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.

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)

Electronic Personnel Action NOAEPAF 9.3.23 (ZPPRD)

ADD   RETRIEVE   RELATED   TOOLS

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	

◄ 1 of 1 ►   4 ˅   Per Page   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	
									Total Percent	100.00	

◄ 1 of 1 ►   4 ˅   Per Page   Record 1 of 1

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

Approval Type: JB_LBR

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

Job Labor Distribution tab: This page indicates which index(es) 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**.

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

▼ 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 ► ►| 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)

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.**