

NH\_MWH: New Hire - Semi Monthly payment - Job Assignment with No Benefits  
Revised April 20, 2007

**IMPORTANT INFORMATION:** This EPAF is used to hire employees who are receiving a set amount per pay period and are not eligible to receive benefits and the employee has never had a job at USU before. (Check PEAEMPL to see if there is a record. If there is no record found, you use this EPAF. If you find a record you must use the JB\_MW2 EPAF.). Example: The employee is doing work that is exempt from the FLSA law and is being paid an agreed upon amount.

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

Pending Change    Proxy For: [ ] [ ]  
ID: A01105388    Eleven Test    Generate ID: [ ]  
Transaction: [ ]    Query Date: 16-APR-2007    Last Paid Date: [ ]  
Approval Category: NH\_MWH    New Hire Semi Monthly Wage    Position: [ ]  
Approval Type: NE\_PEA    PEAEMPL    Suffix: [ ]

**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:** NH\_MWH

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

**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.

Pending Change    Proxy For: [ ] [ ]

ID: A01105388    Eleven Test    Generate ID: [ ]

Transaction: [ ]    Query Date: 16-APR-2007    Last Paid Date: [ ]

Approval Category: NH\_MWH    New Hire Semi Monthly Wage    Position: [ ]

Approval Type: NE\_PEA    FEAEMPL    Suffix: [ ]

Transaction    Default Earnings    Job Labor Distribution    Routing    Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Employee Class Code		WH
P	Current Hire Date		16-APR-2007
P	Home COAS		U
P	I9 Form Indicator		R
P	I9 Date		01-APR-2007
P	I9 Expiration Date		
P	Home Organization		DPPERS

Approver Action: None    Queue Status: [ ]

**Employee Class Code:** This will default to WH (Wage Hourly) and can't be changed.

**Current Hire Date:** Enter the first day of the pay period.

**Home COAS:** This will default to U and can't be changed.

**I9 Form Indicator:** Enter R (Received) for US citizens; enter T (Temporary) for anyone on a work visa; and E (Exempt) if the employee is working in another country other than the US.

**I9 Date:** Enter the date the I9 was signed.

**I9 Expiration Date:** Only enter a date if the employee is on a temporary work visa. Enter the date the work authorization expires.

**Home Organization:** 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 JB\_H. Click on OK.*

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

\*At this point you will be prompted to enter the position number and suffix at the top of the epaf.

Pending Change    Proxy For: [ ] [ ]

ID: A01105388    Eleven Test    Generate ID: [ ]

Transaction: 49653    Waiting    Query Date: 16-APR-2007    Last Paid Date: [ ]

Approval Category: NH\_MWH    New Hire Semi Monthly Wage    Position: P05092    Wage Hourly

Approval Type: JB\_H    Hourly Job Process    Suffix: 00

**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.

JB\_H

Pending Change    Proxy For:

ID: A01105388    Eleven Test    Generate ID:

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

Approval Category: NH\_TN2    New Hire Teach (w/o Benefits)    Position: P05092    Wage Hourly

Approval Type: **JB\_H**    Hourly Job Process    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		16-APR-2007
<input type="checkbox"/>	Personnel Date		16-APR-2007
<input type="checkbox"/>	Job Begin Date		16-APR-2007
<input type="checkbox"/>	Contract Type		P
<input type="checkbox"/>	Title		Test for Semi Monthly
<input type="checkbox"/>	Hourly/Semi Mo. Rate		100
<input type="checkbox"/>	Job Location		MAIN
<input type="checkbox"/>	Job Change Reason		E2
<input checked="" type="checkbox"/>	Timesheet Orgn		DPPERS

Press LIST for valid codes.

Approver Action: None    Queue Status:

**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.

**Title:** Enter the title of the position.

**Hourly/ Semi Mo. 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 is for New Hire.

**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    **Generate ID:**

**Transaction:** 49653    Waiting    **Query Date:** 16-APR-2007    **Last Paid Date:**

**Approval Category:** NH\_MWH    New Hire Semi Monthly Wage    **Position:** P05092    Wage Hourly

**Approval Type:** JC\_MWH    Semi Monthly Pay Wage Hourly    **Suffix:** 00

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Transaction    Default Earnings    Job Labor Distribution    Routing    Other Information and Comments

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Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		16-APR-2007
P	Hourly/Semi Mo. Rate		100
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)

