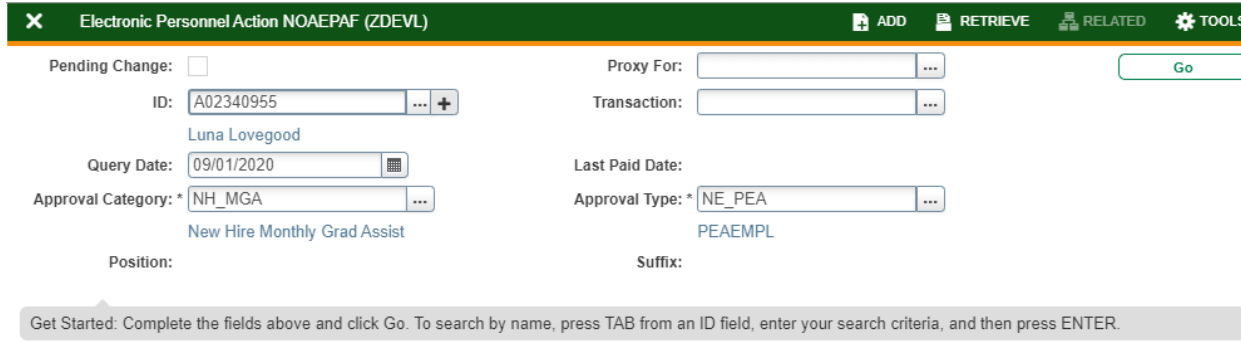


Instructions for NH_MGA or JB_MGA

NH_MGA EPAF is used to establish new hire Graduate Assistants as an employee (PEAEMPL) and assign a position.
 JB_MGA EPAF is used to assign a position for Graduate Assistants if the person has been established in PEAEMPL and active.
 These EPAFs will set up monthly payments and track encumbrances for Graduate Assistants.

A Graduate Assistant should be classified in one of four ways: Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant. When an employee is both a research and teaching assistant, he or she should be classified in the position which will occupy most of his or her time.
 (Ref: USU Graduate Assistant Positions Approved by the Graduate Council 10/15/1999.)



Go to **NOAEPAF**.

This is the start of the **NH_MGA** EPAF

ID: Enter in employee's A#.

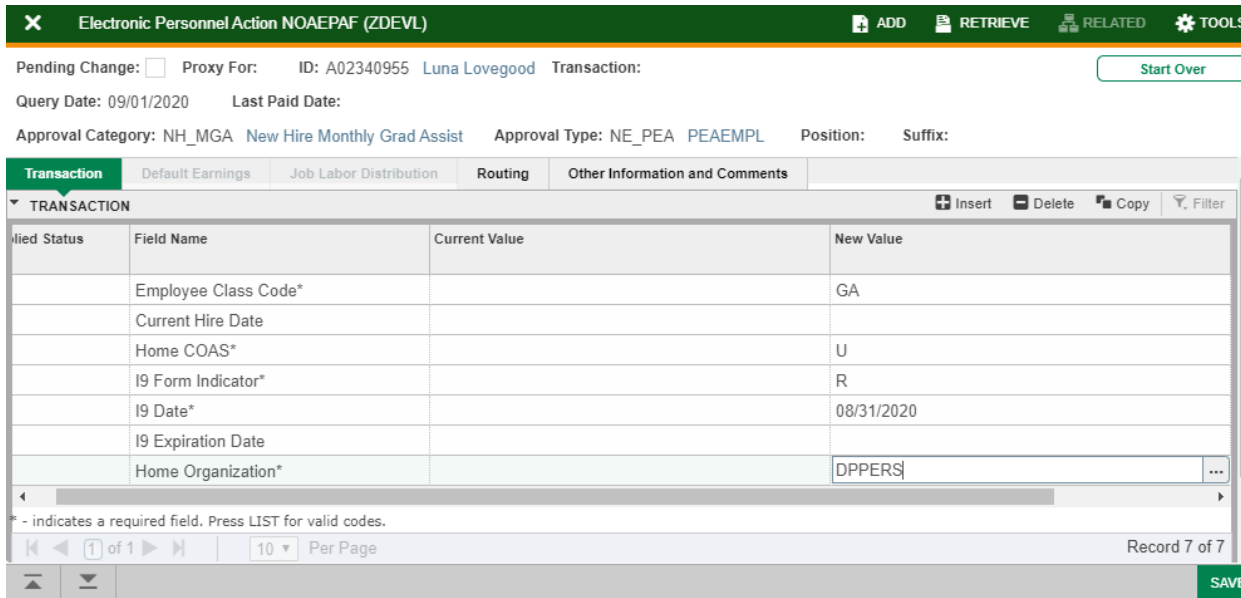
Transaction Number: Banner will generate the transaction number after you save the first page (approval type).

