NH_MGA EPAF (Banner SSB)

NH_MGA EPAF is used to establish new hire Graduate Assistants as an employee (PEAEMPL) and assign a position.
JB_MGA EPAF is used to assign a position for Graduate Assistants if the person has been established in PEAEMPL and active.
These EPAFs will set up monthly payments and track encumbrances for Graduate Assistants.

A Graduate Assistant should be classified in one of three ways: Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant.
When an employee is both a research and teaching assistant, he or she should be classified in the position which will occupy most of his or her time.
(Ref: USU Graduate Assistant Positions Approved by the Graduate Council 10/15/1999)

ⓘ 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	
[ ]	[ ]	☐ Is an employee	or	[ ]	or	[ ]	Search

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 *

[   ]

[   ]

Generate new ID

Query Date *

[01/20/2022   🗓]

Approval Category *

[Set-up Graduate Assistantship-P03 position (no PEAEMPL), NH_MGA   ⌄]

[Go]

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 date the employment is to begin. (Must be at least the first day of classes to receive NR Waiver)

Approval Category: Use drop-down menu to select **"Set-up Graduate Assistantship-P03 position (no PEAEMPL), NH_MGA"**

Click **Go**

Grad Assistant Pay Process, JB_GAP

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☑	New Job	P03123 🔍	00	Graduate Assistants	DPEFSN, Northern Region				
☐	Primary	P05127	00	Student Worker	DPEXYP, Extension Youth Programs	04/26/2021		12/15/2021	Active

Details: Select "New job" and enter the new position number and suffix.

Click **Go**

New Employee PEAEMPL

Employee Class Code *

| GA | 🔍 |

⟲ Old Value: WH, Wage Hourly

Current Hire Date

| 01/20/2022 | 📅 | ☐ Remove   ⟲ Old Value: 04/26/2021

Home COAS *

| U | 🔍 |

I9 Form Indicator

| Received | ⌄ |

I9 Date

| 04/13/2021 | 📅 | ☐ Remove

I9 Expiration Date

| | 📅 |

Home Organization *

| DPEXYP | 🔍 |

Any field with an *asterisk is required.

Employee Class Code*: Defaulted to GA.

Current Hire Date: Employee's begin date. Should match the Query Date.

Home COAS*: Defaults to U and cannot be changed.

I9 Form Indicator*:
R (received) = US Citizen;
T (temporary) = Non-US Citizen;
E (exempt)=a person who works outside of the US or as a volunteer.

I9 Date*: The last date the I9 was signed.

I9 Expiration Date: Only enter if I9 Form Indicator is T. Enter the employees work authorization expiration date.

Home Organization*: Enter the home department's DP-code.

Grad Assistant Pay Process, P03123-00 Graduate Assistants

Jobs Effective Date *

01/20/2022   📅   ↺   Old Value:

Personnel Date

01/20/2022   📅   ↺   Old Value:

Job Begin Date *

01/20/2022   📅   ↺   Old Value:

Contract Type *

P   ↺   Old Value:

Title *

[   ]

Annual Salary *

[   ]

Job Location *

Not Selected   ⌄

Timesheet Orgn *

[🔍]

Grad Assistant Pay Process:

Any field with an *asterisk is required.

Job Effective Date: Must be the same as the Query Date.

Personnel Date: This date should match the Query and effective date. If you leave blank it will default from the query date.

Job Begin Date: Must be the same as the Query and Effective Date.

Contract Type: "P" (Primary) is defaulted.

Title: Enter the title of the position. (Titles are: Graduate Instructor, Graduate Teaching Assistant or Graduate Research Assistant) <u>Do not use All Caps and No Abbreviations.</u>

Annual Salary: Enter the amount listed on the Graduate Excel worksheet.

Job Location: MAIN (main campus) is the default but it can be changed to different location by clicking on the arrow on the right side of the box.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

GA Monthly Award Process, P03123-00 Graduate Assistants

Jobs Effective Date *

01/20/2022 📅 🕘 Old Value:

FTE *

.25 🕘 Old Value:

Hours per Pay *

1 🕘 Old Value:

Regular Rate *

Pays *

Factor *

Job Change Reason *

E1 🕘 Old Value:

GA Monthly Award Process:

Job Effective Date: Must be the same as the Query Date.

