JB_SAL EPAF (Banner SSB)

This EPAF is used for assigning benefited positions (**99xxx**) to employees who are already defined as employees at USU (PEAEMPL = Active).

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

Access Banner SSB New EPAF Creation

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

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 D

ID *

A01480294

Kallen Jessie Wilcox

Generate new ID

Query Date *

03/28/2022

Approval Category *

Set-up New Benefited Job-99 position (active PEAEMPL), JB_SAL

[Go]

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

Query Date: Enter the date of hire. This is the first day the employee starts working.

Approval Category: Use drop-down menu to select **"Set-up New Benefited Job-99 (active PEAEMPL), JB_SAL"**

Click **Go**

Salary Job Process, JB_S

Select	Type	Position	Suffix	Title	Time Sheet Organization
☑	New Job	997537 🔍	01	HR Representative I	DPPERS, Human Resources

[All Jobs]   [Next Approval Type]   [Go]

Position Number: Type the position number in the field. (Unique 99XXXX number from NBIPORG)

Suffix: 00 for new position. 01, 02, 03...for additional assignments in the same department and position number. 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.

 Go (Alt+PgDn).

Salary Job Process, 997537-01 HR Representative I

Jobs Effective Date *

03/28/2022

Personnel Date

03/28/2022

Job Begin Date

03/28/2022

Contract Type

Primary

Title

Human Resource Representative

FTE

1.0

Appointment Percent

100

Annual Salary

35000

Job Location

MAIN, Logan Main Campus

Job Change Reason

E2, Rehire

Timesheet Orgn

dppers

Salary Job Process:

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

Personnel Date: Should reflect the actual begin date if different than Query Date.

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

Contract Type: Select contract type "P" (should be Primary for 99 salaried positions).

Title: Enter the title of the position.

FTE: Full-time equivalent. Entered as a decimal. For example: 1 for full (100%) time, .75 for 75% time, etc.

Appointment Percent: Enter the appointment percent as a whole number. Ex. 100 for full (100%) time, 75, 50, etc.

Annual Salary: The monthly amount the employee will be paid, multiplied by 12.

Job Location: MAIN (Main campus) is the default but it can be changed to different location by clicking on the field.

Job Change Reason: Select the job change reason that best applies to the employee. Usually E2 (rehire), or transfers/promotions.

Timesheet Orgn: Department's unique "DP" code

Current

Effective Date
03/03/2022

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

New

Effective Date MM/DD/YYYY

03/28/2022

COA	Index	Fund	Organization	Account	Program		Percent
U	A06561	101164	E03832	615300	6060	• • •	100

(+) Default from Index   (+) Add Row

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

Current Value: Should be blank

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.

Percent: More than one index can be added by selecting the "Add Row" option. The percent should equal 100 when all the indexes are added together.

Account Number: 615300

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departme... ⌄	Not Selected ⌄	Approve ⌄	
25 - (DHOME) Home Departme... ⌄	Not Selected ⌄	Approve ⌄	
50 - (EXEC) Executive VP Officers ⌄	Not Selected ⌄	Approve ⌄	
80 - (HR) HR Office ⌄	Not Selected ⌄	Approve ⌄	
95 - (APPLY) Applier_HR Office ⌄	Not Selected ⌄	Apply ⌄	

⊕ Add Row

Comments

Add Comment

Remaining Characters : 4000

Approval Level: This default based on the EPAF category.

HHOME: Department Head/Director.

DHOME: Department Dean/VP

EXEC: Select PRESIDENT_OFFICE or PROVOST_OFFICE.

HR and APPLY: HR_OFFICE.

User Name: Enter approver's name or A#. You can search using the drop-down box.

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 in order to make a decision. Be sure to add the job listing's requisition number. Include your name and phone number.

Example:
"Hire Human Resources - HR Representative I

Effective: 07/19/2021
Job Ad: 2021-3696
Replacing: Sarah Clark Salary: 35000
Notes: Hired competitively through ICIMS to work as a
HR Representative I for the Human Resource Office.
TASK0602442
Kristin x73100"

Delete | **Save** | **Submit**

☼ ☻ Wilcox, Kallen J.   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.