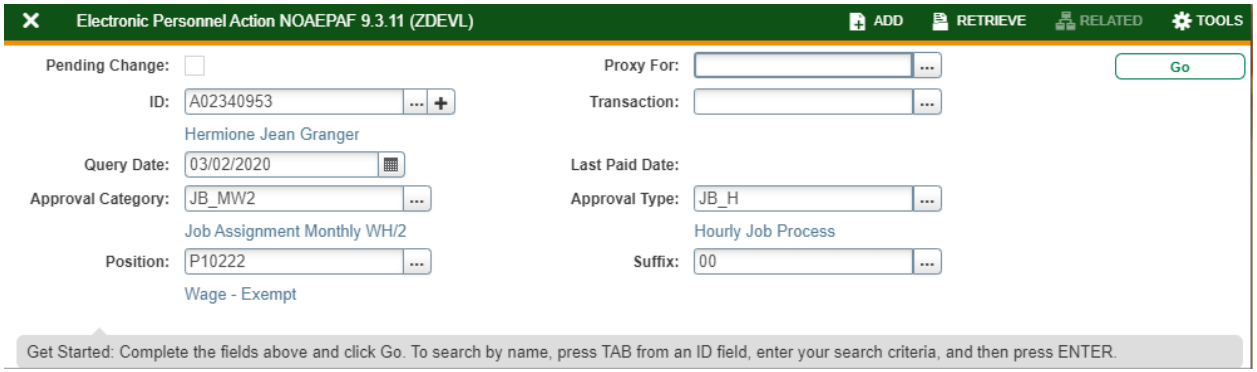
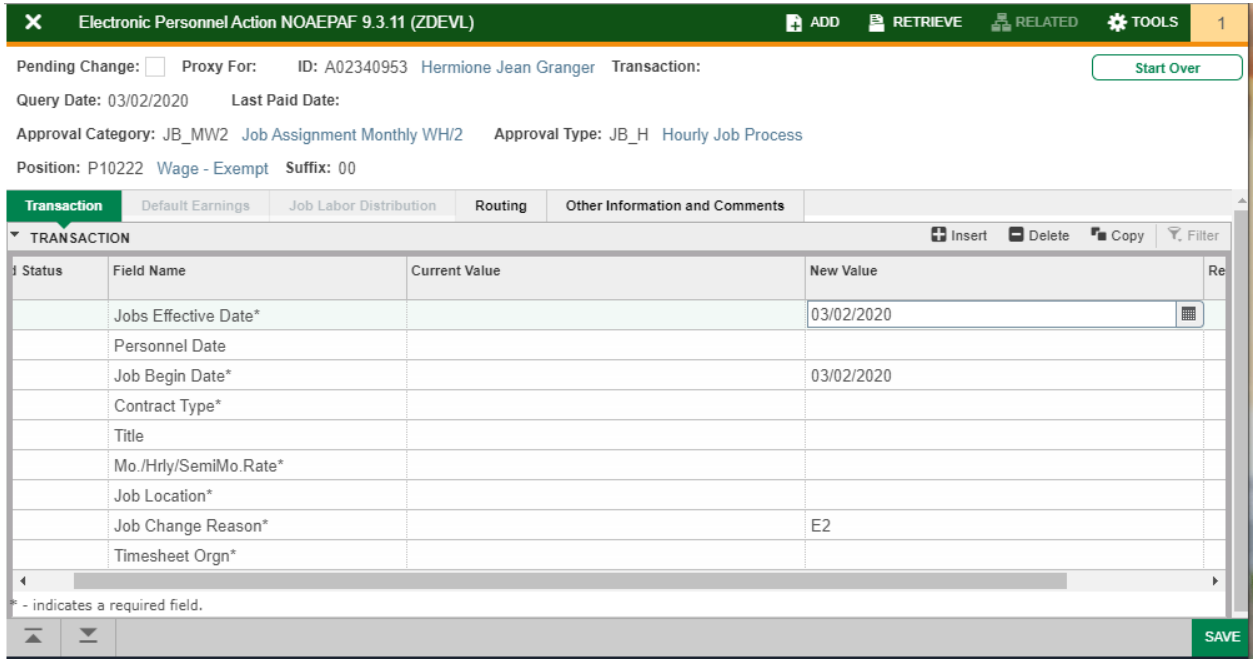
Instructions for JB_MW2

This EPAF is used to hire non-benefitted wage hourly (exempt) employees receiving a set amount. This EPAF can only be used after PEAMPL has already been established. **Use only for P10xxx Positions.**

If an employee is transferring to this position from a different position on campus, the job must start on the first day of a pay period.



