

NH_SAL: New Hire Salaried, Fiscal/Academic
Revised March 27, 2007

Use the NH_SAL EPAF for new employees who are being assigned either a salary fiscal year position or an academic year position. NH_SAL is for benefit eligible non-exempt, exempt, and faculty positions.

Use PPAIDEN to "create" a new person-but only after completing a thorough search! **See pictorial instructions on PPAIDEN on HR website.** If the person already has an A number, skip to the next paragraph.

To see if a person has an employee record in Banner:

1. Access PEAEMPL (Departments will only have query access to this screen. You cannot change any data.)
2. Enter in the persons Banner A-# example (A0001234)
3. CTRL PG Down (Next Block)
4. If they have no job the message at the bottom of the screen will read "**query caused no records to be retrieved**". Continue using NH_SAL EPAF.
5. If they are active and have information already in PEAEMPL then use the JB_SAL EPAF.

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 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.

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: NH_SAL

Approval Type: The Approval type will populate automatically.

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

Next Block: Move to the next block of information by pressing control page down, or selecting "Next" in the "Block" pull-down menu, or clicking on the "Next Block" icon

The screenshot shows the Oracle Developer Forms Runtime window titled "Web: Open > NOAEPAF". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons, with the "Next Block" icon (a right-pointing arrow) circled in red. The form itself has the following fields and values:

<input type="checkbox"/> Pending Change	Proxy For:	<input type="text"/>
ID:	A01103484	Memphis Tennessee
Transaction:	<input type="text"/>	<input type="text"/>
Approval Category:	NH_SAL	New Hire Salaried Fiscal Year
Approval Type:	NE_PEA	PEAEMPL
Generate ID:	<input type="checkbox"/>	
Query Date:	01-MAR-2007	Last Paid Date: <input type="text"/>
Position:	<input type="text"/>	<input type="text"/>
Suffix:	<input type="text"/>	<input type="text"/>

At the bottom of the form, there are several tabs: Transaction (selected), Default Earnings, Job Labor Distribution, Routing, and Other Information and Comments.

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	Employee Class Code		SN
P	Current Hire Date		01-MAR-2007
P	Home COAS		U
P	I9 Form Indicator		R
P	I9 Date		01-MAR-2007
P	I9 Expiration Date		
P	Home Organization		DPPERS

Employee Class Code: Click on the New Value down arrow button and choose the Employee Class Code.

Current Hire Date: The date of hire.

Home COAS: Defaults to U and cannot be changed.

I9 Form Indicator: Select (R)eceived=US Citizen; (T)emporary=Non-USU Citizen; (E)xempt=a person who works outside of the US or as a volunteer.

I9 Date: The date the I9 was signed.

I9 Expiration Date: Date of expiration for an employee on a temporary visa. Use only for employees on a temporary visa. You must put in date if I9 Form Indicator is a (T)emporary.

Home Organization: Department's unique "DP" or "UN" code i.e. DPMATH for Math Dept.

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. Double click in the arrow box next to the Approval Type Field and select **JB_S**.

Position Number: Type the position number in the field. If you don't know the number, click on the arrow next to the field. Click on List of All Positions. (See next page for instructions)

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 selecting "Next" in the "Block" pull-down menu, or clicking on the "Next Block" 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 (ZPPRD)

Pending Change Proxy For: []

ID: A01103484 Memphis Tennessee

Transaction: 47551 Waiting

Approval Category: NH_SAL New Hire Salaried Fiscal Year

Approval Type: JB_S Salary Job Process

Generate ID: []

Query Date: 01-MAR-2007

Last Paid Date: []

Position: 997549 Staff Assistant III

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Click here to find position number

Find the Position Number:

The search form will show all positions at USU. You can narrow the search so you will see only positions in your department. Put your cursor in the top position number field and **press F7** to clear the form.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF - NBQPOSN

File Edit Options Block Item Record Query Tools Help

Position List: NBQPOSN 7.2 (ZPPRD)

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
996518	Professor	FA	U			09-MAR-2007		20001	I	S
996519	Project Coordinator	SE	U	DPSPEC	Special Education & Rehabilitation	01-MAR-2007		30051	A	S
996520	Staff Assistant III	SN	U	DPADV	Animal, Dairy & Veterinary Science	01-JUN-2007		50009	A	S
996521	Security Specialist	SE	U	DPINFT	Vice Pres - Information Technology	01-MAR-2007		30074	A	S
996522	Nutrition Assistant III	SN	U	DPEFSF	Field Staff - EFNEP	01-MAR-2007		70010	A	S
996523	Nutrition Assistant III	SN	U	DPEFSF	Field Staff - EFNEP	01-MAR-2007		70010	A	S
996524	Nutrition Assistant III	SN	U	DPEFSF	Field Staff - EFNEP	01-MAR-2007		70010	A	S

Enter the employee class (SE, SN, FA, etc), the COA (U) and the DPCODE (all letters in UPPERCASE!) In this example, all of the salary exempt positions in DPPERS (Human Resources) are shown. **Press F8.**

Note: to see all jobs in a department, leave the employee class field blank.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF - NBQPOSN

