

## JB\_MW2

This EPAF is used for non-benefited and/or hourly employees receiving a set amount.

JB\_WH EPAFs are for those employees who have worked for USU at some point in the past (have a PEAEMPL record).

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID:

Query Date:

Approval Category:  Job Assignment Monthly WH/2

Position:  Wage - Exempt

Proxy For:

Transaction:

Last Paid Date:

Approval Type:  Hourly Job Process

Suffix:

Go

Get Started: Fill out the fields above and press Go.

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


Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).

**Query Date:** The date the employment is to begin

**Approval Category:** JB\_MW2 – Job Assignment Monthly WH/2 (type of EPAF you're creating)

**Approval Type:** JB\_H – Hourly Job Process (indicates “page” or “step” of EPAF – this will default)

**Position Number:** Type the position number in the field. It must be your P10xxx (wage - exempt) position number.

**Suffix:** Click on the search icon, , and then on List of Employee's Jobs (NBIJLST). Rollback and change your Query Date to 01-JUL-2005. Then click Next Block. Look to see if this person has ever had your position number before. If not, begin with suffix 00. (If creating an NH\_WH EPAF, this screen should be blank.) If they have had your position number before, delete this EPAF and create a JB\_WH EPAF and pick the next available suffix 01, 02, 03, etc.

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID:

Query Date:

Approval Category:  Job Assignment Monthly WH/2

Position:  Wage - Exempt

Proxy For:

Transaction:

Last Paid Date:

Approval Type:  Hourly Job Process

Suffix:

Go

Get Started: Fill out the fields above and press Go.

Utah State University - ZDEVL

A00293221 Sign Out

Employee Job Inquiry NBIJLST 9.0 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

ID: A00293221 Hayden Blauer Query Date: 01/28/2016 **Start Over**

EMPLOYEE JOB INQUIRY

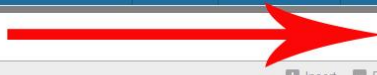
Position *	Suffix *	Begin Date *	End Date	Job Type
P05092	00	03/02/2015		Primary

9 Per Page Record 1 of 1

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
05/16/2015	Active	Office Assistant	WH	HX	U	DPPERS	EH	USU

9 Per Page Record 1 of 1



Utah State University - ZDEVL

A00293221 Sign Out

Employee Job Inquiry NBIJLST 9.0 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

ID:  Hayden Blauer Query Date:  **Go**

Get Started: Fill out the fields above and press Go.

To get back to NOAEPAF, just click the **CANCEL** Button

Utah State University - ZDEVL

A00293221 Sign Out

Employee Job Inquiry NBIJLST 9.0 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

ID: A00293221 Hayden Blauer Query Date: 01/28/2016 **Start Over**

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
P05092	00	03/02/2015		Primary

9 Per Page Record 1 of 1

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
05/16/2015	Active	Office Assistant	WH	HX	U	DPPERS	EH	USU

9 Per Page Record 1 of 1

READ Record: 1/1 NBRJOB.NBRJOB\_POSN [1] **CANCEL** SELECT ellucian..



If everything is ready, click on the **GO** button.

Utah State University - ZDEVL | A00293221 | Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) | ADD | RETRIEVE | RELATED | TOOLS

Pending Change:  Proxy For:  **Go**

ID: A00293221 Hayden Blauer Transaction:

Query Date: 01/28/2016 Last Paid Date:

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JB\_H Hourly Job Process

Position: P10063 Wage - Exempt Suffix:

Get Started: Fill out the fields above and press Go.

Utah State University - ZDEVL | A00293221 | Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) | ADD | RETRIEVE | RELATED | TOOLS | 1

Pending Change:  Proxy For:  ID: A00293221 Hayden Blauer Transaction:  Query Date: 01/28/2016 Last Paid Date:  At last record.

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JB\_H Hourly Job Process Position: P10063 Wage - Exempt

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*		01/28/2016	<input type="checkbox"/>
	Personnel Date		01/28/2016	<input type="checkbox"/>
	Job Begin Date*		01/28/2016	<input type="checkbox"/>
	Contract Type*		P	
	Title		Teaching English 1010	
	Mo./Hrly/SemiMo.Rate*		500	
	Job Location*		MAIN	
	Job Change Reason*		E2	
	Timesheet Orgn*		DPPERS	<input type="checkbox"/>

Record 9 of 9

APPROVER

Approver Action:  Queue Status:

SAVE

When creating a new job for an employee, your current value column should always be blank. If there is information in your current value column when you're creating a new job, you're using an incorrect EPAF or suffix.

Enter the job information in the New Value column.

**Job Effective Date:** Date employment begins. This 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:** This must be the same as the job effective date and job query date.


**Contract Type:** "P" (Primary) is defaulted. Always use "P" for new hires. Only change to "S" if currently employed in another department in a primary position.

**Title:** Enter the title of the position.

**Mo./Hrly/SemiMo.Rate:** Enter semi-monthly rate. No dollar signs.

**Job Location:** Main (Main campus is the default but it can be changed to different location by clicking on the arrow under “New value” at the top of the column.)

