

# NH\_ TN2 (Banner SSB)

This EPAF is used to activate a New Hire in PEAEMPL, and assign a non-benefitted, Teaching, wage-hourly position to a new employee. This EPAF should only be used if PEAMPL has NOT been established. Use only for P07xxx Positions.

**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

**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.

ID \*

[Generate new ID](#)

Query Date \*

Approval Category \*

Access **Banner SSB New EPAF Creation**

Enter the Employees 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 Teaching No Benefits Position- P07 (active PEAEMPL), JB\_TN2**”

Click **Go**

**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	P07068	00	Wages - Teaching-No Benefits	DPMATH, Mathematics & Statistics				
<input type="checkbox"/>	Primary	995463	00	HR Representative I	DPPERS, Human Resources	09/22/2021		11/30/2021	Active

**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  Old Value: 07/19/2021

I9 Expiration Date

Home Organization \*

**Hourly Job Process, JB\_H:**

**Position Number:** Enter the position number – P07XXX (last three digits indicate your department)

**Suffix:** Enter the suffix for this position. 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**

**New Employee PEAEMPL:**

**Employee Class Code\*:** Can be found in NBAPOSN. (WH for P07 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:** this is the amount you want to pay the employee semi-monthly

**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, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date \*



Old Value:

Title

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 Hourly Job Process window on page 5. (E1 for a New Hire)

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

## Labor Distribution Process, P07068-00 Wages - Teaching-No Benefits

### 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

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="E03757"/>	<input type="text" value="625"/>	<input type="text" value="1010"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100"/>

### Labor Distribution 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: 625900**

## Assignment Termination Process, P07068-00 Wages - Teaching-No Benefits

Jobs Effective Date \*

05/06/2022



Old Value:

Job End Date \*

05/06/2022



Old Value:

Personnel Date \*

05/06/2022



Old Value:

Job Status \*

T



Old Value:

Job Change Reason \*

TC, Termination - Appt Completion



Old Value: Not Selected

Timesheet Orgn \*

dppers



Old Value:

### Termination Process:

**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.