Instructions for JB_TN2

This EPAF is used to hire employees who are being assigned to a non-benefitted teaching position (**P07xxx**).

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

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.

ID *

[   ]

[   ]

Generate new ID

Query Date *

| 04/14/2022 | 📅 |

Approval Category *

| Set-up Teaching No Benefits Position -P07 (active PEAEMPL), JB_TN2 | ⌄ |

| 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.

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 Teaching No Benefits Position- P07 (active PEAEMPL), JB_TN2"**

Click **Go**

Hourly Job Process, JB_H

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☑	New Job	P07068 🔍	00	Wages - Teaching-No Benefits	DPMATH, Mathematics & Statistics				
☐	Primary	995463	00	HR Representative I	DPPERS, Human Resources	09/22/2021	11/30/2021	Active

Hourly Job Process, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date *

04/14/2022 📅 🕐 Old Value:

Personnel Date

04/14/2022 📅 🕐 Old Value:

Job Begin Date *

04/14/2022 📅 🕐 Old Value:

Contract Type *

Not Selected ⌄

Title

Regular Rate *

Job Location *

Not Selected ⌄

Job Change Reason *

E2, Rehire ⌄ 🕐 Old Value: Not Selected

Timesheet Orgn *

🔍

Hourly Job Process, JB_H:

Position Number: Enter the position number – P07XXX (last three digits indicate your department)

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. Always use P for new hires. Only change to S (Secondary) if currently employed in another department in a primary position.

Title: Enter the title of the position. Check Spelling

Regular Rate: Enter the hourly rate.

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. You can change it in the drop down menu

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

Semi Monthly Pay Wage Hourly, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date *

| 04/14/2022 | 📅 | 🕘 | Old Value: |

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

Title

| |

Title: Enter the title of the position. Check Spelling

Regular Rate

| |

Regular Rate: Same amount from previous screen.

Pays *

| 1 | | 🕘 | Old Value: |

Pays: Defaults to 1

Factor *

| 1 | | 🕘 | Old Value: |

Factors: Defaults to 1

Hours per Pay *

| 1 | | 🕘 | Old Value: |

Hours per Pay: Defaults to 1

Job Location

| Not Selected | ⌄ |

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

Job Change Reason

| Not Selected | ⌄ |

Job Change Reason: Enter E2 for rehire

Timesheet Orgn

| | 🔍 |

Timesheet Orgn: Department's unique "DP" code

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):

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, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date *

Job End Date *

Personnel Date *

Job Status *

| Terminated | ⌄ | ⟲ | Old Value: Not Selected |

Job Change Reason *

| TC, Termination - Appt Completion | ⌄ | ⟲ | Old Value: Not Selected |

Timesheet Orgn *

Job Effective Date: Date employment will end. Should be either on the 15th or last day of the month.

Job End Date: Must be the same as the job effective date.

Personnel Date: Typically matches the end date but can be different if it needs to indicate date of actual termination

Job Status: Defaults to T (terminated)

Job Change Reason: Defaults to TC (termination, appointment complete).

Timesheet Orgn: Department's unique "DP" code

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Department Hea... ∨	Not Selected ∨	Approve ∨	
70 - (STUEMP) Student Employment ... ∨	Not Selected ∨	Approve ∨	
94 - (SEAPL) Applier_Student Emp. Off... ∨	Not Selected ∨	Apply ∨	

⊕ Add Row

Comments

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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:

> (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:
Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.
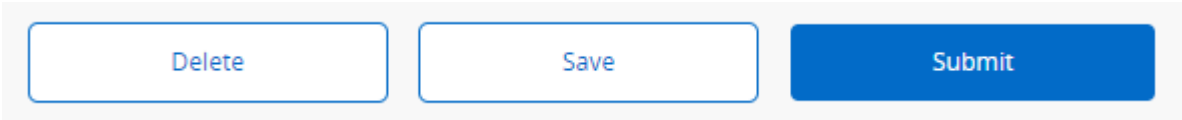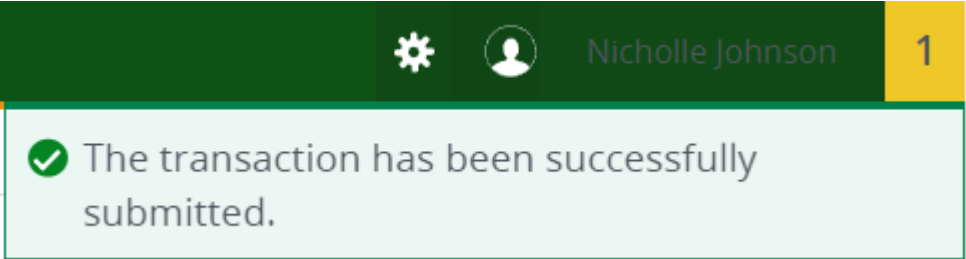Example:

Effective date:
iCIMS Req #:
Regular rate:
Index:
Other relevant info you believe is relevant
-Courtney 7-0474

Delete	Save	Submit

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.