File Edit Options Block Item Record Query Tools Help

Position List: NBQPOSN 7.2 (ZPPRD)

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
997536	Staff Assistant II	SN	U	DPPERS	Human Resources	01-JUL-2005		50009	A	S
997537	Staff Assistant III	SN	U	DPPERS	Human Resources	01-JUL-2005		50009	A	S
997545	Coord Human Resources	SN	U	DPPERS	Human Resources	01-JUL-2005		50005	A	S
997549	Staff Assistant III	SN	U	DPPERS	Human Resources	01-JUL-2005		50009	A	S
997550	Staff Assistant III	SN	U	DPPERS	Human Resources	01-JUL-2005		50009	A	S
997551	Coord Wage/Salary	SN	U	DPPERS	Human Resources	01-JUL-2005		50004	A	S
997552	Office Assistant III	SN	U	DPPERS	Human Resources	01-JUL-2005		50007	A	S
997553	Staff Assistant III	SN	U	DPPERS	Human Resources	01-JUL-2005		50009	A	S

Arrow down to highlight the correct position number, then double click on the correct position number to return to the EPAF. You can also see the position number by looking at the previous employee in NBAJOBS.

Next Block: Move to the next block of information by pressing control page down, or selecting "Next" in the "Block" pull-down menu, or clicking on the "Next Block" 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 (ZPPRD)

Pending Change Proxy For: []

ID: A01103484 Memphis Tennessee

Transaction: 47551 Waiting

Approval Category: NH_SAL New Hire Salaried Fiscal Year

Approval Type: JB_S Salary Job Process

Generate ID: []

Query Date: 01-MAR-2007 Last Paid Date: []

Position: 997549 Staff Assistant III

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-MAR-2007
<input type="checkbox"/>	Personnel Date		01-MAR-2007
<input type="checkbox"/>	Job Begin Date		01-MAR-2007
<input type="checkbox"/>	Contract Type		P
<input type="checkbox"/>	Title		Staff Assistant III
<input type="checkbox"/>	FTE		1
<input type="checkbox"/>	Appointment Percent		100
<input type="checkbox"/>	Base Salary		23000
<input type="checkbox"/>	Job Location		MAIN
<input type="checkbox"/>	Job Change Reason		E1
<input type="checkbox"/>	Job Change Reason		E1
<input type="checkbox"/>	Timesheet Orgn		DPPERS

Use scroll bar to see all fields.

Job Effective Date: The first day the employee begins or the first day of the next pay period if you missed the payroll deadline. This date must be the same as or after the query date.

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

Job Begin Date: This must be the same as the Job Effective Date.

Contract Type: P (Primary) is defaulted. Always use P for new hires.

Title: Enter the title of the position.

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

Appointment Percent: Enter the appointment percent for the position. This does affect salary. Enter as 100, 75, 50, etc.

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

Example: Jane is paid \$3000/month. $12 \times 3000 = \$36 \text{ K}$.

Job Location: Main (Main campus is the default but it can be changed to CONT ED by clicking on the arrow under "New value") at the top of the column.

Job Change Reason: Click on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.

Timesheet Orgn: Enter your home department DP-code. (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 in the arrow box next to the Approval Type Field and select **JB_LBR**.

Next Block: Move to the next block of information by pressing control page down, or selecting "Next" in the "Block" pull-down menu, or clicking on the "Next Block" icon

Effective Date must match date in EPAF

Ensure accounting information is accurate.

Percent must equal 100

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	615300	6060					100.00

Total Percent: 100.00

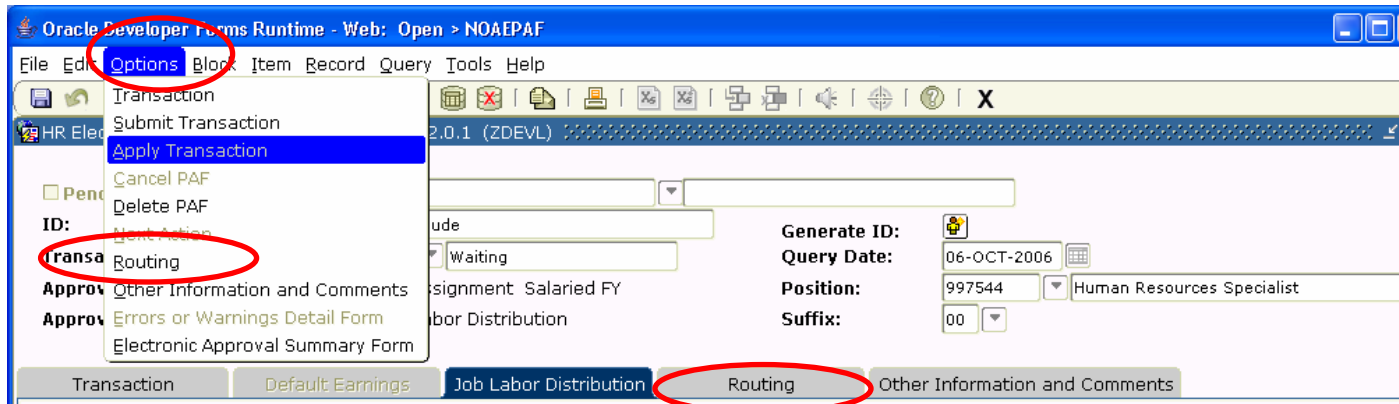
This is the account(s) that will pay for the position. A position may be paid from more than one index. Ensure that the accounting information is correct. Please ensure the Percent equals 100.

