


Instructions for JC_MW2


This EPAF is used for changing the lump sum payment of a WH employee (P10xxx or P07xxx). For example: An employee is currently getting \$100 each pay period and you want to change it to \$200. Remember that P10xx employees must record hours on a timesheet for ACA.

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	<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


 * 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 *

Query Date *

Approval Category *

Access **Banner SSB New EPAF Creation**

Use the **New EPAF Person Selection** search fields to find the employee's A#

ID: Enter employee's A# (A# will auto-populate from the **New EPAF Person Selection** if used)

Query Date: The Query Date must be the first day of the month to begin payment.

Approval Category: Use drop-down menu to select "**Change Bi-Monthly Amount position-P10, JC_MW2**"

Click **Go**

Semi Monthly Pay Wage Hourly, JC_MWH

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text" value=""/>	<input type="checkbox"/>	Wage - Exempt	DPVOLL, Women's Volleyball				
<input type="checkbox"/>	Primary	P05127	00	Student Worker	DPEKYP, Extension Youth Programs	04/26/2021		12/15/2021	Active
<input checked="" type="checkbox"/>	Secondary	P10111	00	Resident Advisor	DPSTUD, Vice President-Student Affairs	04/01/2022	05/14/2022		Active

Semi Monthly Pay Wage Hourly, P10111-00 Resident Advisor

Jobs Effective Date *

04/14/2022 Remove Old Value: 04/01/2022

Title

Resident Advisor

Regular Rate

100

Pays *

1

Factor *

1

Hours per Pay *

1

Job Location

MAIN, Logan Main Campus

Job Change Reason

E2, Rehire

Timesheet Orgn

DPSTUD

Select the P10 position
Click Go

Job effective date: The first day the employee starts work. Must match the query date above.

Title: Only enter if changing.

Regular Rate: Enter the new amount to be paid semi-monthly.

Pays and Factor: Defaults to 1 and cannot be changed.

Hours per Pay: Defaults to 1 and cannot be changed.

Job Location: Enter the location for where the employee will Physically be working. If on campus please use MAIN.

Job Change Reason: Click on the ellipses (...) to pull up the Job Change Reasons Menu.

Timesheet Org: Enter in Home Department's DPCode (ie. DPMATH)

Labor Distribution Process, P10111-00 Resident Advisor

Current

Effective Date

04/01/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06958	101164	E04449	625300	9040					100

New

Effective Date MM/DD/YYYY

04/14/2022



COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="text"/>	<input type="text"/>	<input type="text" value="1011"/>	<input type="text" value="E04449"/>	<input type="text" value="625"/>	<input type="text" value="9040"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>

Default from Index

Add Row

Job Labor Distribution: This page indicates which index(s) will be charged for the position. A position may be paid from more than one index.

Current: This section will show you the employee's current job labor distribution.

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. You can also add additional indexes by selecting "Add Row."

Fund, Organization, and Program: Default when index number is entered.

Account Number: 615300

Total Percent: Must equal **100.00**

Set Amount Term Process, P10111-00 Resident Advisor

Jobs Effective Date *

5/14/2022  Remove  Old Value: 04/01/2022

Job End Date *

05/14/2022  Remove

Title

Resident Advisor

Regular Rate

100

Job Change Reason

A6, Termination Wage Hr/Student   Old Value: E2, Rehire

Timesheet Orgn

DPSTUD 

Job effective date: Must match the job end date under “Current Value Column”.

Job end date: Same as date above.

****Important Note:** You can’t change the termination date with this EPAF. You will want to contact hr@usu.edu if you want to do an early termination.

Regular Rate: Same as the rate amount entered previously.

Title: This does not change unless it changed on the first approval type page.

Job Change Reason: A6 is the default.

Timesheet Org: Enter the Home Department’s DPcode.

Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (HHIRE) Hiring Department Head/Dir	Not Selected	Approve	
15 - (DHIRE) Hiring Department Dean/VP	Not Selected	Approve	
80 - (HR) HR Office	HR_OFFICE - HR, Office	Approve	
95 - (APPLY) Applier_HR Office	HR_OFFICE - HR, Office	Apply	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Routing: This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval levels

(HHOME) Home Department Head/Dir

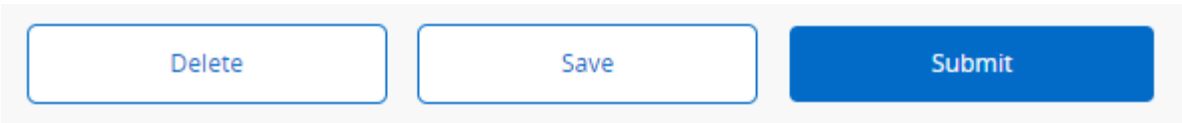
(DHOME) Hiring Department Dean/VP

(HR) HR Office

(APPLY) Applier_HR Office

User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down 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.



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.