

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

① 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

① * 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.

ID *

A02309137

Memphis Kage Lammert

Generate new ID

Query Date *

08/26/2024



Approval Category *

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



Go

New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID	Query Date	Approval Category
Memphis Kage Lammert, A02309137	08/26/2024	Job Assgn GA SemiMo Award Pmt, JB_MGA

Grad Assistant Pay Process, JB_GAP

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	P03068 	00	Graduate Assistants	DPMATH, Mathematics & Statistics	

JB_MGA EPAF

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, P03068-00 Graduate Assistants

Jobs Effective Date *

Old Value:

Personnel Date

Old Value:

Job Begin Date *

Old Value:

Contract Type *

Old Value: Not Selected

Title *

Annual Salary *

Supervisor ID *

Job Location *

Timesheet Orgn *

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.

Supervisor ID: Enter the supervisor's A#

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 SemiMo Award Process, P03068-00 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. You can change it by clicking on the ellipses (...) at the right side of the box.

Current

Effective Date
08/26/2024

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

New

Effective Date MM/DD/YYYY

08/26/2024 

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
U 	A04385 	101164	E03757	617100 	1010					100		

 Default from Index  Add Row

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, P03068-00 Graduate Assistants

Assignment Termination Process:

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 *

Old Value:

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
20 - (HHOME) Home Department Head/Dir	Not Selected
25 - (DHOME) Home Department Dean/VP	Not Selected
60 - (GRAD) Graduate School	Not Selected
80 - (HR) HR Office	Not Selected
95 - (APPLY) Applier_HR Office	Not Selected

Comments

Add Comment

Remaining Characters : 4000

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

(DHOME) Home Department Dean/VP

(HR) HR Office

(APPLY) Applier_HR Office

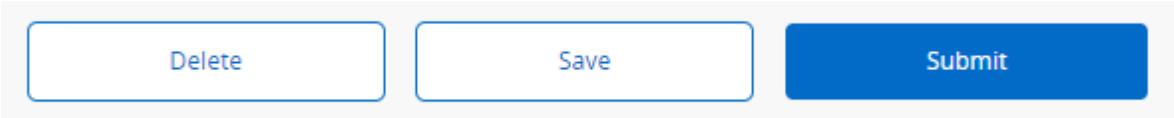
User Name: Click on field and select/enter approver's A#. If unsure, you can use the magnifying glass to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

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

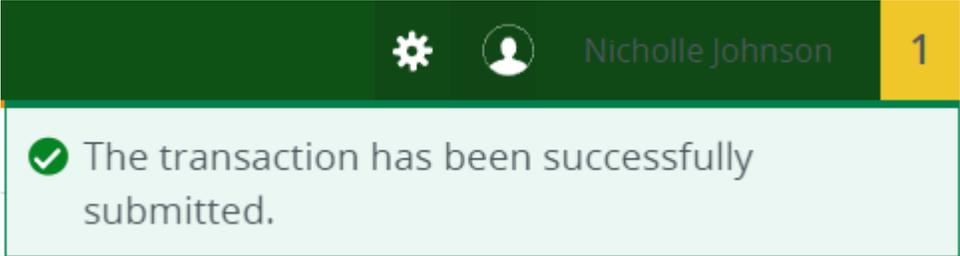
Please include at least the following for the Graduate Office approval:

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

Click **Save**



Click **Submit**



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