

NH_TN2: New Hire 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 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_TN2 EPAF.). 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

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZTEST)

Pending Change Proxy For: [dropdown]

ID: A01105388 Eleven Test Generate ID: [button]

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

Approval Category: NH_TN2 New Hire Teach (w/o Benefits) Position: [dropdown]

Approval Type: NE_PEA PEAEMPL Suffix: [dropdown]

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_TN2

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

Transaction:

Approval Category: NH_TN2 New Hire Teach (w/o Benefits)

Approval Type: NE_PEA PEAEMPL

Generate ID:

Query Date: 16-APR-2007

Last Paid Date:

Position:

Suffix:

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

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Employee Class Code		WH
<input type="checkbox"/>	Current Hire Date		16-APR-2007
<input type="checkbox"/>	Home COAS		U
<input type="checkbox"/>	I9 Form Indicator		R
<input type="checkbox"/>	I9 Date		01-APR-2007
<input type="checkbox"/>	I9 Expiration Date		
<input type="checkbox"/>	Home Organization		DPPERS
<input type="checkbox"/>			
<input type="checkbox"/>			

Press LIST for valid codes.

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

Transaction:

Approval Category: NH_TN2 New Hire Teach (w/o Benefits)

Approval Type: JB_H Hourly Job Process

Generate ID:

Query Date: 16-APR-2007

Last Paid Date:

Position: P05092 Wage Hourly

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

Transaction:

Approval Category: NH_TN2 New Hire Teach (w/o Benefits)

Approval Type: JB_H Hourly Job Process

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
<input type="checkbox"/>	Jobs Effective Date	<input type="text"/>	16-APR-2007
<input type="checkbox"/>	Personnel Date	<input type="text"/>	16-APR-2007
<input type="checkbox"/>	Job Begin Date	<input type="text"/>	16-APR-2007
<input type="checkbox"/>	Contract Type	<input type="text"/>	P
<input type="checkbox"/>	Title	<input type="text"/>	Test for Semi Monthly
<input type="checkbox"/>	Hourly/Semi Mo. Rate	<input type="text"/>	100
<input type="checkbox"/>	Job Location	<input type="text"/>	MAIN
<input type="checkbox"/>	Job Change Reason	<input type="text"/>	E2
<input type="checkbox"/>	Timesheet Orgn	<input type="text"/>	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 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: 49651 Waiting

Approval Category: NH_TN2 New Hire Teach (w/o Benefits)

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
<input type="checkbox"/>	Jobs Effective Date		16-APR-2007
<input type="checkbox"/>	Hourly/Semi Mo. Rate		100
<input type="checkbox"/>	Pays		1
<input type="checkbox"/>	Factor		1
<input type="checkbox"/>	Units per Pay		1
<input type="checkbox"/>	Timesheet Orgn		DPPER
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Press LIST for valid codes.

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)

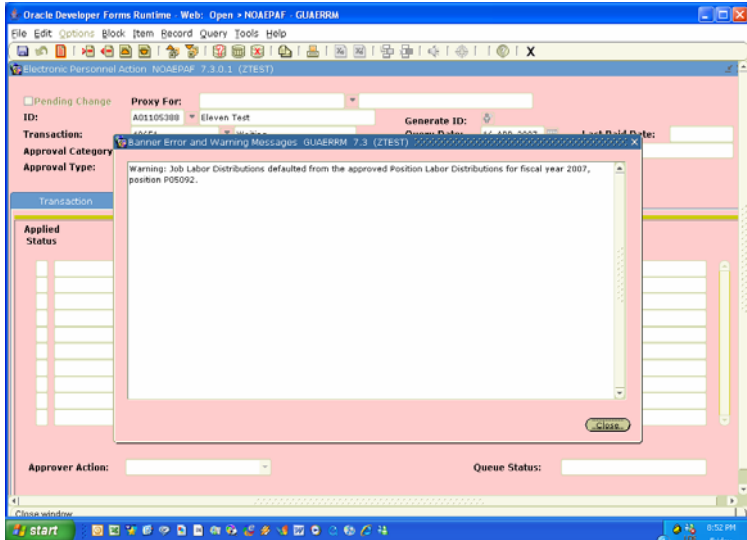
Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

*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: 49651 Waiting Query Date: 16-APR-2007 Last Paid Date:

Approval Category: NH_TN2 New Hire Teach (w/o Benefits) Position: P05092 Wage Hourly

Approval Type: P_LABR Labor Distribution Process Suffix: 00

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"/>

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="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"/>
Total Percent:										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 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: 49651 Waiting **Query Date:** 16-APR-2007 **Last Paid Date:**

Approval Category: NH_TN2 New Hire Teach (w/o Benefits) **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		30-APR-2007
P	Job End Date		30-APR-2007
P	Personnel Date		30-APR-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.

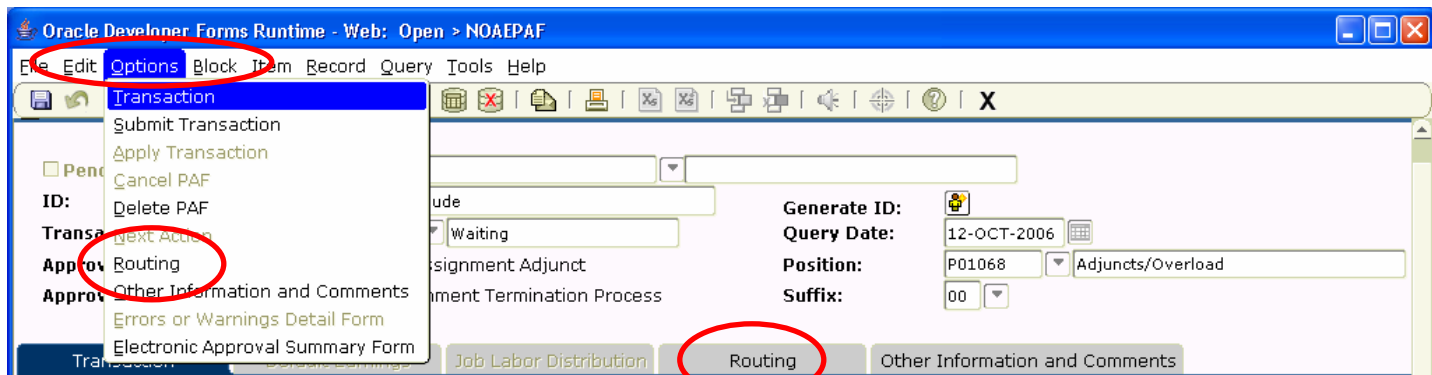
Job Change Reason: TC defaults automatically.

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.



Pending Change

Proxy For:

ID: A01105388 Eleven Test

Transaction: 49651 Waiting

Approval Category: NH_TN2 New Hire Teach (w/o Benefits)

Approval Type: JC_TRM Assignment Termination Process

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

Originator ID: JODI_MORGAN Jodi L Morgan

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.

Created Date: 20-APR-2007

Submitted Date:

Application Date:

Originator ID: JODI_MORGAN

Submitter ID:

Applied to Database By:

Comment:

Date and Time: 20-APR-2007 09:57:56 PM

Made By: JODI_MORGAN

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**.