

# 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 Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For:  Office HR

ID:  Harry James Potter

Query Date:

Approval Category: \*  Job Change Wage Hourly

Position:  Wage Hourly

Transaction:

Last Paid Date:

Approval Type: \*  Job Change 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.

**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)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340948 Harry James Potter Transaction:

Query Date: 03/12/2020 Last Paid Date:

Approval Category: JC\_WGH Job Change Wage Hourly Approval Type: JC\_WGH Job Change Wage Hourly

Position: P05022 Wage Hourly Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Field Name	Current Value	New Value		
Jobs Effective Date*	03/12/2020	04/01/2020		
Mo./Hrly/SemiMo.Rate	10	12		
Title	Tutor			
Job Location	MAIN			
Job Change Reason*	E2	EH		
Timesheet Orgn*	DPPERS	DPPERS		

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)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_MWH Semi Monthly Pay Wage

Position: P10111 Wage - Exempt Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Delete PAF

**Next Action**

Routing

Other Information and Comments

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: HR\_OFFICE Office HR ID: A02340948 Harry James Potter Transaction: 1251772 Waiting Start Over

Query Date: 03/12/2020 Last Paid Date:

Approval Category: JC\_WGH Job Change Wage Hourly Approval Type: JB\_LBR Job Labor Distribution

Position: P05022 Wage Hourly Suffix: 00

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

CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 03/12/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	En
U	A01694	101164	E03533	625300	1010					100.00	

Record 1 of 1

NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date \* 03/12/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	En
U	A01694	101164	E03533	625300	1010					100.00	
										Total Percent	100.00

SAVE

Approval Type: JB\_LBR

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

**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)

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

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340948 Harry James Potter Transaction: 1251772 Waiting Start Over

Query Date: 03/12/2020 Last Paid Date:

Approval Category: JC\_WGH Job Change Wage Hourly Approval Type: JC\_WGH Job Change Wage Hourly

Position: P05022 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 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 RELATED TOOLS

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting Start Over

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_TSA Set Amount Term Process

Position: P10111 Wage - Exempt Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing **Other 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 Filter

Comments

Activity Date 03/09/2020 04:51:51 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. Include your name and phone number.

Save (F10)

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

**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.

**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**.