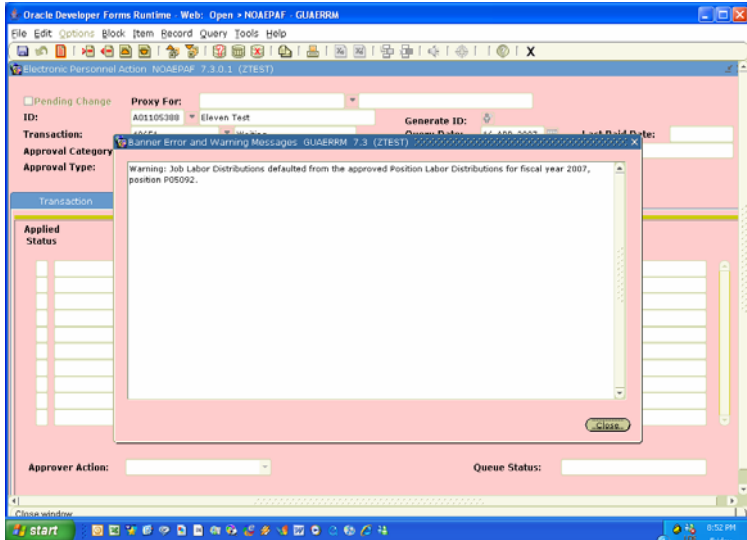
**Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

*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

Pending Change    Proxy For:

ID: A01105388    Eleven Test    Generate ID:

Transaction: 49653    Waiting    Query Date: 16-APR-2007    Last Paid Date:

Approval Category: NH\_MWH    New Hire Semi Monthly Wage    Position: P05092    Wage Hourly

Approval Type: **P\_LABR**    Labor Distribution Process    Suffix: 00

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

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**Current Job Labor Distribution**    Effective Date: 16-APR-2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<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"/>

**New Job Labor Distribution**    Effective Date: 16-APR-2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	625300	6060	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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"/>
<b>Total Percent:</b>										100.00

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 of the job 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:** 49653    Waiting    **Query Date:** 16-APR-2007    **Last Paid Date:**

**Approval Category:** NH\_MWH    New Hire Semi Monthly Wage    **Position:** P05092    Wage Hourly

**Approval Type:** JC\_TRM    Assignment Termination Process    **Suffix:** 00

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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 that you want the payments to stop. This will be either the 15<sup>th</sup> 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.

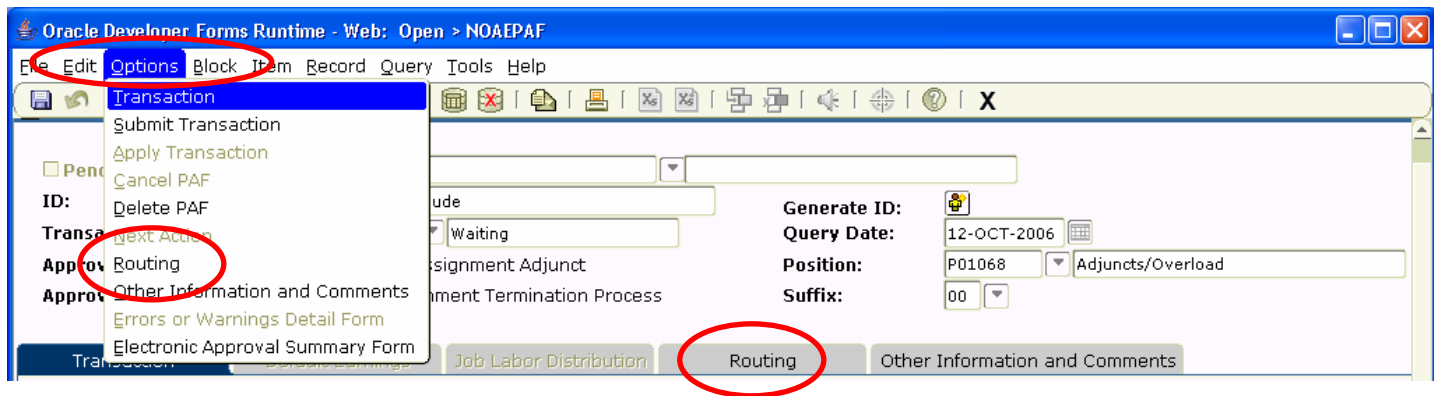
**Job Change Reason:** TC defaults automatically.

