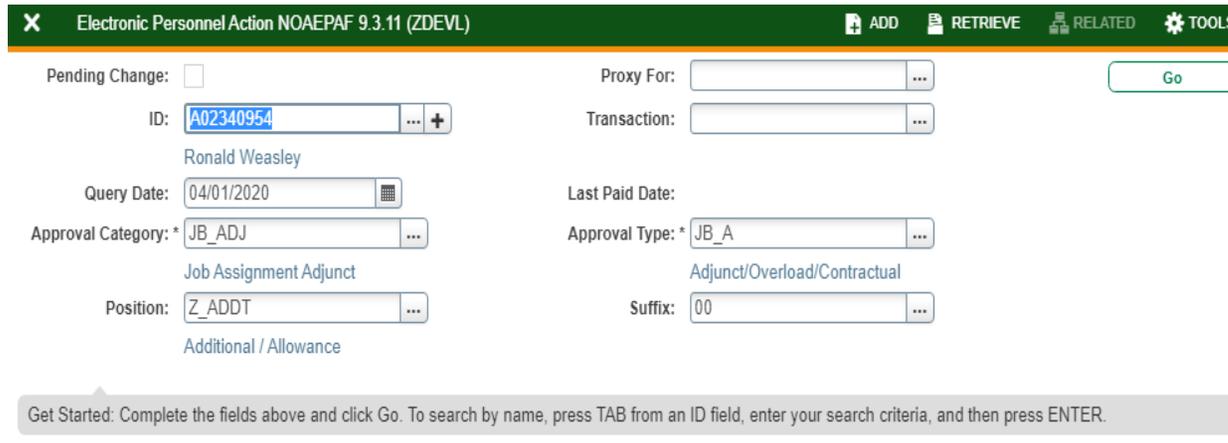# Instructions for JB_ADJ (Adjunct/Overload)

**Important:** When using this EPAF for Extra Contractual Service, please refer to and comply with Utah State University Policy 376. Click here for the [ESC form](#).

Go to **NOAEPAF**.

**ID:** Enter in employee's A#.

**Transaction Number:** Banner will generate the transaction number after you save the first page.

**Query Date:** The Query Date must be the first day of the pay period to begin payment. (Positions paid on the BX payroll prorate)

**Approval Category:** Enter JB_ADJ.

**Approval Type:** Automatically populated to JB_A.

**Position Number:**

  **P01XXX\*** for Instructional Overload (teaching for credit).

  **P09XXX\*** for Non-instructional Overload.

   **\*XXX**= The last three digits of the position number designate your department.

  **Z_ERRH** for Early Retire Rehires

  **Z_ADDT** for Leave Settlements, Moving Expenses, and Awards/Bonuses. (PHATIME is preferred to process leave settlements and Awards/Bonuses).

   \*For Leave Settlements, please see the [Leave Settlement Instructions](#).

**Suffix**: 00 for new assignments. 01, 02, 03…for additional assignments in the same department and position number. Check NBAJOBS and NBIJLST to ensure you are using the correct suffix. The query date will need to be 07/01/2005.

**GO** (Alt+PgDn)

## Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) — Screen 1

Pending Change: ☐  Proxy For:  ID: A02340954  Ronald Weasley  Transaction: 1251763  Wait...  ✓ Saved successfully (13 rows saved)

Query Date: 04/01/2020    Last Paid Date:

Approval Category: JB_ADJ  Job Assignment Adjunct    Approval Type: JB_A  Adjunct/Overload/Contractual

Position: Z_ADDT  Additional / Allowance  Suffix: 00

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

▼ TRANSACTION                                          Insert   Delete   Copy   Filter

| Applied Status | Field Name | Current Value | New Value |
|---|---|---|---|
| P | Jobs Effective Date* | | 04/01/2020 |
| P | Personnel Date | | 04/05/2020 |
| P | Job Begin Date* | | 04/01/2020 |
| P | Contract Type* | | O |
| P | Title | | Moving Allowance |
| P | Salary* | | 4000 |
| P | FTE* | | .25 |
| P | Pays* | | 4 |
| P | Factor* | | 4 |
| P | Job Location* | | MAIN |
| P | Job Change Reason* | | A2 |
| P | Timesheet Orgn* | | DPMATH |

* - indicates a required field.

◀ ◀ 1 of 1 ▶ ▶    20 ▼  Per Page                      Record 1 of 12

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## Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) — Screen 2

Pending Change: ☐  Proxy For:  ID: A02340954  Ronald Weasley  Transaction: 1251763  Waiting

Query Date: 04/01/2020    Last Paid Date:

Approval Category: JB_ADJ  Job Assignment Adjunct    Approval Type: JB_A  Adjunct/Overload/Contractual

Position: Z_ADDT  Additional / Allowance  Suffix: 00

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

▼ TRANSACTION

| Applied Status | Field Name | Current Value | New |
|---|---|---|---|
| P | Jobs Effective Date* | | 04/ |
| P | Personnel Date | | 04/ |
| P | Job Begin Date* | | 04/ |
| P | Contract Type* | | O |
| P | Title | | Con |
| P | Salary* | | |
| P | FTE* | | .25 |
| P | Pays* | | 4 |
| P | Factor* | | 4 |

