Instructions for JC_WGH

This EPAF is used to make changes to active P04 and P05 Positions. Changes such as salary changes, title changes, etc.

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	
Kallen	Wilcox	☐ Is an employee or		or	Search

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.

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 *

04/08/2022

Approval Category *

Change title, wage, etc on P05/P04 positions, JC_WGH ⌄

Go

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

Query Date: The date you want the changes to take place.

Approval Category: Select **"Change title, wage. etc on P05/P04 positions JC_WGH"**

Click **Go**

Job Change Wage Hourly, JC_WGH

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job	[🔍]	[ ]						
☑	Primary	P05092	00	Wage Hourly	DPPERS, Human Resources	04/08/2022			Active

Position Selection:

Select the existing active position you want to make changes to.

Click **Go**

Job Change Wage Hourly, P05092-00 Wage Hourly

Jobs Effective Date *

    04/08/2022   📅   ☐ Remove

Regular Rate

    12

Title

    HR Office Assistant   🕘   Old Value: Wage Hourly

Job Location

    MAIN, Logan Main Campus   ⌄

Job Change Reason *

    EH, Wage Hourly Change   ⌄   🕘   Old Value: E2, Rehire

Timesheet Orgn *

    DPPERS   🔍

Job Change Data:

You only need to fill out the fields you are changing. Other fields can remain the same. After entering the new data in the field, the old value will appear to the right of the field. (blue highlight in the picture)

Job Effective Date: The date you want the changes to take place. Must match the query date.

Regular Rate: Enter the NEW hourly rate.

Title: Enter the NEW title of the position. Check Spelling

Job Location: Likely will not need to change.

Job Change Reason: Enter the appropriate code that matches the change you are making. Example: EH, wage hourly change

Timesheet Orgn: Likely will not need to change unless the job is switching departments.

Current

Effective Date
04/08/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
U	A06561	101164	E03832	625300	6060					100	

New

Effective Date

04/08/2022 📅

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
🔍	🔍	1011	E03832	625 🔍	6060					100	

⊕ Default from Index   ⊕ Add Row

Job Labor Distribution:
As above, you will only need to enter data in these fields if something is changing. If there will be no change, You can leave it, it will remain the same.

Current: Will have the existing date for the active position.

New: Payroll information you are wanting to charge for the position.

Effective Date: The date you want the new payroll information to begin. MUST be the same as the query date as well as be the first day of the pay period.

COA: Auto populates to U

Index: If changing, enter the Index you wish to use.

Account: If changing, enter the new associated account number.

Percent: Must be Equal to 100%.

*If you need to have more than one index, select "Add Row", and repeat the fields above. When using more than one index the SUM of percentages must be equal to 100% (50% + 50%, OR 33.3% + 33.3% + 33.4% etc.)

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Department Hea... ⌄	Not Selected ⌄	Approve ⌄	
70 - (STUEMP) Student Employment ... ⌄	Not Selected ⌄	Approve ⌄	
94 - (SEAPL) Applier_Student Emp. Off... ⌄	Not Selected ⌄	Apply ⌄	

⊕ Add Row

Comments

Add Comment

Remaining Characters : 4000

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

Approval Levels: Automatically populated with necessary approval level:

(HHOME) Home Department Head/Dir

(STUEMP): Student Employment Office.

(SEAPL): Applier_Student Emp. Office.

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

Examples:

Title change for Kallen Wilcox from "Wage Hourly" to "HR Office Assistant"

Hourly wage change from $12 to $15.

| Delete | Save | Submit |

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.

⚙ 👤 Nicholle Johnson 1

✅ The transaction has been successfully submitted.