

NH_MWH EPAF (Banner SSB)

This EPAF is used to activate a New Hire in PEAEMPL, and assign a non-benefitted wage hourly (exempt) employee receiving a set amount. This EPAF should only be used if PEAMPL has NOT been established. **Use only for P10xxx Positions.**

Access **Banner SSB New EPAF Creation**

Enter the Employee's A# into the ID box under New EPAF Person Selection, or by using the other applicable fields.

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

Query Date: The date the new employee will begin the new position.

Approval Category: Select **“Set-up Bi-Monthly Amount Job-P10 position (no PEAEMPL), NH_MWH”**

Click **Go**

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	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

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 *

Approval Category *

Hourly Job Process, JB_H

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	P100! <input type="text"/>	<input type="text" value="00"/>	Wage - Exempt	DPPERS, Human Resources				

All Jobs

Next Approval Type

Go

POSITION SELECTION

Position Number: Type the position number in the field. (Unique P10XXX number from NBIPORG)

Suffix: 00 for new position. 01, 02, 03...for additional assignments in the same department and position number. Check NBIJLIST to ensure you are using a position and suffix that has not been used before. The query date will need to be 07/01/2005.

Click **Go** (Alt+PgDn).

New Employee PEAEMPL

Employee Class Code *



Old Value: SN, Staff Non-Exempt

Current Hire Date

Remove



Old Value: 07/19/2021

Home COAS *

I9 Form Indicator

I9 Date

Remove

I9 Expiration Date

Home Organization *

NEW EMPLOYEE PEAEMPL

Employee Class Code*: Can be found in NBAPOSN (WH for P10 positions).

Current Hire Date: Employee's begin date. Must 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*: Department's unique "DP" code

Hourly Job Process, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date *

Old Value:

Personnel Date

Old Value:

Job Begin Date *

Old Value:

Contract Type *


 

Old Value: Not Selected

Title

Regular Rate *

Job Location *

Old Value: Not Selected

Job Change Reason *

Old Value: Not Selected

Timesheet Orgn *

Old Value:

Hourly Job Process

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

Personnel Date: Should reflect the actual begin date if different than Query Date.

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

Contract Type: Select contract type, Primary or Secondary.

Title: Enter the title of the position.

Regular Rate: The amount to pay on a semi- monthly basis.

Job Location: MAIN (Main campus) is the default but it can be changed to different location by clicking on the field.

Job Change Reason: E1 auto populates for a New Hire

Timesheet Orgn: Department's unique "DP" code

Semi Monthly Pay Wage Hourly, P10092-00 Wage - Exempt

Jobs Effective Date *

Old Value:

Title



Old Value:

Regular Rate

Pays *



Old Value:

Factor *




Old Value:

Hours per Pay *



Old Value:

Job Location

Old Value: Not Selected

Job Change Reason

Old Value: Not Selected

Timesheet Orgn

Old Value:

SEMI MONTHLY PAY

Job Effective Date: This date should be the same as the Query Date or a date in the future.

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

Hourly/Monthly Rate: This is the amount you want to pay the employee semi-monthly.

Pays: Defaulted to 1.

Factor: Defaulted to 1.

Hours per Pay: Defaulted to 1.

Job Location: MAIN (Main campus) is the default but it can be changed to different location using the drop-down menu

Job Change Reason: Use the same change reason you put into the JB_H window.

Timesheet Orgn: This is your home department "DPCODE" (Example: DPMATH).

Labor Distribution Process, P10092-00 Wage - Exempt

Current

Effective Date

04/06/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
No results found.										

New

Effective Date MM/DD/YYYY

04/06/2022



COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="text"/>	<input type="text"/>	<input type="text" value="1011"/>	<input type="text" value="E03832"/>	<input type="text" value="625"/>	<input type="text" value="6060"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>

Default from Index

Add Row

LABOR DISTROBUTION PROCESS

This section indicates which index(s) will pay for the position. A position may be paid from more than one index.

Current Value: Should be blank

New Value

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.

Percent: More than one index can be added by selecting the “Add Row” option. The percent should equal 100 when all the indexes are added together.

Account Number: 625300

TERMINATION PROCESS

Assignment Termination Process, P10092-00 Wage - Exempt

Jobs Effective Date *

06/16/2022



Old Value:

Job End Date

06/16/2022



Old Value:

Personnel Date

06/16/2022



Old Value:

Job Status

T



Old Value:

Job Change Reason

TC, Termination - Appt Completion



Old Value: Not Selected

Timesheet Orgn

dppers



Old Value:

Jobs Effective Date: Last day to be paid.

Job End Date: Last day of the month to be paid.

Personnel Date: Last date of service, if different from the Effective Dates.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to TC (Termination-Appointment Complete).

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

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departme... ▼	Not Selected ▼	Approve ▼	
25 - (DHOME) Home Departme... ▼	Not Selected ▼	Approve ▼	
50 - (EXEC) Executive VP Officers ▼	Not Selected ▼	Approve ▼	
80 - (HR) HR Office ▼	Not Selected ▼	Approve ▼	
95 - (APPLY) Applier_HR Office ▼	Not Selected ▼	Apply ▼	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

ROUTING

Approval Level: This default based on the EPAF category.

HHOME: Department Head/Director.

DHOME: Department Dean/VP

EXEC: Select PRESIDENT_OFFICE or PROVOST_OFFICE.

HR and APPLY: HR_OFFICE.

User Name: Enter approver's name or A#. You can search using the drop-down box.

Comments: Every EPAF needs comments explaining why the EPAF is being submitted. These comments are vital for approvers. Provide information that the approvers might need in order to make a decision. Be sure to add the job listing's requisition number. Include your name and phone number.



Click **Submit**

⚙️ 👤 Wilcox, Kallen J. 1

✔️ 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.