

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.

Position changes must occur on the first day of a pay period.

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 Search

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 *

04/01/2022

Approval Category *

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

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 change date should reflect the 1st or 16th of the month.

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"/> | New Job | <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

| Commonly used Job Change Reasons | |
|------------------------------------------|---------------------------------------------|
| ET – Change Title | E6 – Promotion- Competitive |
| EF – FTE Change | E9 – Transfer Within Department |
| EW – Salary Change | L4 – Sabbatical leave w/ Full Pay |
| E3 – Transfer Between Departments | L5 – Sabbatical leave w/ Partial Pay |

| Common FTE %s and Units Per Pay | | | | | |
|---------------------------------|-------|--------|-------|--------|-------|
| 100.00% | 86.67 | 83.33% | 72.22 | 60.00% | 52.00 |
| 95.00% | 82.34 | 80.00% | 69.34 | 55.00% | 47.67 |
| 91.67% | 79.45 | 75.00% | 65.00 | 50.00% | 43.34 |
| 90.00% | 78.00 | 70.00% | 60.67 | | |
| 85.00% | 73.67 | 65.00% | 56.34 | | |

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.

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: 86.67 x % of effort = Hours per pay.**

Annual Salary: Leave if not changing salary. The amount an employee will be paid times 24. Example: Jane is paid \$3000/month. 24X3000=\$72,000

Labor Distribution Process, 995463-00 HR Representative I, Last Paid Date: 11/30/2021

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

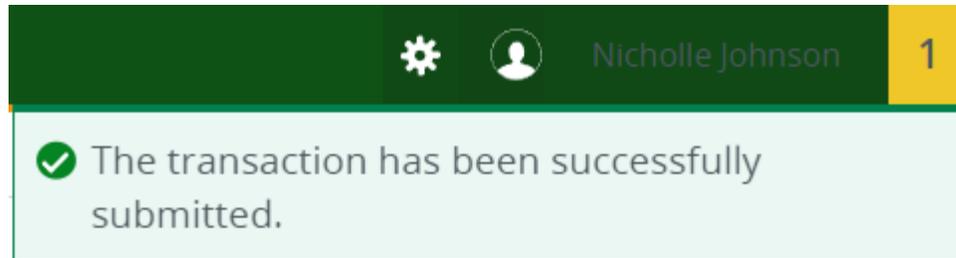
(APPLY) Applier_HR Office

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.



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.