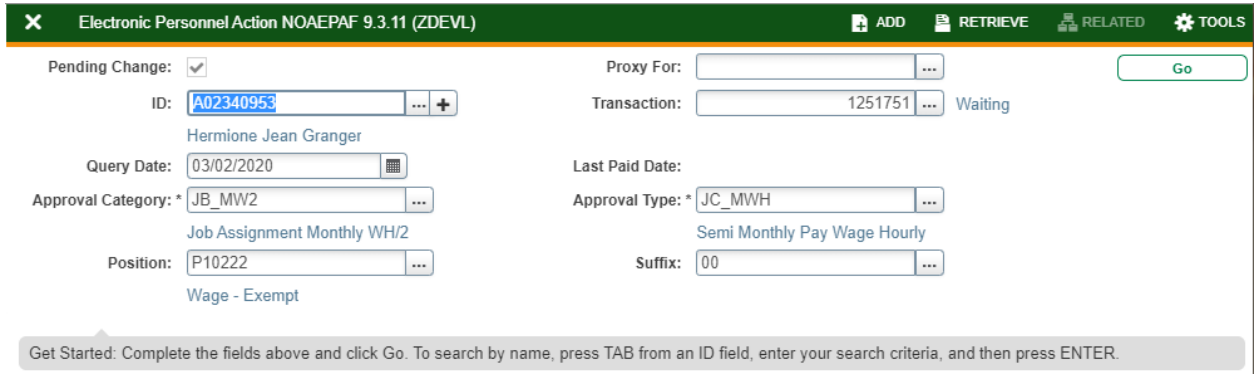


Go to **NOAEPAF.**

ID: Enter employee's A#.
Transaction Number: Leave blank (Banner will generate it)
Query Date: Enter the start date for this position.
Approval Category: Enter in JB_MW2
Approval Type: Automatically set as JB_H**.**
Position Number: Enter the **P10xxx** position number.
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)

