

Instructions for JB_WH

This EPAF is used to hire a non-benefitted wage hourly employee who have already been activated in PEAEMPL. Use for P05xxx or P04xxx 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 Non-benefitted Position-P05/P04 (active PEAEMPL), JB_WH

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 Non-benefitted Position- P05/P04 (active PEAEMPL), JB_WH**”

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	P05052 <input type="text"/>	<input type="text" value="00"/>	Wage Hourly	DPSSWA, Sociology Social Work & Anthropolog				
<input type="checkbox"/>	Primary	P05127	00	Student Worker	DPEXYP, Extension Youth Programs	04/26/2021		12/15/2021	Active

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**

Hourly Job Process, P05050-00 Wage Hourly

Jobs Effective Date *

   Old Value:

Personnel Date

   Old Value:

Job Begin Date *

   Old Value:

Contract Type *

   Old Value: Not Selected

Title

  Old Value:

Regular Rate *

  Old Value:

Job Location *

   Old Value: Not Selected

Job Change Reason *

   Old Value: Not Selected

Timesheet Orgn *

   Old Value:

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)

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.)

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

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:

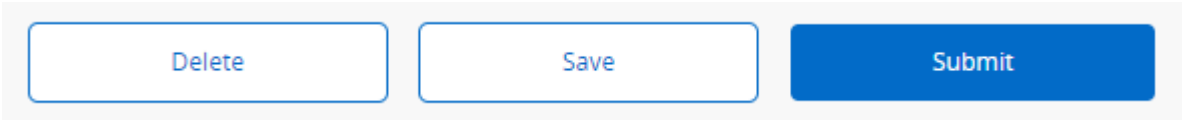
iCIMS Req #:

Regular rate:

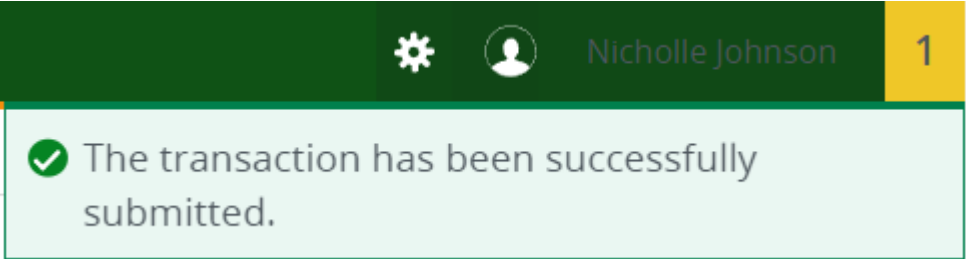
Index:

Other relevant info you believe is relevant

-Courtney 7-0474



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.