

JB_SUM (summer months) EPAF (Banner SSB)

This EPAF is used for up to three months of effort within the regular scope of the contract position that is in addition to the regular AY (Academic Year) assignment. This includes teaching, research and administrative duties.

When using this EPAF for Extra Contractual Service, please refer to and comply with Utah State University Policy 376.

Use JB_ADJ for efforts that are outside of the regular scope of the contract position or are additional efforts beyond the three months AY Add-on/Summer.

Access **Banner SSB New EPAF Creation**

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	<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

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.

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 generat

ID *

A01480294

[Generate new ID](#)

Query Date *

04/01/2022



Approval Category *

Set-up Summer Month Position P02, JB_SUM



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.

Remember: Banner will automatically prorate the monthly payment if an employee starts on a day other than the first of the month. If an employee starts after the Banner deadlines but before the first of the new month, then the first day of the new month should be the Effective Date with a comment that retroactive pay is needed.

Approval Category: Use drop-down menu to select "Set-up Summer Month Position, JB_SUM"

Click **Go**

Details

ID	Query Date	Approval Category
Kallen Jessie Wilcox, A01480294	04/01/2022	Job Assignment A/Y Addon/Sum, JB_SUM

Job Assignment A/Y Add-On Summer Months, JB_SUM

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	P0206 <input type="text"/>	00 <input type="text"/>	Summer Months	DPBIOL, Biology				

All Jobs

Next Approval Type

Go

Position Number: P02xxx

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).

Job Assignment A/Y Add-On Summer Months, P02063-00 Summer Months

Jobs Effective Date *

Old Value:

Personnel Date

Old Value:

Job Begin Date

Old Value:

Contract Type

Title

Annual Salary

Job Change Reason



Old Value:

Timesheet Orgn

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: Defaulted to "S" (secondary)

Title: ____ of _____. The first blank has the length of time for this EPAF. The second blank has the length of time for the total summer months for the current fiscal year. Ex.: 1st EPAF: 1 of 1 Summer Months 2nd EPAF: 1 of 2 Summer Months 3rd EPAF: 1 of 3 Summer Months X of X Summer Months Y of (X+Y) Summer Months Z of (X+Y+Z) Summer Months

Annual Salary: Additional summer pay times 12. See calculation example below: AY base of \$36000 divided by 9 is \$4000 One month of summer will be paid \$4000. \$4000 divided by months worked (2) is \$2000 \$2000 multiplied by 12 is \$24000.

Job Change Reason: Defaulted to ES.

Timesheet Orgn: Department's unique "DP" code

Labor Distribution Process, P02063-00 Summer Months

Current

Effective Date

04/01/2022

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

New

Effective Date MM/DD/YYYY

04/01/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="text"/>	<input type="text"/>	1011	E01140	616: <input type="text"/>	1010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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

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 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: 616500

Total Percent: Must be equal 100.00

Assignment Termination Process, P02063-00 Summer Months

Jobs Effective Date *

08/31/2022



Old Value:

Job End Date *

08/04/2022



Old Value:

Personnel Date *

07/21/2022



Old Value:

Job Status *

T



Old Value:

Job Change Reason *

TC



Old Value:

Timesheet Orgn *

dppers



Old Value:

Assignment Termination Process:

Job Effective Date and Job End Date: Last day of the pay period for the current summer assignment. Example: If you are splitting summer months over two months, and the effective date is 02/01/2020, this date would be 04/30/2020.

Termination dates refer to dates the job assignment ENDS. Remember that Banner prorates so if you want to pay a full month amount, put the last day of the month for the job to end.

Personnel Date: Last day employee actually worked.

Job Status: Defaulted to T (cannot be changed)

Job Change Reason: Defaulted to TC (cannot be change)

Timesheet Orgn: Enter the home department's DPcode

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.

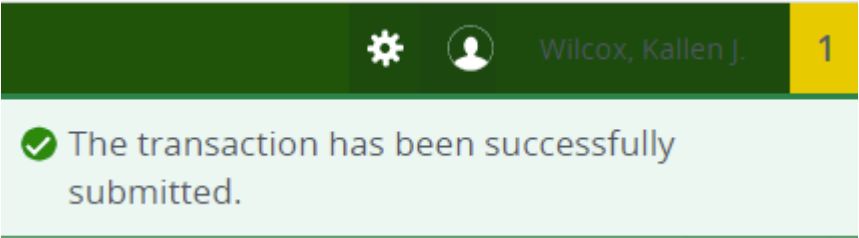
User Name: Enter approver's name or A#. You can search using the drop-down box.

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.

Follow this format: Base Salary: AY Base salary Adding # for this EPAF summer months at \$ amount for this EPAF for (work performed and dates). To be paid from start date to end date For a grand total of # summer months including this EPAF Summer months. At \$ total amount including this EPAF



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.