 \times \% \text{ of effort} = \text{Units per pay}$. If any questions, please call HR ext 71805

For example: $173.33 \times .75 = 129.99$ or 130

100%	173.33
95%	164.66
91.67%	158.90
90%	155.97
85%	147.33
83.33%	144.43
80%	138.66
75%	130.00
70%	121.33
65%	112.66
60%	104.00
55%	95.33
50%	86.66

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

Example: Jane is paid \$3000/month. $12 \times 3000 = \$36 \text{ K}$. **Hint: if you are changing FTE and appointment percent and units per pay above, leave this field blank and Banner will do the math for you of what the new salary will be.**

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

This is the index(s) that will pay for the position. A position may be paid from more than one index. Ensure that the this information is correct. The Percent must total 100.

Effective Date: This date needs to match the effective date on the previous page.

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

Current Job Labor Distribution

Effective Date: 01-JAN-2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A07766	100178	E03153	615300	9740					100.00

Effective Date must match date in EPAF

New Job Labor Distribution

Effective Date: 01-FEB-2007

Ensure index information is accurate.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A07766	100178	E03153	615300	9740					100.00

Percent must equal 100

Total Percent: 100.00

Defaulting values for Labor Distribution from NBAJOBS.
Record: 1/1

start | MSN Messe... | 2 Microso... | 7 Internet... | 3 Microso... | 12:40 PM

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

File Edit **Options** Block Item Record Query Tools Help

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

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

1 (ZPPRD)

McQueen

Generate ID:

Query Date: 01-FEB-2007 | Last Paid Date:

Position: 997737 | Facilities Team Leader

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
HHOME	20	DARR_Searb...	Darrell E. Hart	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	

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 what and why the change is taking place and any other information that will be helpful to the approvers. **For Sabbatical Leave please use the following template for comments.** *“Requesting sabbatical leave for the Academic year 2006-2007 at (80)% time to Go to China and count ants.”* 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:

Date and Time: 22-FEB-2007 01:26:31 PM

Made By: LEANNA_LAMMERT

Comment:

Date and Time:

Made By:

Use this template for Sabbatical leave in the comments.

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 Transaction Tab then go to **Options** Menu and select **Submit Transaction**.