

Instructions for JB_WH

This EPAF is used to hire non-benefitted wage hourly employee who have already been activated in PEAEMPL. Use for P05xxx or P04xxx positions.

Go to NOAEPAF.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ...

ID: A02340948 ... + Harry James Potter

Query Date: 02/25/2020

Approval Category: JB_WH ... Job Assignment Hourly/Student

Position: ...

Transaction: ...

Last Paid Date: ...

Approval Type: JB_H ... Hourly Job Process

Suffix: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ID: Enter employee's Banner A#.

Transaction Number: Banner will generate the transaction Number after you save the first page (approval type).

Query Date: The date the employment is to begin.

Approval Category: JB_WH

Approval Type: JB_H

Position Number: Enter the position number – P05xxx (wage hourly) or P04xxx (work-study)

Suffix: Enter the suffix for this position. Check NBIJLIST to ensure you are using a position and suffix that has not been used before. The query date will need to be 07/01/2005.

Select **Go** (Alt+PGDn).

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: Start Over

Query Date: 02/25/2020 Last Paid Date:

Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_H Hourly Job Process

Position: P05123 Wage Hourly Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	
	Jobs Effective Date*		02/25/2020	
	Personnel Date			
	Job Begin Date*		02/25/2020	
	Contract Type*		P	
	Title			
	Mo./Hrly/SemiMo.Rate*			
	Job Location*			
	Job Change Reason*		E2	
	Timesheet Orgn*			

* - indicates a required field.

1 of 1 Per Page Record 1 of 9

APPROVER

Approver Action: None Queue Status:

SAVE

Current Value Column: Should be blank. If it is not blank, you may be using a previously used Position and Suffix.
New Value Column: Enter the job information in the corresponding sections.

Job Effective Date: Must be the same as the query date.
Personnel Date: This date typically matches the job query and job effective date, but can be different if it needs to indicate date of actual change/employment beginning.
Job Begin Date: Must be the same as the query date.
Contract Type: P (Primary) is defaulted. Always use P for new hires. Only change to S (Secondary) if currently employed in another department in a primary position.
Title: Enter the title of the position.
Mo./Hrly/SemiMo.Rate: Enter the hourly rate.
Job Location: MAIN (main campus) is the default but it can be changed to different location by clicking on the ellipses (...) on the right side of the box.
Job Change Reason: E2 will default. You can change it by clicking on the ellipses (...) at the right side of the box.
Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting

Query Date: 02/25/2020 Last Paid Date:

Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_H Hourly Job Process

Position: P05123 Wage Hourly Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	
	Jobs Effective Date*		02/25/	
	Personnel Date		02/25/	
	Job Begin Date*		02/25/	
	Contract Type*		S	
	Title		Chem	
	Mo./Hrly/SemiMo.Rate*			

10.1

SAVE

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF

Next Action

Routing

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ...

ID: ... +
 Harry James Potter

Transaction: ... Waiting

Query Date: ...

Last Paid Date:

Approval Category: * ...
 Job Assignment Hourly/Student

Approval Type: * ...
 Job Labor Distribution

Position: ...
 Wage Hourly

Suffix: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Approval Type: JB_LBR

Click **Go** (Alt+PgDn).

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting

Query Date: 02/25/2020 Last Paid Date:

Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_LBR Job Labor Distribution

Position: P05123 Wage Hourly Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments							
CURRENT JOB LABOR DISTRIBUTION <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Filter"/>											
Effective Date	02/25/2020										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project			
1 of 1 Per Page Record 1 of 1											
NEW JOB LABOR DISTRIBUTION <input type="button" value="Insert"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Filter"/>											
Effective Date *	<input type="text" value="02/25/2020"/>										
COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A05289	100219	E01826	625300	3030					100.00	
Total Percent										100.00	
1 of 1 Per Page Record 2 of 2											
<input type="button" value="SAVE"/>											

Job Labor Distribution: This page indicates which index(s) will pay for the position. A position may be paid from more than one index.

Effective Date (under the New Job Labor Distribution): This date defaults from the query date which is the effective date.

Index: It defaults to the index the position was created with. You can change it by typing over it and/or you can insert a second index.

Fund, Organization, and Program: Default when index number is entered.

Account Numbers:
 625300 – P05xxx
 625500 – P04xxx

Total Percent: must equal 100.00

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting Start Over

Query Date: 02/25/2020 Last Paid Date:

Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_LBR Job Labor Distribution

Position: P05123 Wage Hourly Suffix: 00

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

ROUTING Insert Delete Copy Filter

Originator ID: A01643366 Nicholle Jessica Johnson

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
STUEMP	70			Approval	In Queue	
SEAPL	94			Apply	In Queue	

Record 1 of 3

SAVE

Click on **Routing** tab (next to the “Job Labor Distribution” tab). Routing indicates who must approve this EPAF.

Level Code: This default based on the EPAF category.
User ID: Enter approver’s A#. You can search for them by clicking on the ellipses (...) after clicking on the field.
HHOME: Department Head
STUEMP and SEAPL: STUDENT_EMPL

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting Start Over

Query Date: 02/25/2020 Last Paid Date:

Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_LBR Job Labor Distribution

Position: P05123 Wage Hourly Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	02/28/2020	Originator ID	A01643366
Submitted Date		Submitter ID	
Application Date		Applied to Database By	

COMMENTS Insert Delete Copy Filter

Comments: We are Hiring Harry Potter as a Chemistry TA as of 02/20/2020. He will be paid 10.00 an hour and will work under Horace Slughorn.
 Requisition Number: 2020-6767
 Nicholle 7-1809

Record 1 of 1

Activity Date 02/28/2020 01:54:23 PM Activity User A01643366 SAVE

Click on **Other Information and Comments**.

Comments: Every EPAF needs comments explaining why the EPAF is being submitted. These comments are vital for approvers. Provide information that the approvers might need in order to make a decision. Be sure to add the job listing’s requisition number. Include your name and phone number.

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting
 Query Date: 02/25/2020 Last Paid Date:
 Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_LBR Job Labor Distribution
 Position: P05123 Wage Hourly Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New

APPROVER

Approver Action: Queue Status:

SAVE

Click on **Transaction** tab
 Click on **Tools** and select **Submit Transaction**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Pending Query Date: 02/25/2020 Last Paid Date:
 Approval Category: JB_WH Job Assignment Hourly/Student Approval Type: JB_LBR Job Labor Distribution Position: P05123 Wage Hourly Suffix: 00

Check for a Pending Status (next to the Transaction ID at the top of the EPAF). Pending means that the EPAF is now pending in the first approver's queue.

Electronic Approvals Error Message NOIEMSG 9.3.3 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Proxy For: Transaction Number:
 ID: A02340948 Harry James Potter Originator: A01643366
 Category: NH_WH New Hire Hourly Errors:
 Warnings:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Errors: If there is something missing or incorrect from the EPAF this page will pull up.

Click **Go** to see the listed errors.

Once errors are fixed in the EPAF submit the transaction again and check for a **Pending Status**.