Query Date: The date the employment is to begin. (Must be at least the first day of classes to receive NR Waiver)

Approval Category: Enter NH_MGA

Approval Type: Defaulted to NE_PEA

Select **Go** (Alt+PgDn).



Field Name	Current Value	New Value
Employee Class Code*		GA
Current Hire Date		
Home COAS*		U
I9 Form Indicator*		R
I9 Date*		08/31/2020
I9 Expiration Date		
Home Organization*		DPPERS

Field Name Column: Any field with an *asterisk is required.

Current Value Column: This column should be blank. If not, you should Start Over and change the suffix. This column pulls information from Banner on the position/suffix you have chosen if it exists.

Enter information in **New Value** column.

Employee Class Code*: Defaulted to GA.

Current Hire Date: Employee's begin date. Should 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*: Enter the home department's DP-code.

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: NE_PEA PEAEMPL Position:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Field Status	Field Name	Current Value	New Value
	Employee Class Code*		GA
	Current Hire Date		
	Home COAS*		U
	I9 Form Indicator*		R
	I9 Date*		08/31/

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF

Next Action

Save the screen (F10 or green button on the bottom right). Then open the **Tools Menu** and select **Next Action**.

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ...

ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting

Query Date: 09/01/2020 Last Paid Date:

Approval Category: * NH_MGA Approval Type: * JB_GAP Grad Assistant Pay Process

New Hire Monthly Grad Assist

Position: ... Suffix: ...

Transaction Number: Generated by Banner.
Approval Type: Automatically set as **JB_GAP**.
Position Number: Enter the Position Number. It must be a P03xxx (Graduate Assistant)
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.

Select **Go** (Alt+PgDn)

This is the start of the **JB_MGA** EPAF

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting Start Over

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JB_GAP Grad Assistant Pay Process

Position: P03123 Graduate Assistants Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Status	Field Name	Current Value	New Value	
	Jobs Effective Date*		09/01/2020	
	Personnel Date		08/31/2020	
	Job Begin Date*		09/01/2020	
	Contract Type*		P	
	Title*		Graduate Teaching Assistant	
	Salary*		4000	
	Job Location*		MAIN	
	Timesheet Orgn*		DPPERS ...	

SAVE

New Value Column: Enter the job information in the corresponding sections.

Job Effective Date: Must be the same as the Query Date.

Personnel Date: This date should match the Query and effective date. If you leave blank it will default from the query date.

Job Begin Date: Must be the same as the Query and Effective Date.

Contract Type: "P" (Primary) is defaulted.

Title: Enter the title of the position. (Titles are: Graduate Instructor, Graduate Teaching Assistant or Graduate Research Assistant) Do not use All Caps and No Abbreviations.

Salary: Enter the amount listed on the Graduate Excel worksheet.

Job Location: MAIN (main campus) is the default but it can be changed to different location by clicking on the ellipses (...) on the right side of the box.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: Go

ID: + Transaction: ...

Luna Lovegood Waiting

Query Date: Last Paid Date:

Approval Category: * Approval Type: * ...

New Hire Monthly Grad Assist GA Monthly Award Process

Position: Suffix: ...

Graduate Assistants

Approval Type: JB_GAM

Click **Go** (Alt+PgDn).

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting Start Over

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JB_GAM GA Monthly Award Process

Position: P03123 Graduate Assistants Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION Insert Delete Copy Filter				
Status	Field Name	Current Value	New Value	
	Jobs Effective Date*		09/01/2020	
	FTE*		.25	
	Units per Pay*		1	
	Mo./Hrly/SemlMo.Rate*		<input type="text"/>	
	Pays*			
	Factor*			
	Job Change Reason*		E1	

* - indicates a required field. SAVE

New Value Column: Enter the job information in the corresponding sections

Job Effective Date: Must be the same as the Query Date.

FTE: Defaults to .50 but can be changed to appropriate FTE.

Units Per Pay: Defaults to 1 and cannot be changed.

Hourly/Monthly Amount: Enter the monthly amount to be paid based off of the Graduate Excel worksheet.

Pays and Factors: Enter the number of months of payment. Pays must be the same as Factors. Example: If employee is working for 4 months and you want to pay them for 4 months, then enter a 4 in both Pays and Factors.

Job Change Reason: E1 will default for new hire reason. You can change it by clicking on the ellipses (...) at the right side of the box.

