

## NH\_NP (Banner SSB)

This EPAF is used for all people who volunteer and receive NO PAY That have never held a position with USU. This includes all emeriti, adjuncts for dissertations, and all other positions with no pay or for secondary titles, i.e. CE Research Instructor, etc. The appropriate position number to use is P08XXX

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

### 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. E

**ID \***

[Generate new ID](#)

**Query Date \***

**Approval Category \***

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

**Approval Category:** Use drop-down menu to select "Set-up Teaching No Pay Job-P08 position (no PEAEMPL), NH\_NP"

## Salary Job Process, JB\_S

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	P08092 <input type="text"/>	<input type="text" value="00"/>	Volunteers (unclassified)	DPPERS, Human Resources	

**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).

## Employment Process-NoPays

Employee Class Code \*



Old Value: SN, Staff Non-Exempt

Current Hire Date \*

Remove



Old Value: 07/19/2021

Home COAS \*

Home Organization \*

**Employment Process:**



**Employee Class Code\*:** NP for all P08 positions



**Current Hire Date:** Employee's begin date. Must match the query date.



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


**Home Organization\*:** Department's unique "DP" code

# Salary Job Process, P08092-00 Volunteers (unclassified)


**Jobs Effective Date \***  
04/06/2022   Old Value:


**Personnel Date**  
04/06/2022   Old Value:


**Job Begin Date \***  
04/06/2022   Old Value:



**Contract Type \***  
Not Selected 



**Title**



**FTE**  
.25  Old Value:

**Appointment Percent \***  
25  Old Value:

**Annual Salary \***  
0  Old Value:

**Job Location \***  
MAIN, Logan Main Campus   Old Value: Not Selected

**Job Change Reason \***  
E1, New Hire   Old Value: Not Selected

**Timesheet Orgn \***  
dppers   Old Value:

## Salary 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 the drop-down menus and enter whether it is a Primary or secondary position.

**Title:** Per audit requirements the title must indicate the purpose of the EPAF. If the purpose of the EPAF is for IT Services the title of the EPAF should be “IT Services” or “IT Opt In” Etc.

If a faculty title is needed the EPAF must be routed through the Dean’s Office and Provost’s Office for approval.

Volunteer cannot be in the title of the EPAF, it is a red flag in an audit

**FTE:** Defaults to .25. Cannot be changed.

**Appointment Percentage:** Defaults to 25. Cannot be changed.

**Annual Salary:** Defaults to 0 for no pay and cannot be changed.

**Job Location:** Main (Main campus is the default but it can be changed by clicking into the drop-down menu)

**Job change Reason:** Defaults to E1, since this is a New Hire (NH) EPAF.

**Timesheet Orgn:** Department’s unique “DP” code

## 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 Que:

**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.

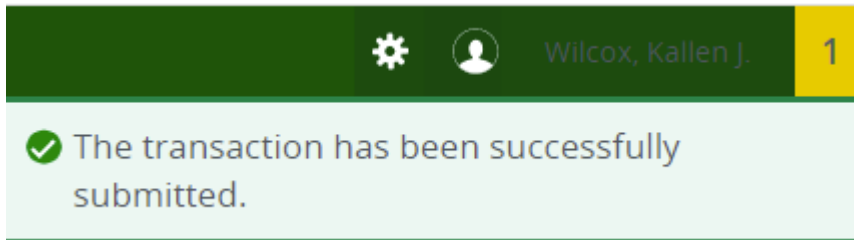
\*NOTE: If a faculty title is needed the EPAF must be routed through the Dean's Office and Provost's Office for approval.

**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**



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.