

## N\_EMPL EPAF (Banner SSB)

Use this EPAF when you want to create a new employee record OR to re-activate an employee record that has the status of terminated.  
Not to be used for a current active employee record.

Access **Banner SSB New EPAF Creation**

**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.

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


**ID \***

[Generate new ID](#)

**Query Date \***

09/13/2021 

**Approval Category \***

Activate PEAEMPL record prior to adding position, N\_EMPL 

**Go**


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

**Query Date:** Enter the date of hire. This is the first day the employee starts working.



**Approval Category:** Use drop-down menu to select **“Activate PEAEMPL record prior to adding position, N\_EMPL”**



Click **Go**



## Create or Activate PEAEMPL


**Employee Status \***  
  Old Value:


**Employee Class Code \***


**Current Hire Date \***  
   Old Value:

**Seniority Date \***  
   Old Value:

**First Work Date \***  
   Old Value:

**Home COAS \***  
  Old Value:

**Location Code \***  
 

**I9 Form Indicator**  
 

**I9 Date**

**I9 Expiration Date**

**Employee Status:** “A” (Active) will default.

**Employee Class Code:** The employee’s class code is found on NBAPOSN. Click magnifying glass for a list of Class Codes and Descriptions.

**Current Hire Date:** Auto populated with query date.

**Seniority Date:** Auto populated with query date.

**First Work Date:** Auto populated with query date and needs to reflect when the employee will begin working.

**Home COAS:** Automatically populate to “U.”

**Location Code:** Use drop-down to find the employee’s job location. (MAIN - Main Campus)

**I9 Form Indicator:** If not completed yet, leave as “Not Selected.” If completed, select:

**Received** = US Citizen

**Temporary** = Non-US Citizen with temporary work authorization visa

**Exempt** = a person who works outside of the US or as a volunteer.

**I-9 Date:** If not completed yet, leave blank. If completed, enter the date of completion.

**I-9 Expiration Date:** If work authorization is temporary for the employee, enter the date their documents expire.

Home Organization \*

Distribution Orgn \*

### Routing Queue

Approval Level	User Name	Required Action	Remove
6 - (BUSMGR) Business Servi... ▼	Not Selected ▼	Approve ▼	
95 - (APPLY) Applier_HR Office ▼	Not Selected ▼	Apply ▼	

+ Add Row

### Comments

Add Comment

Remaining Characters : 4000

Save

**Home Organization:** Department’s unique “DP” code

**Distribution Orgn:** Should match Home Organization.

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

**Approval Levels:** Automatically populated with necessary approval levels

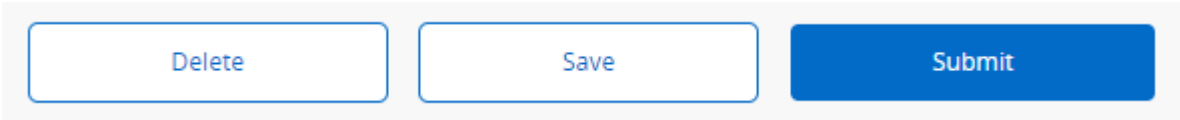
BUSMGR - Business Services Representative (can also be creator of the EPAF).

APPLY- Applier\_HR Office

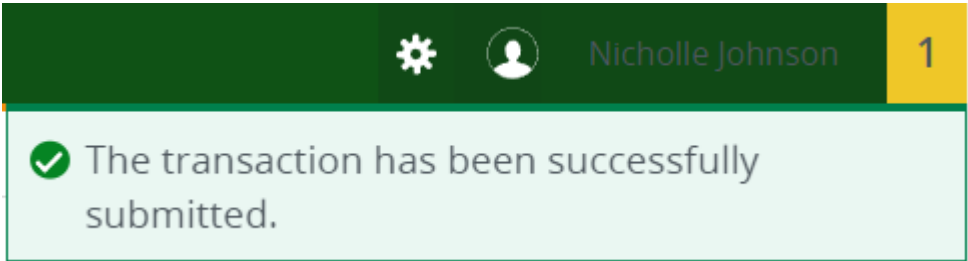
**User Name:** Click on field and select/enter approver’s A#. If unsure, you can use the drop-down menu to search for approver’s name. If approver is not in the drop-down options, email [HR@usu.edu](mailto:HR@usu.edu) or call 797-0122 to have them added.

**Comments:** Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need to decide. Include your name and extension.

Click Save



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.

**IMPORTANT:**

Once the employee record is activated, the employee will be granted the “staff role” 30 days before the current hire date (date job will begin). This will allow the employee to get an email, create a password, sign up for DUO, access to online training modules, access to self-disclosure form, access to SSB to fill out W4 form and direct deposit form, and other IT related access. **It will not grant them access to Canvas.** Canvas is granted when their A number is inserted as the course instructor in the Student module of Banner.

The Employee Status will be changed to “Terminated” 30 days after the current hire date if a position is not active.

**Adding Position:** After activating the employee record, you will need to use the JB\_XXX type of EPAF to create the job.