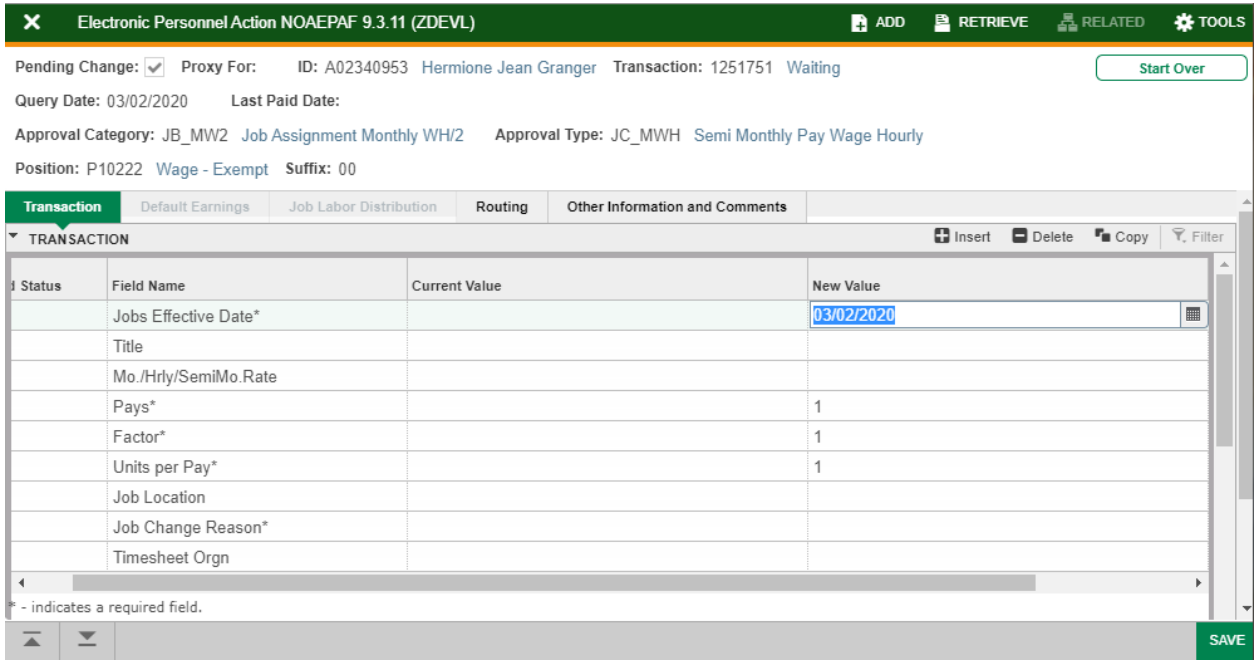
Current Value column should be blank. If not, check that the Position and Suffix have not been used before.
New Value Column: Enter the job information in the corresponding sections.
Job Effective Date: Must be the same as the query date.
Personnel Date: This date typically matches the job query and job effective date, but can be different if it needs to indicate date of actual change/employment beginning.
Job Begin Date: Must be the same as the query date
Contract Type: "P" (Primary) is defaulted. "S" (Secondary) can be used if employee has another active position.
Title: Enter the title of the position.
Mo./Hrly/SemiMo.Rate: The amount to pay on a semi-monthly basis.
Job Location: MAIN (Main campus) is the default but it can be changed to different location by clicking on the field's search ellipses (**…**).
Job Change Reason: E2 will default (Rehire). You can change it by clicking on the field's search ellipses (**…**).
Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

Save (F10), Click on **Tools** and select **Next Action**.



Approval Type: JC_MWH

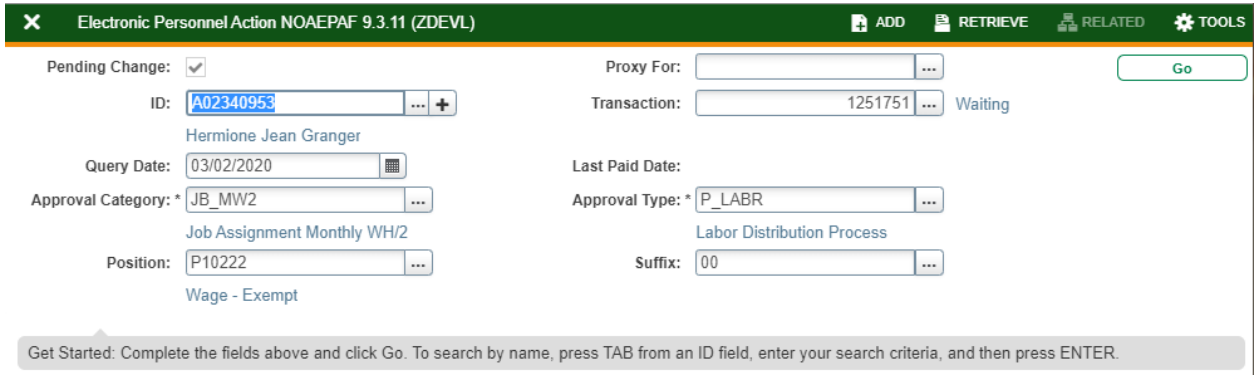
Click **Go** (Alt+PgDn).



Job Effective Date: This date should be the same as the Query Date or a date in the future.
Hourly/Monthly Rate: This is the amount you want to pay the employee semi-monthly.
Pays and Factor: Defaulted to 1.
Units per Pay: Defaulted to 1.
Job Change Reason: Use the same change reason you put into the JB_H window.
Timesheet Orgn: This is your home department "DPCODE" (Example: DPMATH).

