

JB_MGA EPAF (Banner SSB)

JB_MGA EPAF is used to assign a position for Graduate Assistants if the person has been established in PEAEMPL and active. This EPAF will set up monthly payments and track encumbrances for Graduate Assistants.

A Graduate Assistant should be classified in one of three ways: Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant. When an employee is both a research and teaching assistant, he or she should be classified in the position which will occupy most of his or her time. (Ref: USU Graduate Assistant Positions Approved by the Graduate Council 10/15/1999).

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	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

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.

Access **Banner SSB New EPAF Creation**

Enter the Employees A# into the ID box under New EPAF Person Selection, or by using the other applicable fields (First Name, Last Name, SSN).

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.

ID *

A01480294

Kallen Jessie Wilcox

[Generate new ID](#)

Query Date *

03/23/2022

Approval Category *

Set-up Graduate Assistantship-P03 position (active PEAEMPL), JB_MGA

Go

ID

Kallen Jessie Wilcox, A01480294

Query Date

03/23/2022

Approval Category

Job Assgn GA Mont

Grad Assistant Pay Process, JB_GAP

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	P03092	00	Graduate Assistants	DPPERS, Human Resources

All Jobs

Next Approval Type

Go

Enter or Generate New ID:

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

Query Date: The date the employment is to begin. (Must be at least the first day of classes to receive NR Waiver)

Approval Category: Use drop-down menu to select **“Set-up Graduate Assistantship-P03 position (Active PEAEMPL), JB_MGA”**

Click **Go**

Grad Assistant Pay Process, JB_GAP:

Check the “New Job” box.

Position: Enter the Position Number. It must be a P03xxx (Graduate Assistant).

Suffix: Enter the suffix for this position. Check NBIJLIST to ensure you are using a position and suffix that has not been used before. The query date will need to be 07/01/2005.

Click **Go**

Grad Assistant Pay Process, P03092-00 Graduate Assistants

Jobs Effective Date *

   Old Value:

Personnel Date

   Old Value:

Job Begin Date

   Old Value:

Contract Type

Title

  Old Value:

Annual Salary

  Old Value:

Job Location

Timesheet Orgn

   Old Value:

Grad Assistant Pay Process:

Any field with an *asterisk is required.

Job Effective Date: Must be the same as the Query Date.

Personnel Date: This date should match the Query and effective date. If you leave blank it will default from the query date.

Job Begin Date: Must be the same as the Query and Effective Date.

Contract Type: "P" (Primary) is defaulted.

Title: Enter the title of the position. (Titles are: Graduate Instructor, Graduate Teaching Assistant or Graduate Research Assistant) Do not use All Caps and No Abbreviations.

Annual Salary: Enter the amount listed on the Graduate Excel worksheet.

Job Location: MAIN (main campus) is the default but it can be changed to different location by clicking on the ellipses (...) on the right side of the box.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

GA Monthly Award Process, P03092-00 Graduate Assistants

Jobs Effective Date *



Old Value:

FTE



Old Value:

Hours per Pay



Old Value:

Regular Rate



Old Value:

Pays



Old Value:

Factor



Old Value:

Job Change Reason



Old Value:

GA Monthly Award Process:

Job Effective Date: Must be the same as the Query Date.

FTE: Defaults to .50 but can be changed to the appropriate FTE (.25 or .5)

Hours Per Pay: Defaults to 1 and cannot be changed.

Regular Rate: Enter the monthly amount to be paid based off of the Graduate Excel worksheet.

Pays and Factors: Enter the number of months of payment. Pays must be the same as Factors. Example: If employee is working for 4 months and you want to pay them for 4 months, then enter a 4 in both Pays and Factors.

Job Change Reason: E2 will default for new hire reason. You can change it by clicking on the ellipses (...) at the right side of the box.

Current

Effective Date






08/01/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	615300	6060					100

New

Effective Date MM/DD/YYYY

11/01/2021 

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U 	<input type="text" value="Q"/>	107893	E04672	625500 	4090					75
U 	A0369 	103528	E02315	625500 	4090					25

Job Labor Distribution (P_LABR):

Current:

Auto populated with current payroll information.

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:

617100 – For employees eligible for subsidized insurance.

617200 – For employees who are NOT eligible for subsidized insurance.

Total Percent: Must equal **100.00**.

*If you need to have more than one index, select “Add Row”, and repeat the fields above. When using more than one index the SUM of percentages must be equal to 100% (50% + 50%, OR 33.3% + 33.3% + 33.4% etc.) Click on the trash can to delete a row (far right).

Assignment Termination Process, P03092-00 Graduate Assistants

Jobs Effective Date *

Old Value:

Job End Date

Old Value:

Personnel Date

Old Value:

Job Status



Old Value:

Job Change Reason



Old Value:

Timesheet Orgn

Assignment Termination Process:

Jobs Effective Date and **Job End Date:** Last day of work. (Must be at least the last day of finals for the NR Waiver.)

Personnel Date: Must match the term effective and end date.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to A5.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departme... ▼	A00475171 - Abercrombie, N... ▼	Approve ▼	
70 - (STUEMP) Student Employ... ▼	STUDENT_EMPL - Student, E... ▼	Approve ▼	
94 - (SEAPL) Applier_Student E... ▼	STUDENT_EMPL - Student, E... ▼	Apply ▼	

Routing Queue: 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

(STUEMP) Student Employment Office

(SEAPL) Applier_Student Emp. Office

User Name: Click on field and select/enter approver's A#. If unsure, you can use the magnifying glass 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

Add Comment

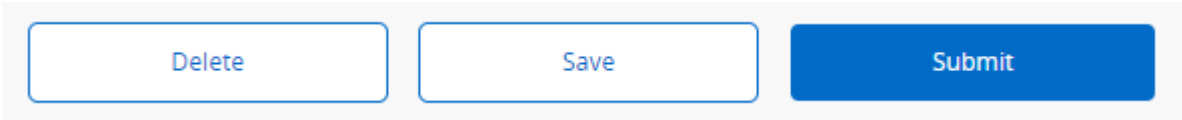
Remaining Characters : 4000

Comments: Every EPAF needs comments explaining why it is being submitted. Please provide what changes are being made. Include your name and extension.

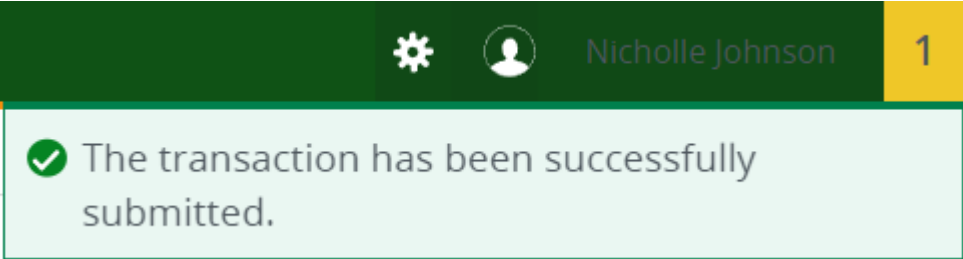
Please include at least the following for the Graduate Office approval:

Title - Start Date - End Date - Monthly Pay - FTE - Any Dept. Exceptions

Click **Save**



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.