Effective Date: Change this date to match the effective date in the previous blocks.

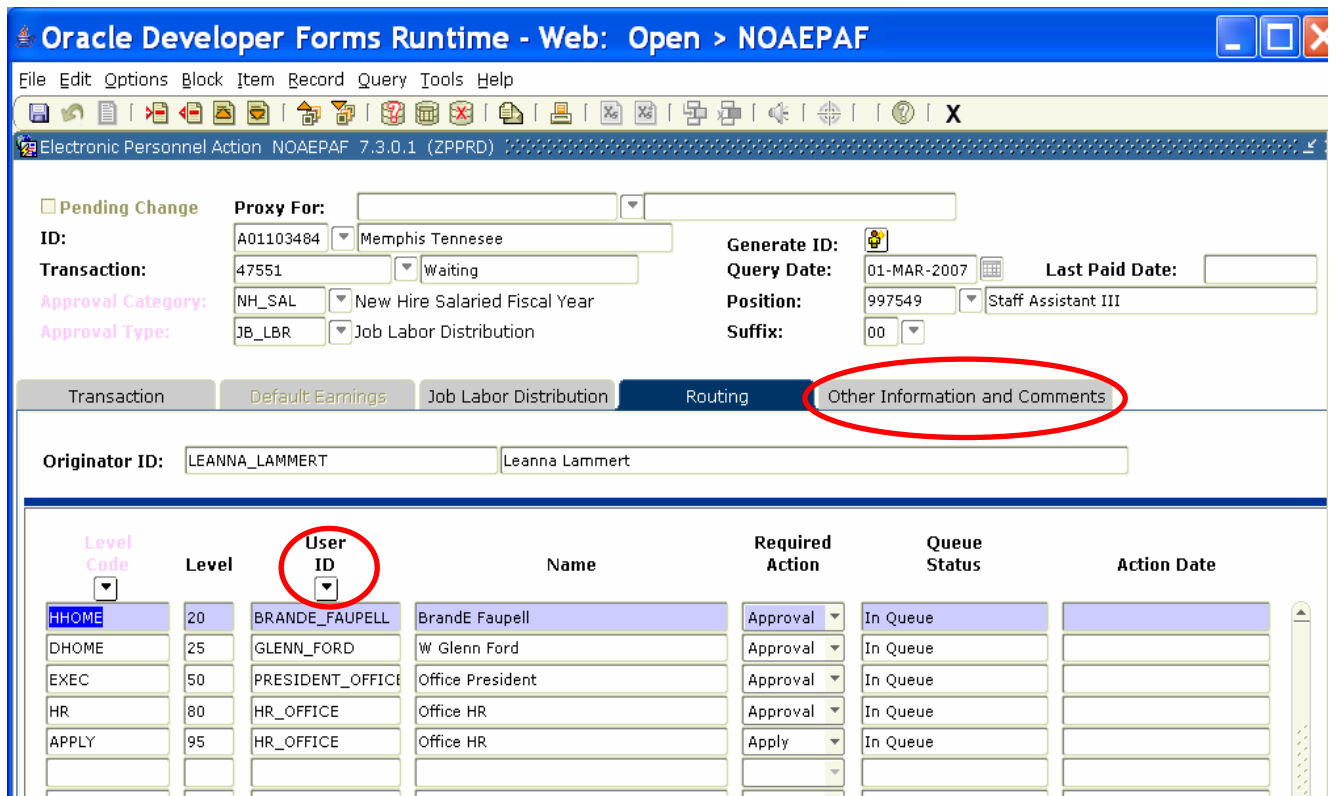
Save by clicking F10 or clicking on the save icon or the File Pull-down Menu.

DO NOT ROLLBACK.

Click on the Options menu and select Routing Information or click on the Routing tab.



Clicking on the arrow under "User ID" will provide names of possible approvers. Select the correct approvers for your area or you can type their User ID.



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 why the person is being hired, who is being replaced, and any other information that will be helpful to the approvers. 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.

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: A01103484 Memphis Tennessee

Transaction: 47551 Waiting

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

Approval Category: NH_SAL New Hire Salaried Fiscal Year

Position: 997549 Staff Assistant III

Approval Type: JB_LBR Job Labor Distribution

Suffix: 00

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

Created Date: 27-MAR-2007 Submitted Date: Application Date:

Originator ID: LEANNA_LAMMERT Submitter ID: Applied to Database By:

Comment:

Date and Time: 27-MAR-2007 01:51:04 PM

Made By: LEANNA_LAMMERT

Press **F10** or click on the save icon to save your comments. Comments cannot be changed after saving.

To submit the EPAF, click on the Transaction tab. Click on **Options** and select **Submit Transaction**.