

Instructions for JC_STC

Use the JC_STC EPAF for changes to an employee's current 99xxx position. JC_STC is for benefit eligible non-exempt, exempt, and faculty positions.

This EPAF is specifically for employee salary, FTE, Appointment percent, title, Department Code changes, change in ECLS (nonexempt to exempt or vice versa), AY to FY (or vice versa), and putting faculty on sabbatical leave.

New EPAF Person Selection

① 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

① * 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 *

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 title, salary, FTE, dpcode, etc on 99 position, JC_STC"

Click **Go**

Assignment Status Chg Process, JC_STC

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	NewJob	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	995463	00	HR Representative I	DPPERS, Human Resources	09/22/2021		11/30/2021	Active

Assignment Status Chg Process, 995463-00 HR Representative I, Last Paid Date: 11/30/2021

Jobs Effective Date *

04/01/2022 Remove Old Value: 10/01/2021

Personnel Date

04/01/2022 Remove Old Value: 10/01/2021

Job Status *

A Old Value: Active

Job Change Reason *

EU, Supervisor Update

FTE

1

Appointment Percent

100

Job Location

MAIN, Logan Main Campus

Timesheet Orgn

DPPERS

Title

HR Representative I

Hours per Pay

173.33

Annual Salary

35360

Select Primary 99 Position
Click Go

Job Effective Date*: Must match the Query Date.

Personnel Date*: This is the date the change should have happened if different than the Effective Date. It can be a date in the past.

Job Status*: A (Active) is the default and can't be changed.

Job Change Reason*: You can view available codes in the drop-down menu.

FTE: Leave if not being changed. Enter 1 for full time and .75 for 75% time. The FTE does not affect salary but it does affect benefits rates. If FTE is changing, be sure to edit the Units per Pay field.

Appointment Percent: Leave blank if not being changed. Enter the appointment percent for the position (100, 75, 50, etc). This will affect the salary. Must match the FTE.

Timesheet Orgn*: Defaults to the DPcode the position is under

Title: Leave if not being changed. Banner Title should not include working title or requisition number. Check title spelling.

Hours per Pay: Leave if not being changed. If FTE is being changed, Units per Pay will also change. See table to the left the most common FTE %s used with the units per pay. **Formula:** 173.33 x % of effort = Units per pay.

Annual Salary: Leave if not changing salary. The monthly amount an employee will be paid times 12. Example: Jane is paid \$3000/month. 12X3000=\$36,000

Current

Effective Date
09/22/2021



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

New

Effective Date MM/DD/YYYY

04/01/2022 

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override 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

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**

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.

Delete

Save

Submit

Click **Submit**



✓ 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.