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: Go

ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting

Query Date: 09/01/2020 Last Paid Date:

Approval Category: * NH_MGA Approval Type: * JB_LBR
New Hire Monthly Grad Assist Job Labor Distribution

Position: P03123 Graduate Assistants Suffix: 00

Approval Type: JB_LBR

Click **Go** (Alt+PgDn).

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting Start Over

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JB_LBR Job Labor Distribution

Position: P03123 Graduate Assistants Suffix: 00

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

▼ CURRENT JOB LABOR DISTRIBUTION

Effective Date 09/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent

Record 1 of 1

▼ NEW JOB LABOR DISTRIBUTION

Effective Date * 09/01/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *
U	A05289	100219	E01826	617100	3030					100.00
Total Percent										100.00

Record 1 of 1

SAVE

Job Labor Distribution: This page indicates which index(s) will pay for the position. A position may be paid from more than one index.

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.

Account Numbers:

617100 – For employees eligible for subsidized insurance.

617200 – For employees who are NOT eligible for subsidized insurance.

Total Percent: Must equal **100.00**.

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ...

ID: ... + Transaction: ... Waiting

Luna Lovegood

Query Date: Last Paid Date:

Approval Category: * Approval Type: *

New Hire Monthly Grad Assist Assignment Termination Process

Position: Suffix:

Graduate Assistants

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Approval Type: JC_TRM

Click **Go** (Alt+PgDn).

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JC_TRM Assignment Termination Process

Position: P03123 Graduate Assistants Suffix: 00

Applied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*		12/31/2020	
	Job End Date*		12/31/2020	
	Personnel Date*		12/18/2020	
	Job Status*		T	
	Job Change Reason*		A5	
	Timesheet Orgn*		DPPERS	...

* - indicates a required field. Press LIST for valid codes.

APPROVER

Approver Action: Queue Status:

Jobs Effective Date and **Job End Date:** Last day of work. (Must be at least the last day of finals for the NR Waiver.)

Personnel Date: Must match the term effective and end date.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to A5.

Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Save (F10)

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting Start Over

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JC_TRM Assignment Termination Process

Position: P03123 Graduate Assistants Suffix: 00

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

ROUTING Insert Delete Copy Filter

Originator ID: A01643366 Nicholle Jessica Johnson

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
DHOME	25			Approval	In Queue	
GRAD	60			Approval	In Queue	
STUEMP	70			Approval	In Queue	
SEAPL	94			Apply	In Queue	

Record 1 of 5 SAVE

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

DHOME: Dean/VP

GRAD: Click on the ellipses (...) and select the Vice Provost of Graduate Studies.

STUEMP and SEAPL: STUDENT_EMPL

Save (F10)

Electronic Personnel Action NOAEPAF (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting Start Over

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JC_TRM Assignment Termination Process

Position: P03123 Graduate Assistants Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/03/2020	Originator ID	A01643366
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments Luna is being hired as a graduate teaching assistant for Fall 2020 (September-December) at a rate of 1000 per month under Professor Sprouts.
 Nicholle 7-1809

Activity Date 03/03/2020 03:01:59 PM Activity User A01643366 SAVE

Click on **Other Information and Comments**.

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. Include your name and phone number.

Please include at least the following for the Graduate Office approval: Title - Start Date - End Date - Monthly Pay - FTE - Any Dept. Exceptions

Save (F10)

Electronic Personnel Action NOAEPAF (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Waiting

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: JC_TRM Assignment Termination Process

Position: P03123 Graduate Assistants Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value

About Banner

OPTIONS

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Click on **Transaction** tab
Click on **Tools** and select **Submit Transaction**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340955 Luna Lovegood Transaction: 1251754 Pending

Query Date: 09/01/2020 Last Paid Date:

Approval Category: NH_MGA New Hire Monthly Grad Assist Approval Type: NE_PEA PEAEMPL Position: Suffix:

Transaction submitted.

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.

Electronic Approvals Error Message NOIEMSG 9.3.3 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Proxy For: ... Transaction Number: ...

ID: A02340955 Luna Lovegood Originator: A01643366

Category: NH_MGA New Hire Monthly Grad Assist Errors:

Warnings:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Errors: If there is something missing or incorrect from the EPAF this page will pull up.

Click **Go** to see the listed errors.

Once errors are fixed in the EPAF submit the transaction again and check for a **Pending Status**.

Early Termination or Department Change

Notify the Graduate Office and Human Resources to terminate the position. This change could affect the student's financial aid. A new JB_MGA EPAF may need to be processed if a department change is done.

PHATIME- Payment Changes:

To decrease payment, change the defaulted 1 to the percent of time worked. (If only half of the time worked, put a .5)

To increase payment, change the defaulted 1 to 1.xx to reflect the amount of extra work.