

NH_SAL EPAF (Banner SSB)

This EPAF is used for assigning benefited positions (99xxx) to employees who have never been employed at USU (no PEAEMPL record).

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 Is an employee or ID or SSN/SIN/TIN 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.

Access **Banner SSB New EPAF Creation**

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

ID *

[Generate new ID](#)

Query Date *

03/03/2022

Approval Category *

Set-up New Benefited Job-99 position (no PEAEMPL), NH_SAL

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 New Benefited Job-99 position (no PEAEMPL), NH_SAL"

Click **Go**

Salary Job Process, JB_S

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						

New Employee PEAEMPL

Employee Class Code *

Current Hire Date



Old Value:

Home COAS *



Old Value:

I9 Form Indicator

I9 Date



I9 Expiration Date



Home Organization *



Position Number: Type the position number in the field. (Unique 99XXXX 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.

Go (Alt+PgDn).

Employee Class Code*: Can be found in NBAPOSN.

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

Salary Job Process, 997545-00 Office Assistant II

Jobs Effective Date *

 

Old Value:

Personnel Date

 

Old Value:

Job Begin Date *

 

Old Value:

Contract Type *

 

Title

FTE

Appointment Percent *

Annual Salary *

Job Location *

 

Job Change Reason *

 

Old Value: Not Selected

Timesheet Orgn *

 

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: “P” (Primary) is defaulted. Always use “P” for new hires.

Title: Enter the title of the position.

FTE: Full-time equivalent. Entered as a decimal. For example: 1 for full (100%) time, .75 for 75% time, etc.

Appointment Percent: Enter the appointment percent as a whole number. Ex. 100 for full (100%) time, 75, 50, etc.

Annual Salary: The monthly amount the employee will be paid, multiplied by 12.

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 will default for Job Change Reason (New Hire).

Timesheet Orgn: Department’s unique “DP” code

Current

Effective Date

03/03/2022

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

New

Effective Date MM/DD/YYYY

03/03/2022



COA	Index	Fund	Organization	Account	Program	Percent
U	A06561	101164	E03832	615300	6060	100



Default from Index

Add Row

Job Labor Distribution: 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

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: 615300

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

Approval Level: This default based on the EPAF category.

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

HHOME: Department Head/Director.

DHOME: Department Dean/VP

EXEC: Select PRESIDENT_OFFICE or PROVOST_OFFICE.

HR and APPLY: HR_OFFICE.

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.

Delete

Save

Submit

Click **Submit**



Nicholle Johnson

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.