

Instructions for JC_MGA

This EPAF is used to change a Graduate Assistants (P03XXX) position.
Position changes must occur on the first day of a pay period.

Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD)

Pending Change: Proxy For: HR_OFFICE Office HR

ID: A02460220 Anxi Eh Ty Transaction:

Query Date: 09/16/2024 Last Paid Date:

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_MGA Job Change Graduate Assistant

Position: P03068 Graduate Assistants Suffix: 00

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.

Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD)

Pending Change: Proxy For: HR_OFFICE Office HR ID: A02460220 Anxi Eh Ty Transaction: Query Date: 09/16/2024 Last Paid Date:

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_MGA Job Change Graduate Assistant Position: P03068 Graduate Assistants Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	MIS EJ03	E-mail	Additional Identification	Other Information and Comments																																																												
<table border="1"> <thead> <tr> <th>Applied Status</th> <th>Field Name</th> <th>Current Value</th> <th>New Value</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td></td> <td>Jobs Effective Date*</td> <td>08/26/2024</td> <td>09/16/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Personnel Date*</td> <td>08/26/2024</td> <td>09/16/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Title</td> <td>Graduate Research Assistant</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Mo./Hrly/SemiMo.Rate</td> <td></td> <td>500</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>FTE</td> <td>0.5</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Pays</td> <td>5</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Factor</td> <td>5</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Supervisor ID</td> <td>A00015817</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Job Location</td> <td>MAIN</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Job Change Reason*</td> <td>E2</td> <td>A5</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Timesheet Orgn</td> <td>DPMATH</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>								Applied Status	Field Name	Current Value	New Value	Remove		Jobs Effective Date*	08/26/2024	09/16/2024	<input type="checkbox"/>		Personnel Date*	08/26/2024	09/16/2024	<input type="checkbox"/>		Title	Graduate Research Assistant		<input type="checkbox"/>		Mo./Hrly/SemiMo.Rate		500	<input type="checkbox"/>		FTE	0.5		<input type="checkbox"/>		Pays	5		<input type="checkbox"/>		Factor	5		<input type="checkbox"/>		Supervisor ID	A00015817		<input type="checkbox"/>		Job Location	MAIN		<input type="checkbox"/>		Job Change Reason*	E2	A5	<input type="checkbox"/>		Timesheet Orgn	DPMATH		<input type="checkbox"/>
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<p>- Indicates a required field.</p> <p>1 of 1 Per Page Record 1 of 11</p>																																																																			
<p>APPROVER</p> <p>Approver Action: None Queue Status: <input type="text"/></p>																																																																			

Go to NOAEPAF.

ID: Enter the employee's A#.

Transaction Number: Banner will generate the transaction number after you save the first page.

Query Date: The first day of the pay period the change is to take effect.

Approval Category: JC_MGA

Approval Type: Defaults to JC_MGA.

Position/suffix: Enter the employee's position number and suffix that you want to make changes. (click on the ellipses next to the suffix box)

Select Go (Alt+PgDn)

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.

New Value Column: Enter new information.

Job effective date: Must match the Query Date.

Personnel Date: First day of the previous pay period it was to be effective if retro.

Title: Only enter if changing.

Mo./Hrly/SemiMo.Rate: Enter the new semi-monthly rate.

FTE: Change to the appropriate FTE if needed.

Pays: Change to the remaining pay periods for payments. **Only enter when making a semi-monthly change.**

Factor: Must match Pays field.

Supervisor ID: Enter the supervisor's A# if changing.

Job Location: Change if needed.

Job Change Reason: A5 is the default.

Time sheet Org: Enter in Home Department's DPCode (ie. DPMATH) It is not required.

Save (F10)

Pending Change: Proxy For: HR_OFFICE Office HR ID: A02460220 Anxi Eh Ty Transaction: 1455998 Waiting Query Date: 09/16/2024 Last Paid Date: Start Over

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: P_LABR Labor Distribution Process Position: P03068 Graduate Assistants Suffix: 00

Transaction Default Earnings **Job Labor Distribution** Routing MIS EJ03 E-mail Additional Identification Other Information and Comments

▼ CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 08/26/2024											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
U	A04385	101164	E03757	617100	1010					100.00	
										Record 1 of 1	

▼ NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date * 09/16/2024											
COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A04385	101164	E03757	617100	1010					100.00	
										Record 1 of 1	
										Total Percent 100.00	

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

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 and so forth.

