# **Instructions for JC\_WGH**

This EPAF is used for making changes to wage hourly employees that are either in P05xxx or P04xxx (work-study) positions. For example: An employee is currently making \$8 per hour and you want to change them to \$10 per hour.

#### Go to NOAEPAF.

× Electronic Pers	sonnel Action NOAEPAF 9.3.11 (ZDEVL)		🔒 ADD 📑	RETRIEVE 륩 RE	ELATED	🏶 TOOLS
Pending Change:		Proxy For:	HR_OFFICE			Go
ID:	A02340948 + Harry James Potter	Transaction:	Office HR			
Query Date:	03/12/2020	Last Paid Date:				
Approval Category: *	JC_WGH	Approval Type: *	JC_WGH			
Position:	Job Change Wage Hourly P05022 Wage Hourly	Suffix:	Job Change Wage Hourly			
Get Started: Complete	e the fields above and click Go. To search by	/ name, press TAB from an	ID field, enter your search criteria, ar	nd then press ENTE	R.	

ID: Enter in employee's A#.
Transaction Number: Banner will generate the transaction number after you save the first page.
Query Date: The first day employee starts work.
Approval Category: JC\_WGH
Approval Type: Defaults to JC\_WGH.
Position: Enter the employee's position number (check NBIJLST) that you are wanting to make changes to.
Suffix: Enter employee's position suffix.

Select Go (Alt+PgDn)

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Pending Char	Pending Change: Proxy For: HR_OFFICE Office HR ID: A02340948 Harry James Potter Transaction: Start Over									
Query Date: (	Query Date: 03/12/2020 Last Paid Date:									
Approval Cat	egory: JC_WGH Job	b Change Wage Hou	rly Approval Ty	rpe: JC_WGH Job Change Wage H	ourly					
Position: POS	5022 Wage Hourly	Suffix: 00								
Transaction	Default Earnings	Job Labor Distribut	tion Routing	Other Information and Comments				-		
TRANSACTION TRANSACTION	ON					Insert	Delete 🗖 Copy	/ 🔍 Filter		
ed Status	Field Name		Current Value		New Value			<b>^</b>		
-	Jobs Effective Date*	*	03/12/2020		04/01/2020					
	Mo./Hrly/SemiMo.Ra	ate		10				12		
	Title		Tutor							
	Job Location		MAIN							
	Job Change Reasor	n*	E2	EH						
	Timesheet Orgn*		DPPERS		DPPERS					
<b>A Y</b>								SAVE		

**Field Name Column:** Any field with an \*asterisk is required. **Current Value Column:** This column pulls information from Banner on the position/suffix you have chosen. Enter information in **New Value** column

**Job effective date:** Must match the Query Date. **Title:** Only enter if changing.

Mo./Hrly/SemiMo.Rate: Enter the new hourly rate. Job Change Reason: EH is the default. To change, click on the ellipses (...) to pull up the Job Change Reasons Menu. Time sheet Org: Enter in Home Department's DPCode (ie. DPMATH)

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Pending Change	Proxy For: H	R_OFFICE Office HR	ion: 1251770	5011001171		-			
Query Date: 03/	04/2020 Last P	aid Date:			1	Delete PAF			
Approval Catego	ory: JC_MW2 Char	nthly Pay Wage	<sup>]e</sup> Next Action						
Position: P1011	1 vvage - Exempt	Sullix: 00							
Transaction			Routing	Other Information and Comments		Routing			
TRANSACTION							Other Information and Comments		
and Pasting	Ciald Manage				Name Malera		und commente		

## Click on Tools and select Next Action.

## Approval Type: JB\_LBR

## Click Go (Alt+PgDn).

**Save** (F10)

**Job Labor Distribution** tab: This page indicates which index(s) will be charged 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)