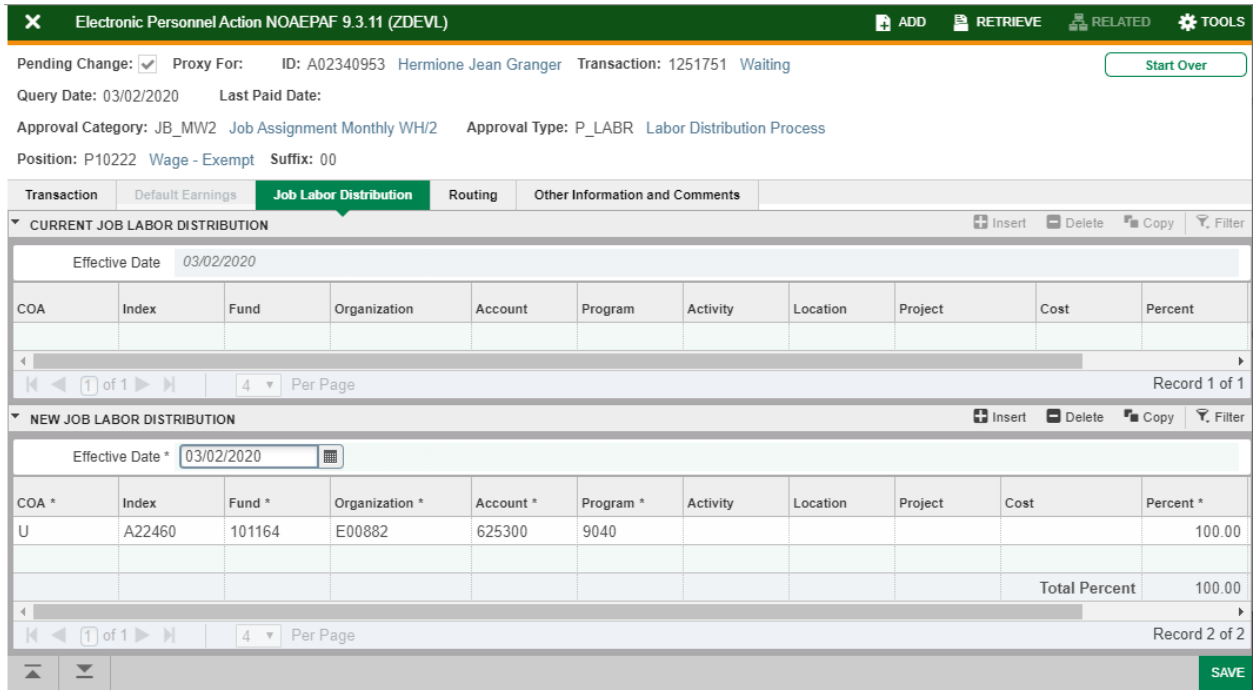
Save (F10)

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



Approval Type: JB_LBR

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



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:

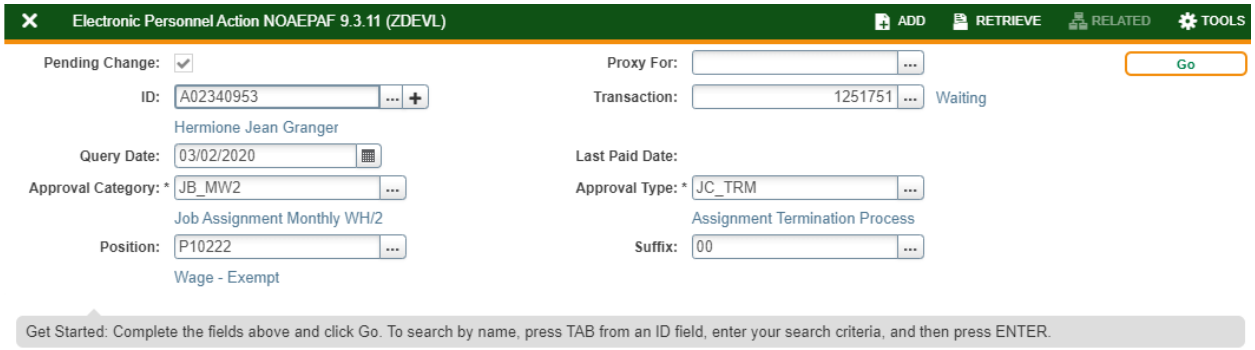
- **625950 –** For P10 position wages
- **618605** – For Moving Expenses

