JC_LOA (Banner SSB)

Job Change Leave of Absence: This EPAF is used when full-time benefited employees go on leave.

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 *
A01480294

Kallen Jessie Wilcox

Generate new ID

Query Date *
04/18/2022 🗓

Approval Category *
Change 99 position to Leave of Absence, JC_LOA ⌄

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 **"Change 99 position to Leave of Absence JC_LOA"**

Click **Go**

Assignment LOA Process, JC_LOA

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job	🔍							
☑	Primary	997537	01	HR Representative I	DPPERS, Human Resources	04/09/2022			Active

All Jobs **Next Approval Type** **Go**

Assignment LOA Process, 997537-01 HR Representative I

Jobs Effective Date *

04/18/2022 📅 ☐ Remove 🕓 Old Value: 04/09/2022

Personnel Date

04/18/2022 📅 ☐ Remove 🕓 Old Value: 04/09/2022

Job Status *

Active ⌄

Job Change Reason *

E2, Rehire ⌄

Timesheet Orgn *

DPPERS 🔍

Assignment LOA Process:

JC LOA: Please select the job that the employee will be going on leave for.

Click **Go**

Job Effective Date: Enter the first day of the pay period when the change is effective. Should match the query date.
Personnel Date: This date should reflect the actual leave date, if different from the Effective Date.

Job Status: Do not use Active. Select the code that matches the employees leave:
- Leave without pay, with benefits
- Leave without Pay, without benefit
- Leave with pay, with benefits
- Leave with partial pay, with benefits

Job Change Reason: Choose the code that best explains the leave. Examples include but are not limited to: LW, and L2-L6.
Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)

Return LOA, 997537-01 HR Representative I

Jobs Effective Date *

| 04/09/2022 | 🗓 | ☐ Remove |

Personnel Date *

| 04/09/2022 | 🗓 | ☐ Remove |

Job Status *

| A | 🕘 | Old Value: Active |

Job Change Reason *

| ER | 🕘 | Old Value: E2 |

Job Labor Distribution, 997537-01 HR Representative I

Current

Effective Date
04/09/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
U	A06561	101164	E03832	615300	6060					100	

New

Effective Date MM/DD/YYYY

| 04/18/2022 | 🗓 |

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
🔍	🔍	1011	E03832	615 🔍	6060					100	

⊕ Default from Index   ⊕ Add Row

Return LOA:

Job Effective Date: Enter the first day the employee will return to work.

Personnel Date: This date should reflect the actual leave date, if different from the Effective Date.

Job Status: Defaults to "A" (Active) and cannot be changed.

Job Change Reason: Defaults to "ER" and cannot be changed.

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 Department Head/Dir ▼	Not Selected ▼	Approve ▼	
25 - (DHOME) Home Department Dean/VP ▼	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

Save

New EPAF · EPAF Originator Summary

Routing Queue:

Approval Level: This default based on the EPAF category.

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

HHOME: Department Head/Director.

DHOME: Department Dean/VP

EXEC: Select PRESIDENT_OFFICE or PROVOST_OFFICE.

HR and APPLY: HR_OFFICE.

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.

| Delete | Save | Submit |

Click **Submit**

| ⚙ | 👤 | 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.