

NH_WH EPAF (Banner SSB)

This EPAF is for creating and assigning pooled positions P05XX wage/hourly or P04XXX work-study.

Access **Banner SSB New EPAF Creation**

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

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.

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

ID *
A01480294

Kallen Jessie Wilcox

[Generate new ID](#)

Query Date *
02/09/2022

Approval Category *
Set-up Non-benefited Job-P05/P04 position (no PEAEMPL), NH_WH

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 a non-benefited Job P05/P04 position (no PEAEMPL), NH_WH"

Click **Go**

Hourly Job Process, JB_H

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	P05092	00	Wage Hourly	DPPERS, Human Resources	

[All Jobs](#) [Next Approval Type](#) [Go](#)

Hourly Job Process, JB_H:

Enter position number and suffix for the position you want to assign to the employee.

Click **Go**

New Employee PEAEMPL

Employee Class Code *

WH Old Value: SN, Staff Non-Exempt

Current Hire Date

02/09/2022 Remove Old Value: 07/19/2021

Home COAS *

U

I9 Form Indicator

Received

I9 Date

07/19/2021 Remove

I9 Expiration Date

Home Organization *

DPPERS

New Employee PEAEMPL:

Employee Class code: Enter in the employee class code as HW (Wage/hourly; P05) or WS (work-study; P04). You type them into the field or use the magnifying glass to search the Class Code. (case sensitive)

Current Hire Date: Must match 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, P05092-00 Wage Hourly

Jobs Effective Date *

02/09/2022



Old Value:

Personnel Date

02/09/2022



Old Value:

Job Begin Date *

02/09/2022



Old Value:

Contract Type *

Primary



Old Value: Not Selected

Title

Wage Hourly



Old Value:

Regular Rate *

12.00



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:

Hourly Job Process (JB_H):

Job Effective Date: Matches the Query Date.

Personnel Date: Should reflect the employees first day working.

Job Begin Date: Matches Query Date.

Contract Type: Select if the position is a Primary, Secondary, or overload position.

Title: Enter the Job Title.

Regular Rate: The hourly rate for position.

Job location: Enter the location for where the employee will Physically be working. If on campus please use MAIN. If they are Teleworking, put the county code from where they are working from. If you are unsure call the HR Office.

Job Change Reason: New Hire, E1

Timesheet Orgn: Home department DP code.

Current

Effective Date
02/09/2022

COA	Index	Fund	Organization	Account	Program	Activity
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No results found.

New

Effective Date MM/DD/YYYY

02/09/2022

COA	Index	Fund	Organization	Account	Program	Percent
U	A06561	101164	E03832	625300	6060	100

+ Default from Index

+ Add Row

Job Labor Distribution(P_LABR):

Current: Will have no existing data.

New:

Payroll information you are wanting to charge for the position.

Effective Date: The date you want the new payroll information to begin. MUST be the same as the query date as well as be the first day of the pay period.

COA: Auto populates to U

Index: Enter the Index you wish to use.

Account: Enter the associated account number.

Percent: Must be Equal to 100%.

*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.)

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Department Hea... ▼	Not Selected ▼	Approve ▼	
70 - (STUEMP) Student Employment ... ▼	Not Selected ▼	Approve ▼	
94 - (SEAPL) Applier_Student Emp. Off... ▼	Not Selected ▼	Apply ▼	

[+ Add Row](#)

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 level:

- (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. Provide information that approvers might need. Include your name and extension.

Example:

Effective date:

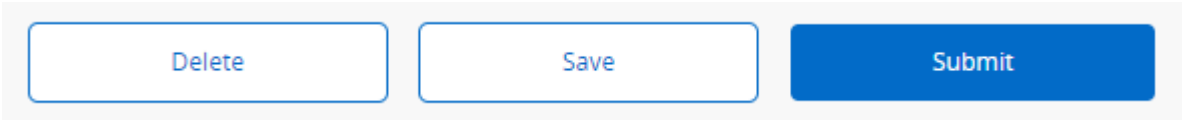
iCIMS Req #:

Regular rate:

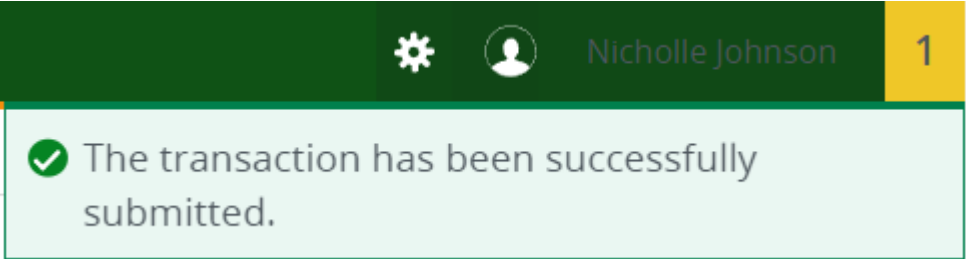
Index:

Other relevant info you believe is relevant

-Kallen Wilcox 7-1817



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.