**TOOLS menu:**
Item Properties
Display ID Image
Exit Quickflow
About Banner
OPTIONS
Transaction
Submit Transaction
Apply Transaction
Cancel PAF
Delete PAF
Next Action

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**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

**Jobs Effective Date:** This date should match the Query Date and Job Begin Date.
**Personnel Date:** This date should reflect the actual service begin date, if different from the Effective and Begin Dates.
**Job Begin Date:** This date should be the same as the Job Effective Date.
**Contract Type:** This defaults to "O" for Overload.
**Title:** Enter the title of assignment or description of service being performed (i.e. "Teaching PSY 2000" or "Leave Settlement:" – only allowed up to 30 letters/spaces). This is NOT the employee's primary position title.
**Salary:** This is the amount to be paid. This is NOT the base salary for the primary position. If the person is going to be paid $1000 for four pay periods, this amount would be $4000.
**FTE:** The FTE defaults to .25 and cannot be changed.
**Pays and Factors:** These numbers must match. They indicate how many semi-monthly payments will be made. For example, if the base salary is $4000, and the Pays and Factors are 4, the employee will receive four payments of $1000.
**Job Location:** **MAIN** (main campus) is the default but it can be changed to a different location by clicking on the ellipses (...) at the right side of the box.
**Job Change Reason Code:** See available codes by clicking on the ellipses (...) at the right of the box. (A2: Adjunct/Overload outside Home Department).
**Timesheet Orgn:** Department's unique "DP" code

**Save** (F10)

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

## Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

**Pending Change:** ☐ **Proxy For:** **ID:** A02340954 Ronald Weasley **Transaction:** 1251763 Waiting   ✓ Saved successfully (1 rows saved)

**Query Date:** 04/01/2020 **Last Paid Date:**

**Approval Category:** JB_ADJ Job Assignment Adjunct **Approval Type:** JB_LBR Job Labor Distribution

**Position:** Z_ADDT Additional / Allowance **Suffix:** 00

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

### CURRENT JOB LABOR DISTRIBUTION

**Effective Date** 04/01/2020

Insert | Delete | Copy | Filter

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|-----|-------|------|--------------|---------|---------|----------|----------|---------|------|---------|

Record 1 of 1

### NEW JOB LABOR DISTRIBUTION

Insert | Delete | Copy | Filter

**Effective Date *** 04/01/2020

| COA * | Index | Fund * | Organization * | Account * | Program * | Activity | Location | Project | Cost | Percent * |
|-------|-------|--------|----------------|-----------|-----------|----------|----------|---------|------|-----------|
| U | A06728 | 101165 | E05813 | 615300 | 1060 | | | | | 100.00 |
| | | | | | | | | | Total Percent | 100.00 |

Record 1 of 1

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**Approval Type:** Automatically changed to JB_LBR.
Click **Go** (Alt+PgDn).

**Job Labor Distribution** tab**:** This page indicates which index(s) will be charged 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:**

  **P01 and P09** – 616800
  **Z_ERRH** - Early Retire Rehires – 617500
  **Z_ADDT** – Moving Allowance: 618605
  **Leave Settlement and Awards:** 615300

**Total Percent:** Must equal 100.00

**Save** (F10)

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## Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

**Pending Change:** ☐ **Proxy For:** **ID:** A02340954 Ronald Weasley **Transaction:** 1251763 Waiting   ✓ Saved successfully (6 rows saved)

**Query Date:** 04/01/2020 **Last Paid Date:**

**Approval Category:** JB_ADJ Job Assignment Adjunct **Approval Type:** JC_TRM Assignment Termination Process

**Position:** Z_ADDT Additional / Allowance **Suffix:** 00

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

### TRANSACTION

Insert | Delete | Copy | Filter

| Applied Status | Field Name | Current Value | New Value | Remove |
|----------------|------------|---------------|-----------|--------|
| P | Jobs Effective Date* | | 07/31/2020 | |
| P | Job End Date* | | 07/31/2020 | |
| P | Personnel Date* | | 07/15/2020 | |
| P | Job Status* | | T | |
| P | Job Change Reason* | | A3 | |
| P | Timesheet Orgn* | | DPMATH | |

* - indicates a required field.

Record 1 of 6

### APPROVER

Insert | Delete | Copy | Filter

**Approver Action** None **Queue Status**

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

**Approval Type:** Automatically changed to JC_TRM.
**Go** (Alt+PgDn).

**Jobs Effective Date** and **Job End Date**: Last day of the pay period to be paid. (Positions paid on the BX payroll prorate)

**Personnel Date:** Last date of service, if different from the Effective Dates.

**Job Status:** Defaults to T (termination).

**Job Change Reason:** Defaults to A3 (termination of Adjunct/Overload).

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

**Save** (F10)

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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 approvers A#. You can search for them by clicking on the ellipses (...) after clicking in the field.
**HHIRE:** Department Head
**DHIRE:** Dean/VP
**HR:** HR_OFFICE
**APPLY:** HR_OFFICE

**Save** (F10)



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.

For **Extra Compensation EPAF's** with P01XXX and P09XXX position numbers, include in the comments the following information: **base salary, 20% of base salary, dates of service, payment for this EPAF, all overload payments to date including this EPAF, description of services to be performed, and the Service Now RITM number of the ESC.**

**Save** (F10)

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



**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.**