Total Percent: must equal **100.00**

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

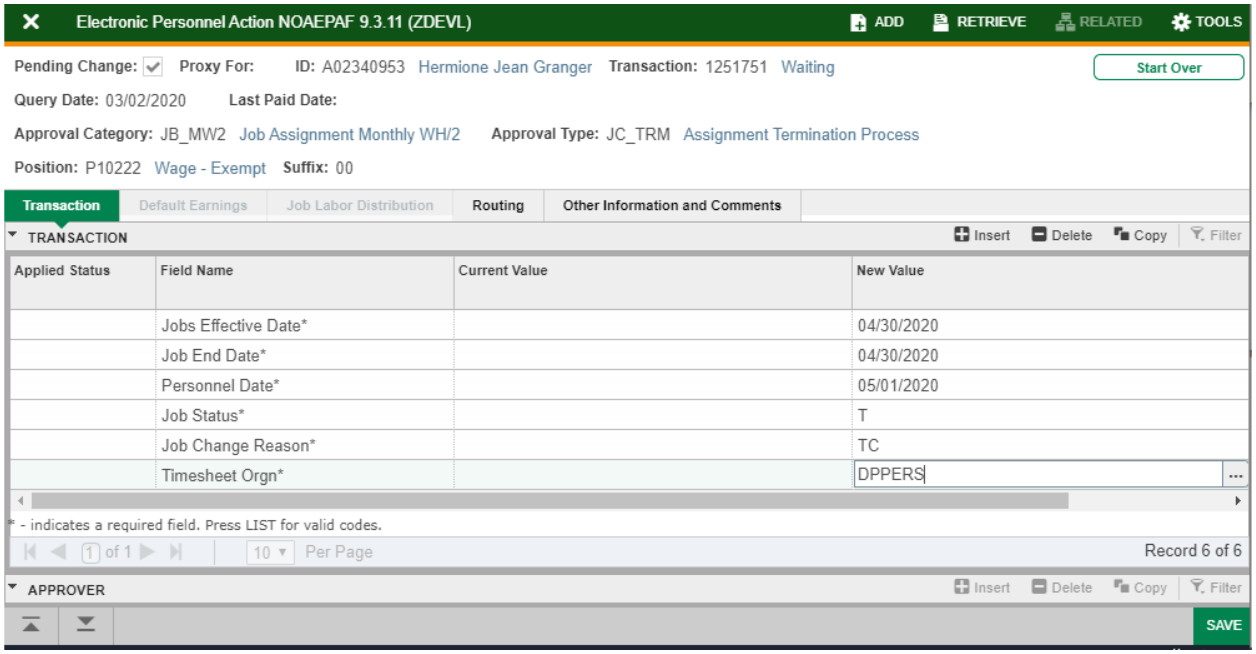
Save (F10)

