

Instructions for JB_MW2

This EPAF is used to hire non-benefitted wage hourly (exempt) employees receiving a set amount. This EPAF can only be used after PEAMPL has already been established. **Use only for P10xxx Positions.**

New EPAF Person Selection

i 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 Is an employee or ID or SSN/SIN/TIN

Enter or Generate New ID

i * 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 *

03/24/2022

Approval Category *

Set-up Bi-Monthly Amount Job-P10 position (active PEAMPL), JB_MW2

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.

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

Query Date: The date the new employee will begin the new position.



Approval Category: Select **“Set-up Bi-Monthly Amount Job-P10 position (active PEAMPL), JB_MW2”**



Click **Go**



Hourly Job Process, JB_H


Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	P10127	00	Wage - Exempt	DPEXYP, Extension Youth Programs				
<input type="checkbox"/>	Primary	P05127	00	Student Worker	DPEXYP, Extension Youth Programs	04/26/2021		12/15/2021	Active

Hourly Job Process, P10127-00 Wage - Exempt

Jobs Effective Date *
   Old Value:


Personnel Date
   Old Value:



Job Begin Date *
   Old Value:


Contract Type *
 

Title

Regular Rate *

Job Location *
 

Job Change Reason *
   Old Value: Not Selected

Timesheet Orgn *
 

Hourly Job Process, JB_H:

Position Number: Enter the position number – P05xxx (wage hourly) or P04xxx (work-study)

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**

Job Effective Date: Must be the same as the query date.

Personnel Date: This date typically matches the job query and job effective date, but can be different if it needs to indicate date of actual change/employment beginning.

Job Begin Date: Must be the same as the query date

Contract Type: “P” (Primary) is defaulted. “S” (Secondary) can be used if employee has another active position.

Title: Enter the title of the position. Check Spelling.

Regular Rate: The amount to pay on a semi- monthly basis.

Job Location: MAIN (Main campus) is the default but it can be changed to different location using the drop down menu

Job Change Reason: E2 will default (Rehire). You can change it by using the drop down menu

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

Semi Monthly Pay Wage Hourly, P10127-00 Wage - Exempt

Jobs Effective Date *

Old Value:

Title


Regular Rate

Pays *

Old Value:

Factor *

Old Value:

Hours per Pay *

Old Value:

Job Location

Job Change Reason

Timesheet Orgn

Job Effective Date: This date should be the same as the Query Date or a date in the future.

Title: Enter the title of the position. Check Spelling.

Hourly/Monthly Rate: This is the amount you want to pay the employee semi-monthly.

Pays: Defaulted to 1.

Factor: Defaulted to 1.

Hours per Pay: Defaulted to 1.

Job Location: MAIN (Main campus) is the default but it can be changed to different location using the drop down menu

Job Change Reason: Use the same change reason you put into the JB_H window.

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

Current

Effective Date
03/24/2022

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

New

Effective Date MM/DD/YYYY

03/24/2022

COA	Index	Fund	Organization	Account	Program	Percent
U	A03436	101164	E03907	625300	1010	100

+ Default from Index

+ Add Row

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

Current: Will have no existing data.

New:

Payroll information you are wanting to charge for the position.

Effective Date: The date you want the new payroll information to begin. **MUST** be the same as the query date as well as be the first day of the pay period.

COA: Auto populates to U

Index: Enter the Index you wish to use.

Account: Enter the associated account number.

Percent: Must be Equal to 100%.

*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.)

Assignment Termination Process, P10127-00 Wage - Exempt

Jobs Effective Date *



Job End Date *



Personnel Date *



Job Status *



Old Value: Not Selected

Job Change Reason *



Old Value: Not Selected

Timesheet Orgn *



Jobs Effective Date: Last day to be paid.

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 TC (Termination-Appointment Complete).

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

Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (HHIRE) Hiring Department Head/Dir	Not Selected	Approve	
70 - (STUEMP) Student Employment Office	Not Selected	Approve	
94 - (SEAPL) Applier_Student Emp. Office	Not Selected	Apply	

+ Add Row

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 level:

(HHIRE) 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 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.

Example:

Effective date:

iCIMS Req #:

Regular rate:

Index:

Other relevant info you believe is relevant

-Courtney 7-0474



Click **Submit**

Settings icon | Profile icon | Nicholle Johnson | 1

✓ The transaction has been successfully submitted.

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.