FTE: Defaults to .50 but can be changed to the appropriate FTE (.25 or .5)

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

Regular Rate: Enter the monthly amount to be paid based off of the Graduate Excel worksheet.

Pays and Factors: Enter the number of months of payment. Pays must be the same as Factors. Example: If employee is working for 4 months and you want to pay them for 4 months, then enter a 4 in both Pays and Factors.

Job Change Reason: E2 will default for new hire reason. You can change it by clicking on the ellipses (...) at the right side of the box.

Job Labor Distribution, P03123-00 Graduate Assistants

Current

Effective Date
01/20/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
					No results found.						

New

Effective Date MM/DD/YYYY

01/20/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
🔍	' 🔍	1002	E01826	617 🔍	3030					100	

⊕ Default from Index   ⊕ Add Row

Job Labor Distribution (P_LABR):

Current:
Auto populated with current payroll information.

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 and/or you can insert a second index.

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

Account Numbers:
617100 – For employees eligible for subsidized insurance.
617200 – For employees who are NOT eligible for subsidized insurance.

Total Percent: Must equal **100.00**.

*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.) Click on the trash can to delete a row (far right).

Assignment Termination Process, P03123-00 Graduate Assistants

Jobs Effective Date *

[   ] 🗓

Job End Date *

[   ] 🗓

Personnel Date *

[   ] 🗓

Job Status *

[T   ]   ↺   Old Value:

Job Change Reason *

[A5, Grad Assistant Job Change   ⌄]   ↺   Old Value: Not Selected

Timesheet Orgn *

[🔍]

Assignment Termination Process:

Jobs Effective Date and **Job End Date**: Last day of work. (Must be at least the last day of finals for the NR Waiver.)

Personnel Date: Must match the term effective and end date.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to A5.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departme... ⌄	A00475171 - Abercrombie, N... ⌄	Approve ⌄	
70 - (STUEMP) Student Employ... ⌄	STUDENT_EMPL - Student, E... ⌄	Approve ⌄	
94 - (SEAPL) Applier_Student E... ⌄	STUDENT_EMPL - Student, E... ⌄	Apply ⌄	

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 levels

> (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.
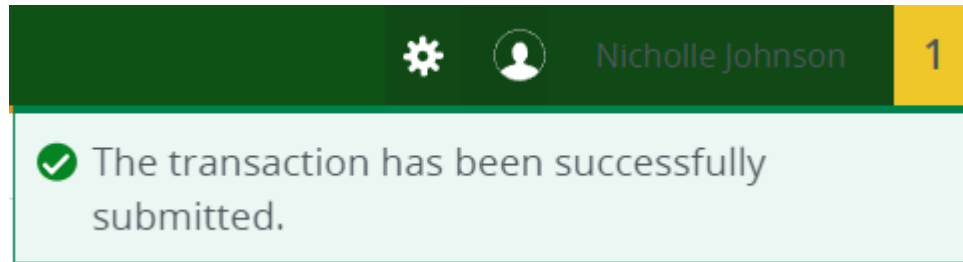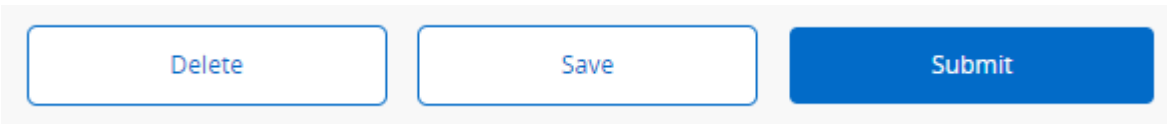
Comments: Every EPAF needs comments explaining why it is being submitted. Please provide what changes are being made. Include your name and extension.

Please include at least the following for the Graduate Office approval:

Title - Start Date - End Date - Monthly Pay - FTE - Any Dept. Exceptions

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.