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

Account Numbers:

617100 – Graduate Insurance

617200 – Opted out of Graduate Insurance

Total Percent: must equal **100.00**

Save (F10)

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

Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02460220 Anxi Eh Ty Transaction: 1455998 Waiting Query Date: 09/16/2024 Last Paid Date: [Start Over](#)

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_TGA Set Amount GA Term Process Position: P03068 Graduate Assistants Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	MIS EJ03	E-mail	Additional Identification	Other Information and Comments
TRANSACTION							
Applied Status	Field Name	Current Value	New Value	Remove			
	Jobs Effective Date	08/26/2024		<input type="checkbox"/>			
	Job End Date	12/13/2024		<input type="checkbox"/>			
	Title	Graduate Research Assistant		<input type="checkbox"/>			
	FTE	0.5		<input type="checkbox"/>			
	Mo./Hrly/SemiMo.Rate*		500	<input type="checkbox"/>			
	Pays	5		<input type="checkbox"/>			
	Factor	5		<input type="checkbox"/>			
	Supervisor ID*	A00015817		<input type="checkbox"/>			
	Job Change Reason	E2	A5	<input type="checkbox"/>			

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APPROVER

Approver Action: Queue Status:

Approval Type: JC_TGA (Termination)

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

Current Value column pulls from NBAJOBS. The New Value column is the termination dates you will be entering. The termination cannot be changed in this EPAF.

Jobs Effective Date: This date needs to match the Current Value Job End Date.

Job End Date: Matches the Current Value Job End Date.

Title: Enter the new title if changed.

FTE: Enter the new FTE if changed.

Mo./Hrly/SemiMo.Rate: Enter the new semi-monthly rate.

Pays: Change to the remaining pay periods for payments. **Only enter when making a semi-monthly change.**

Factor: Must match Pays field.

Supervisor ID: Enter Supervisor's A# if changing.

Job Change Reason: A5 is the default.

Save (F10)

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

Level Code: These defaults 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/VP.

GRAD: Graduate Studies (defaults to David Richard Cutler)

HR: Human Resources

APPLY: Human Resources

Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02460220 Anxi Eh Ty Transaction: 1455998 Waiting Query Date: 09/16/2024 Last Paid Date: [Start Over](#)

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_TGA Set Amount GA Term Process Position: P03068 Graduate Assistants Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	MIS EJ03	E-mail	Additional Identification	Other Information and Comments
ROUTING							
Originator ID	A00015817 Leanna Lammert						
Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date	
HHOME	20			Approval	In Queue		
GRAD	60			Approval	In Queue		
HR	80			Approval	In Queue		
APPLY	95			Apply	In Queue		

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Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02460220 Anxi Eh Ty Transaction: 1455998 Waiting Query Date: 09/16/2024 Last Paid Date: [Start Over](#)

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_TGA Set Amount GA Term Process Position: P03068 Graduate Assistants Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing MIS EJ03 E-mail Additional Identification **Other Information and Comments**

OTHER INFORMATION Insert Delete Copy Filter

Created Date	07/26/2024	Originator ID	A00015817
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments "Graduate Research Assistant
Change Effective Date: 09/16/2024
End Date: 12/13/2024
New Semi-Monthly Rate: \$600.00
New supervisor: A00016702 (Name)
FTE: 0.5
Index: A06561 - 100.00%

Information Provided By: Joy 7-1918"

1 of 1 Per Page Record 1 of 1

Save (F10)
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 to make a decision. Include your name and phone number.

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.22.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A01974523 Ruger Parry Carter Transaction: 1433365 Waiting Query Date: 02/01/2024 Last Paid Date: 09/30/2023

Approval Category: JC_MGA Job Change Graduate Assistant Approval Type: JC_TSA Set Amount Term Process Position: P03061 Graduate Assistants Suffix:

Transaction Default Earnings Job Labor Distribution Routing MIS EJ03 E-mail Additional Identification Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*	07/01/2023	06/30/2024
P	Job End Date*	06/30/2024	06/30/2024

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

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: , 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 Approvals Error Message NOIEMSG 9.3.3 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Proxy For: Transaction Number:

ID: A02340948 Originator: A01643366

Harry James Potter

Category: 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**.