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Pending Ch	ange: Proxy	For: HR_OFFI	CE Office HR ID	: A02340948 H	larry James Pot	ter Transactio	on: 1251772 W	aiting			Start O	ver
Query Date	03/12/2020	Last Paid Date										
Approval C	ategory: JC_WGH	Job Change	Wage Hourly A	pproval Type: JE	3_LBR Job Lab	or Distribution						
Position: P	05022 Wage Ho	urly Suffix: 0(	)									
Transaction	Default Earni	ngs Job La	bor Distribution	Routing Othe	er Information and	d Comments						
CURRENT	JOB LABOR DISTR	IBUTION							🖬 Insert	Delete	Сору	₹, Filte
Effe	ctive Date 03/12	2/2020										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Co	st	Percent	E
U	A01694	101164	E03533	625300	1010						10	0.00
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NEW JOB	LABOR DISTRIBUTI	ON							🗄 Insert	Delete	Сору	¥, Filte
Effe	ctive Date * 03/1	2/2020										
COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost		Percent *	E
U	A01694	101164	E03533	625300	1010						10	0.00
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Pending Chang	Pending Change: Proxy For: HR_OFFICE Office HR ID: A02340948 Harry James Potter Transaction: 1251772 Waiting Start Over									
Query Date: 03	Query Date: 03/12/2020 Last Paid Date:									
Approval Categ	ory: JC_WGH	Job Change Wage	Hourly Approval Ty	pe: JC_WGH Job Cl	nange Wage Hourly					
Position: P050	22 Wage Hou	urly Suffix: 00								
Transaction	Default Earni	ngs Job Labor Dis	tribution Routing	Other Information and	d Comments					
ROUTING						🖬 Insert	🗖 Delete 🛛 📲 Copy	Ϋ Filter		
Origina	ator ID A016	43366	Nicholl	e 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				
📕 ┥ 🗍 of	Image: Image         Image         Record 1 of 3									
<b>A Y</b>	▲     ▲     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 approvers A#. You can search for them by clicking on the ellipses (...) after clicking in the field. HHOME: Department Head/Director. STUEMP and SEAPL: STUDENT\_EMPL.

**Save** (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)		🔒 ADD	Retrieve	뤕 RELATE	ED 🔆 TOOLS					
Pending Change: Proxy For: HR_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting										
Query Date: 03/04/2020 Last Paid Date:										
Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval T	ype: JC_TSA Set Amount Term	Process								
Position: P10111 Wage - Exempt Suffix: 00										
Transaction Default Earnings Job Labor Distribution Routing Other I	Information and Comments									
OTHER INFORMATION	•		🗄 Insert	Delete	Copy 🔍 Filter					
Created Date 03/09/2020	Originator ID	A01643366								
Submitted Date	Submitter ID									
Application Date	Applied to Database									
	By									
COMMENTS			🖶 Insert	Delete	Copy Ϋ, Filter					
Comments										
Activity Date: 03/00/2020 04/54/54 DM Activity Hour: 404642326					SAVE					
Activity Date 05/09/2020 04:51:51 PM Activity User A01043300					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. Include your name and phone number.

**Save** (F10)

× Electro	nic Personnel Action NOAEPAF 9.3.1	1 (ZDEVL)		ADD 🔒	-	RETRIEVE	A RELATED	🔅 TOOLS	1
Pending Chang	e: Proxy For: ID: A023409	8 Harry James Po	otter Transaction: 1251732 W	aiting		About Bar	ner		^
Query Date: 02	/25/2020 Last Paid Date:					OPTIONS			
Approval Categ	ory: .	Appro	val Type: JB_LBR Job Labor D			Transactio	n		
Position:						Cudomit To			
Transaction	Defenit Earnings Job Labor Distri	oution Routing	Other Information and Comme	nts		Submit In	ansacuon		- 1
* TRANSACTION					_	Apply Trai	nsaction		- 1
Applied Status	Field Name	Current Val	lue	,	teni	Cancel PA	ιF		
3						Delete PA	F		

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

X 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 Q	Query Date: 02/25/2020 Last Paid Date: Start Over	0
Approval Category: ,	Approval Type: JB_LBR Job Labor Distribution	Position: I 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 App	provals Error Message NOIEMSG 9.3.3 (ZDEVL)						A RELATED	🗱 TOOLS
	Proxy For:			Transaction Number:		1251731			Go
	ID:	A02340948		Originator:	A01643366				-
		Harry James Potter							
	Category:			Errors:	~				
	Warnings:	*							
Get S	Started: Comple	te the fields above and cli	ck Go. To search	by name, press TAB from a	n ID field, enter y	our search criter	ria, and then pre	ss 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**.