Instructions for WS_LBR

This EPAF is used for changing payroll accounts for Work Study positions. The employee class code is WS (P04xxx). These are students who receive Federal College Work-study Program finding.

Go to **NOAEPAF**
ID: Enter in employee's A#.
Transaction Number: Banner will generate after first page is saved.
Query Date: The Query Date must be the first day of the pay period that the change should be effective.
Approval Category: Enter WS_LBR
Approval Type: Banner will automatically populate.
Position: Must be a WS (P04xxx)
Suffix: Banner will automatically populate.
GO (Alt+PgDn)

Effective Date: Must match Query date and be after the last paid date.
Index(s): Student employment wants the index left at 100%. Once they get the EPAF, they will add the 75% from the Federal work study fund and change the other index to 25%.
HR Account Codes:
https://www.usu.edu/hr/files/resources/banner/hraccountcodes2022.pdf

Save (F10)

Screenshot 1 (Routing tab)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)   ADD   RETRIEVE   RELATED   TOOLS

Pending Change: ✔   Proxy For: ID: A02340948 Harry James Potter   Transaction: 1251814 Waiting   [Start Over]
Query Date: 05/01/2020   Last Paid Date:
Approval Category: WS_LBR Work Study Account Changes   Approval Type: P_LABR Labor Distribution Process
Position: P04022 College Work Study   Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | **Routing** | Other Information and Comments

▼ ROUTING   Insert   Delete   Copy   Filte

Originator ID A02167631   Sarah Mae Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A00014896	David H Olsen	Approval	In Queue	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

◀ ◀ (1) of 1 ▶ ▶   10 ▼ Per Page   Record 3 of

Click on **Routing** tab (next to the "Job Labor Distribution" tab). Routing indicates who must approve this EPAF.

Level Code: This default based on the EPAF category.
User ID: Enter approver's A#. You can search for them by clicking on the ellipses (**…**) after clicking on the field.
HHOME: Department head/director
STUEMP: STUDENT_EMPL
SEAPL: STUDENT_EMPL
Save (F10)
Click on **Other Information and Comments**

Screenshot 2 (Other Information and Comments tab)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)   ADD   RETRIEVE   RELATED   TOOLS

Pending Change: ✔   Proxy For: ID: A02340948 Harry James Potter   Transaction: 1251814 Waiting   [Start Over]
Query Date: 05/01/2020   Last Paid Date:
Approval Category: WS_LBR Work Study Account Changes   Approval Type: P_LABR Labor Distribution Process
Position: P04022 … College Work Study   Suffix: 00 …

Transaction | Default Earnings | Job Labor Distribution | Routing | **Other Information and Comments**

▼ OTHER INFORMATION   Insert   Delete   Copy   Filt

Created Date 03/31/2020   Originator ID A02167631
Submitted Date   Submitter ID
Application Date   Applied to Database
                                        By

▼ COMMENTS   Insert   Delete   Copy   Filte

Comments Changing index to A00073 to 100% on 5/1/2020

          Snape 7-7777|

◀ ◀ (1) of 1 ▶ ▶   1 ▼ Per Page   Record 1 of

Comments: Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need to decide. Include your name and phone number.
Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD   **RETRIEVE**   **RELATED**   **TOOLS**

Pending Change: ✓   Proxy For: ID: A02340948 Harry James Potter   Transaction: 1251813 Waiting

Query Date: 05/01/2020   Last Paid Date:

Approval Category: WS_LBR Work Study Account Changes   Approval Type: P_LABR Labor Distribution Process

Position: P05022   ... Wage Hourly Suffix: 00   ...

| Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments |

▼ TRANSACTION

Applied Status	Field Name	Current Value	New

◄ ◄ ① of 1 ► ►   10 ▼ Per Page

▼ APPROVER

Approver Action None ▼   Queue Status

Item Properties

Display ID Image

Exit Quickflow

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Click on **Transaction Tab** and click on **Tools** and **Submit Transaction**

Check for a Pending Status (next to the Transaction ID at the top of the EPAF). Pending means that the EPAF is now pending in the first approver's queue.