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



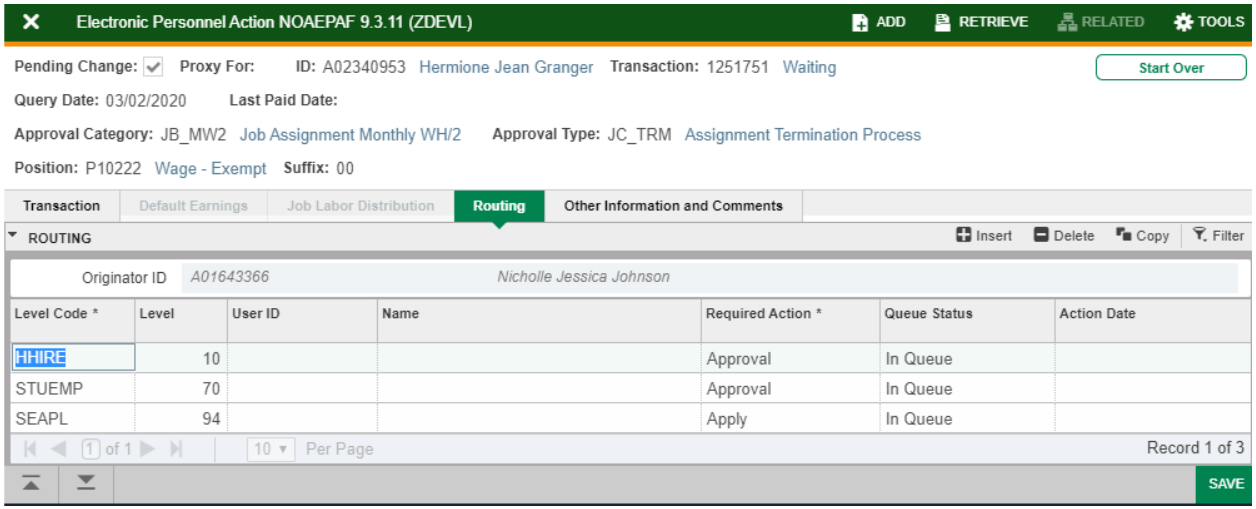
Approval Type: JC_TRM

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



Jobs Effective Date and **Job End Date**: Last day of the pay period 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)

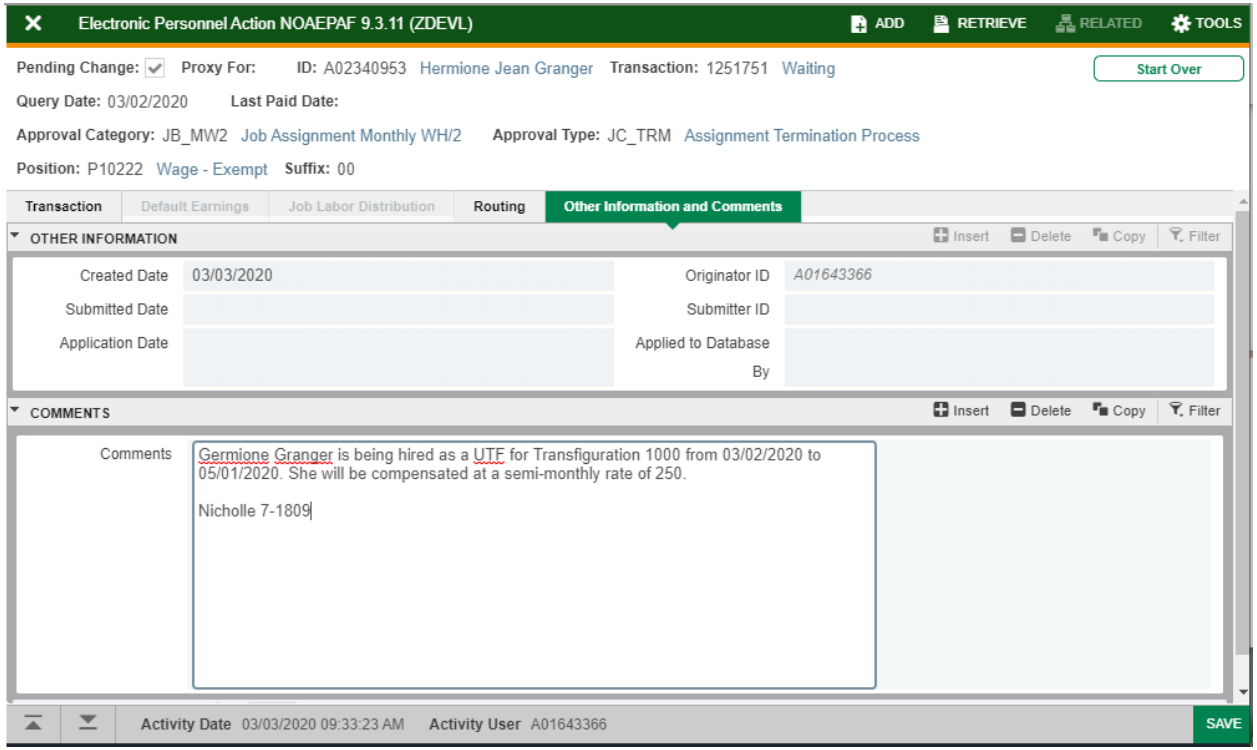
Save (F10)



