Instructions for JB_ADJ Banner SSB (Adjunct/Overload)

Important: When using this EPAF for Extra Contractual Service, please refer to and comply with
Utah State University Policy 376. Click here for the ESC form.

New EPAF Person Selection

ⓘ Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name	Last Name		ID	SSN/SIN/TIN	
		☐ Is an employee or		or	Search

Enter or Generate New ID

ⓘ * indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

ID *

Generate new ID

Query Date *

04/01/2022

Approval Category *

ESC/Additional Pay-P01, P09, Z Positions, JB_ADJ ⌄

Go

Access **Banner SSB New EPAF Creation**

Use the **New EPAF Person Selection** search fields to find the employee's A#

ID: Enter employee's A# (A# will auto-populate from the **New EPAF Person Selection** if used**)**

Query Date: The Query Date must be the first day of the month to begin payment.

Approval Category: Use drop-down menu to select "ESC/Additional Pay-P01, P09, Z Positions, JB_ADJ"

Click **Go**

Adjunct/Overload/Contractual, JB_A

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☑	New Job	Z_ADDT 🔍	00	Additional / Allowance	USU, University				
☐	Primary	995463	00	HR Representative I	DPPERS, Human Resources	09/22/2021		11/30/2021	Active

Details: Select "New job" and enter the new position number and suffix.

Position Number:
> **P01XXX*** for Instructional Overload (teaching for credit).
> **P09XXX*** for Non-instructional Overload.
> > ***XXX=** The last three digits of the position number designate your department.
> **Z_ADDT** for Moving Allowances and Awards/Bonuses. (PHATIME is preferred to process Awards/Bonuses).

Suffix: 00 for new assignments. 01, 02, 03…for additional assignments in the same department and position number. Check NBAJOBS and NBIJLST to ensure you are using the correct suffix. The query date will need to be 07/01/2005.

Click **Go**

Adjunct/Overload/Contractual, Z_ADDT-00 Additional / Allowance

Jobs Effective Date *

04/01/2022   Old Value:

Personnel Date

04/01/2022   Old Value:

Job Begin Date *

04/01/2022   Old Value:

Contract Type *

Overload   Old Value: Not Selected

Title

     Old Value:

Annual Salary *

4000   Old Value:

FTE *

.25   Old Value:

Pays *

1   Old Value:

Factor *

1   Old Value:

Job Location *

MAIN, Logan Main Campus   Old Value: Not Selected

Job Change Reason *

A2, A/O Outside Home Dept   Old Value: Not Selected

Timesheet Orgn *

DPPERS   Old Value:

Jobs Effective Date: This date should match the Query Date and Job Begin Date which is the first day of the month the payment begins.

Personnel Date: This date should reflect the actual service begin date, if different from the Effective and Begin Dates.

Job Begin Date: This date should be the same as the Job Effective Date.

Contract Type: Overload.

Title: Enter the title of assignment or description of service being performed (i.e. "Teaching PSY 2000" or "Moving Allowance:" – only allowed up to 30 letters/spaces). This is NOT the employee's primary position title.

Annual Salary: This is the amount to be paid. This is NOT the base salary for the primary position. If the person is going to be paid $1000 for four months, this amount would be $4000.

FTE: The FTE defaults to .25 and cannot be changed.

Pays and Factors: These numbers must match. They indicate how many monthly payments will be made. For example, if the base salary is $4000, and the Pays and Factors are 4, the employee will receive four payments of $1000.

Job Location: **MAIN** (main campus) is the default but it can be changed to a different location by selecting from the drop down.

Job Change Reason Code: See available codes in the drop down (A2: Adjunct/Overload outside Home Department).

Timesheet Orgn: Department's unique "DP" code

Job Labor Distribution, Z_ADDT-00 Additional / Allowance

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

Current

Current: Should be blank.

Effective Date
04/01/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbr Override Date
					No results found.						

New

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. You can add additional indexes by clicking on "Add Row"

Effective Date MM/DD/YYYY

04/01/2022 📅

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbr Override Date
🔍	, 🔍	1011	E05813	615 🔍	1060					100	

⊕ Default from Index   ⊕ Add Row

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

Account Numbers:
  P01 and P09 – 616800
  Z_ADDT – Moving Allowance: 618605
  Awards: 615300
  Early Retire Rehire: 617500

Total Percent: Must equal 100.00

Assignment Termination Process, Z_ADDT-00 Additional / Allowance

Jobs Effective Date *

| 04/30/2022 | 📅 | 🕘 | Old Value: |

Job End Date *

| 4/30/2022 | 📅 | 🕘 | Old Value: |

Personnel Date *

| 4/30/2022 | 📅 | 🕘 | Old Value: |

Job Status *

| T | 🕘 | Old Value: |

Job Change Reason *

| A3 | 🕘 | Old Value: |

Timesheet Orgn *

| DPPERS | 🔍 | 🕘 | Old Value: |

Jobs Effective Date and **Job End Date**: Last day of the month to be paid.

Personnel Date: Last date of service, if different from the Effective Dates.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to A3 (termination of Adjunct/Overload).

Timesheet Orgn: This is your home department "DPCODE" (example DPMATH).

Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (HHIRE) Hiring Department Head/Dir ⌄	Not Selected ⌄	Approve ⌄	
15 - (DHIRE) Hiring Department Dean/VP ⌄	Not Selected ⌄	Approve ⌄	
80 - (HR) HR Office ⌄	HR_OFFICE - HR, Office ⌄	Approve ⌄	
95 - (APPLY) Applier_HR Office ⌄	HR_OFFICE - HR, Office ⌄	Apply ⌄	

⊕ Add Row

Comments

Add Comment

Remaining Characters : 4000

Routing: This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval levels

> (HHOME) Home Department Head/Dir
> (DHIRE) Hiring Department Dean/VP
> (HR) HR Office
> (APPLY) Applier_HR Office

User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down menu to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

Comments: Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.

For **Extra Compensation EPAF's** with P01XXX and P09XXX position numbers, include in the comments the following information: **base salary, 20% of base salary, dates of service, payment for this EPAF, all overload payments to date including this EPAF, description of services to be performed, and the Service Now RITM number of the ESC.**

Delete	Save	Submit

⚙ 👤 Nicholle Johnson 1

✅ The transaction has been successfully submitted.

Click **Submit**

You will get this notice if the EPAF successfully submits. Once submitted, the EPAF will change to a Pending status and go onto routing for approvals.