

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

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 Search

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 *

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 employees leave begins.

Approval Category: Select “**Change 99 position to Leave of Absence JC_LOA**”

Click **Go**

Assignment LOA Process:

Assignment LOA Process, JC_LOA

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	997537	01	HR Representative I	DPPERS, Human Resources	04/09/2022			Active

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

Click **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

Job Effective Date: This 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
<input type="text"/>	<input type="text"/>	<input type="text" value="1011"/>	<input type="text" value="E03832"/>	<input type="text" value="615"/>	<input type="text" value="6060"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>

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 match the return 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



Nicholle Johnson

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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.