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
STUEMP and SEAPL: STUDENT_EMPL

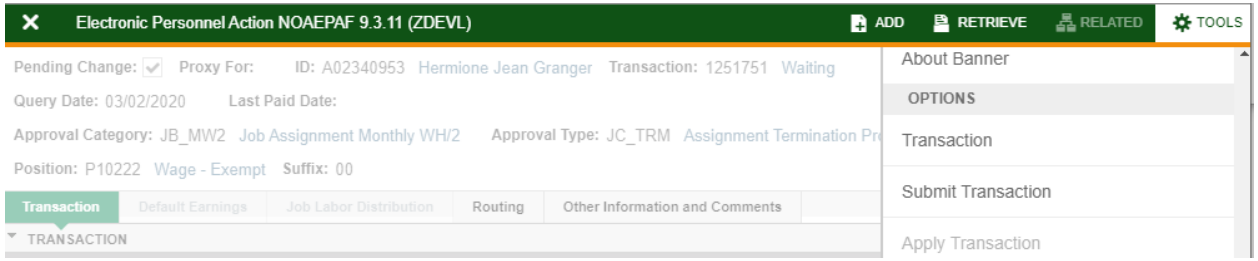
Save (F10)



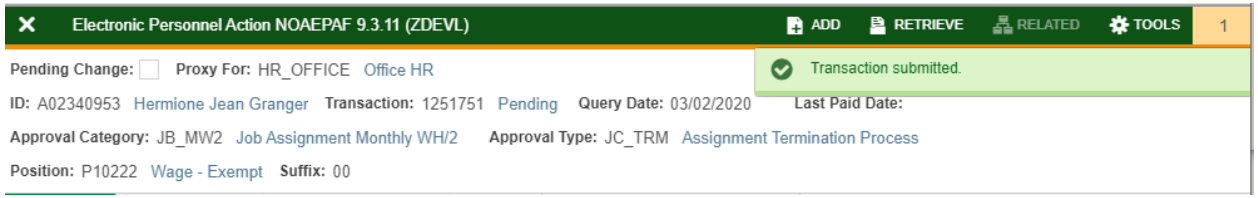
Click on **Other Information and Comments**

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.

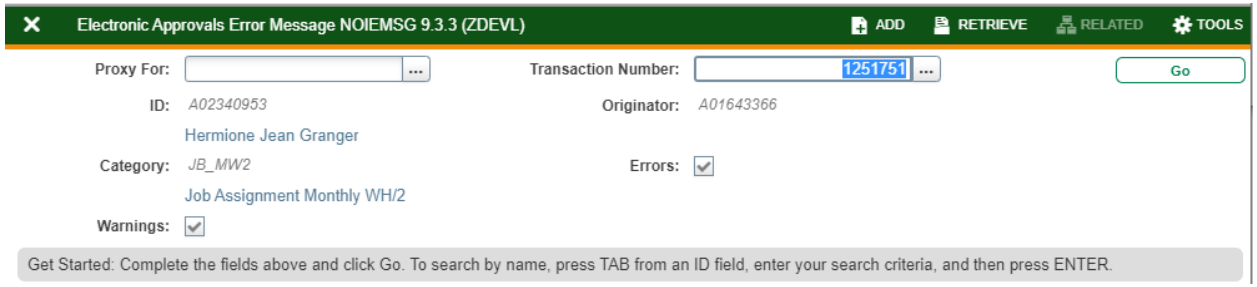
Save (F10)



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 waiting in your 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.**