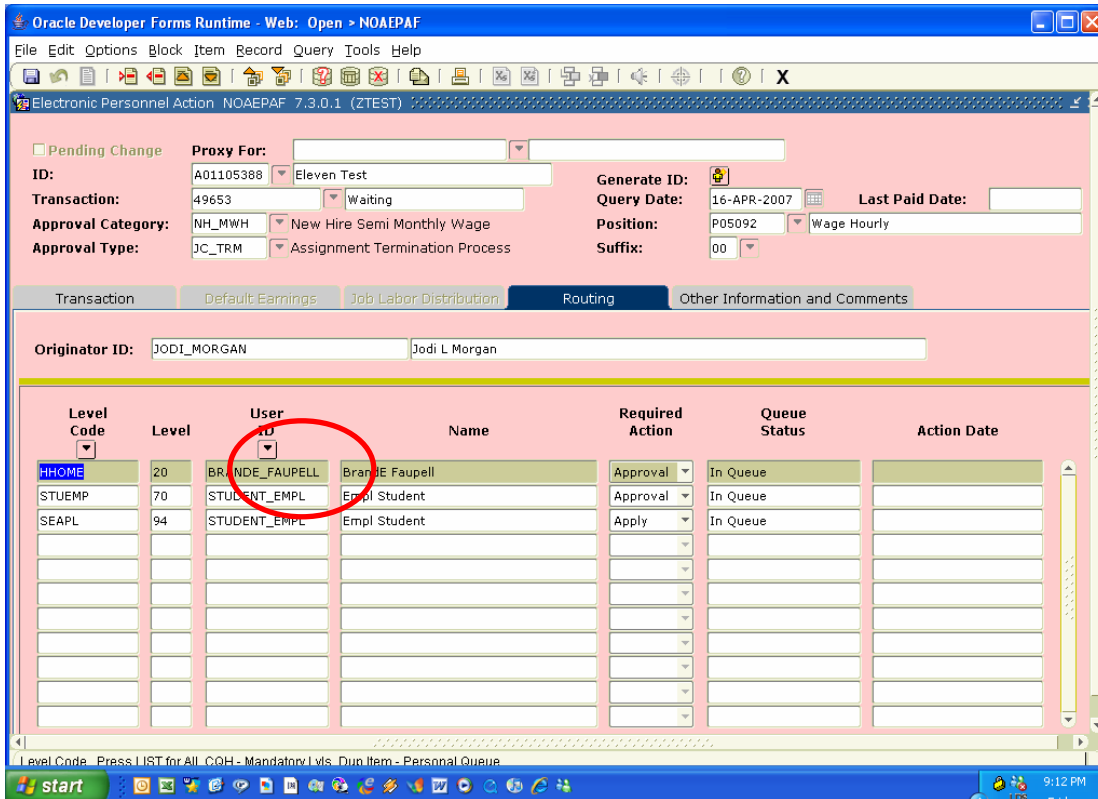
**Timesheet Org** is the home department "DPCODE" (example: DPMATH).

**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.





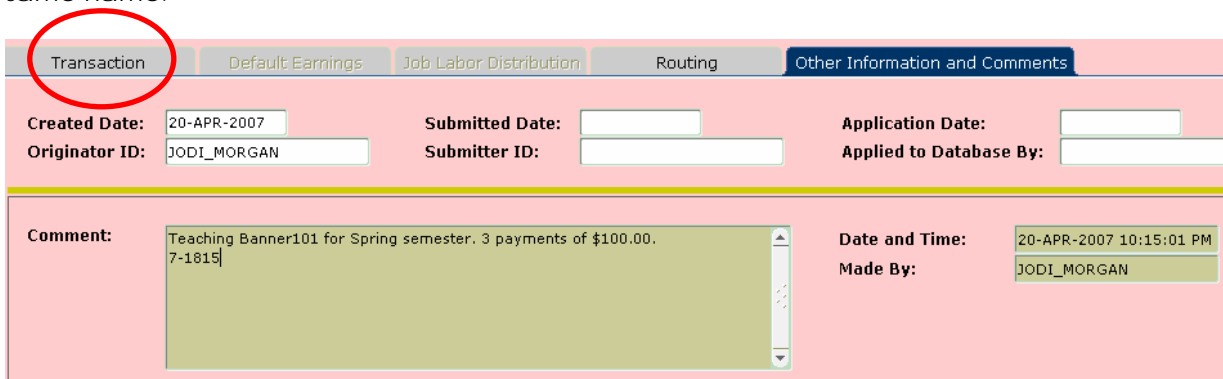
Fill in the **Approvers** by typing their usernames or clicking on the arrow box under "User ID" to see a list of valid choices. This will tell Banner where to send the EPAF for approval.

**HHOME:** Select your department head/director.

**STUEMP and SEAPL:** These are routed to STUDENT\_EMPL.

**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.



**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, go back to the **"transaction tab"** and click on **Options** and select **Submit Transaction**.