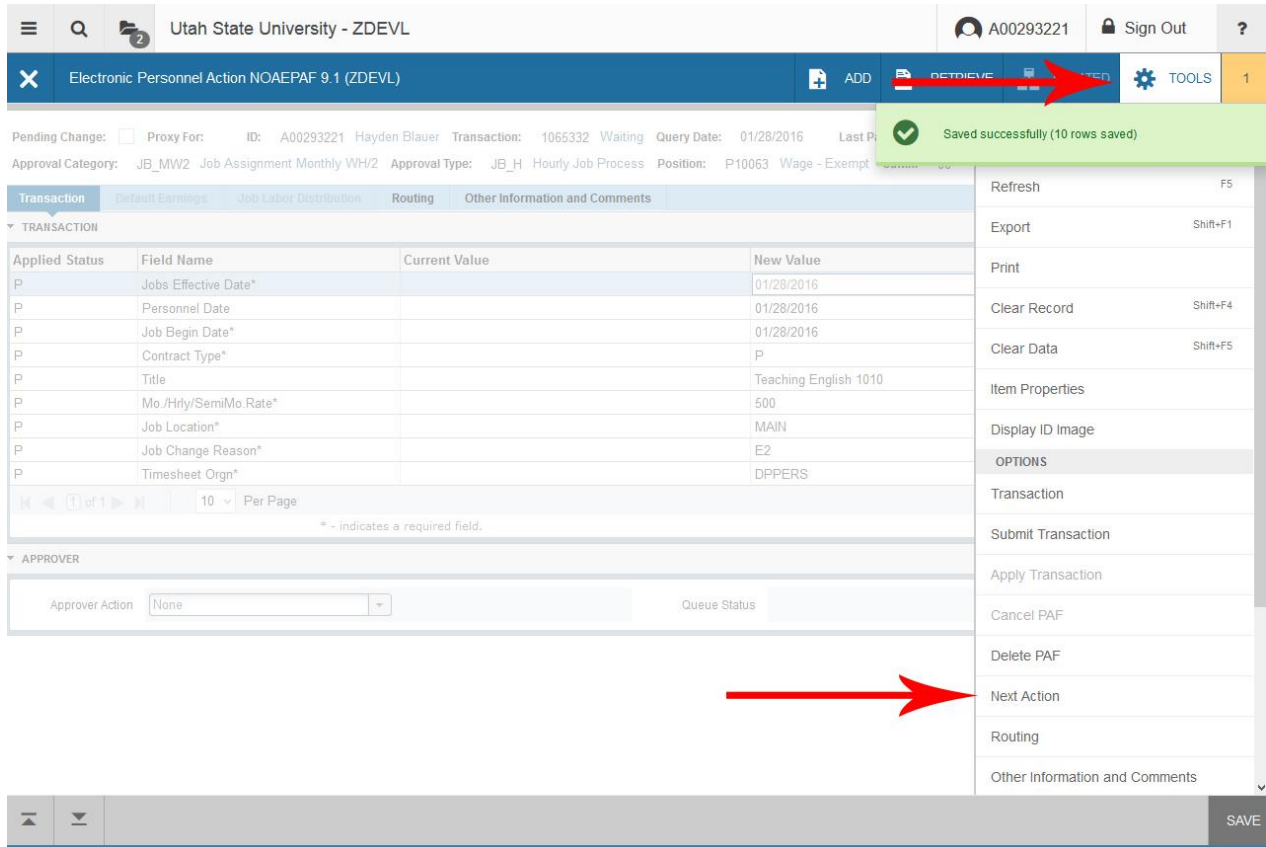
**Job Change Reason:** E2 will default for job change reason. You can change it by clicking on

the . Select the appropriate code and click on it to put it in the field.

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

**Save** by pressing F10 or clicking on the save icon.

Click on the **TOOLS** menu and select **Next Action**. Click on the **Next Block** icon.



Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE

Tools 1

Saved successfully (10 rows saved)

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	
P	Jobs Effective Date*		01/28/2016	
P	Personnel Date		01/28/2016	
P	Job Begin Date*		01/28/2016	
P	Contract Type*		P	
P	Title		Teaching English 1010	
P	Mo./Hrly/SemiMo.Rate*		500	
P	Job Location*		MAIN	
P	Job Change Reason*		E2	
P	Timesheet Orgn*		DPPERS	

APPROVER

Approver Action: None

Queue Status

- Refresh (F5)
- Export (Shift+F1)
- Print
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image
- OPTIONS
- Transaction
- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action
- Routing
- Other Information and Comments

SAVE

Click Go to move onto the JC\_MWH Section

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:  ID: A00293221 Hayden Blauer

Proxy For: ... Transaction: 1065332 Waiting

Query Date: 01/28/2016

Approval Category: JC\_MWH Job Assignment Monthly WH/2

Position: P10063 Wage - Exempt

Last Paid Date: ... Approval Type: JC\_MWH Semi Monthly Pay Wage Hourly

Suffix: 00

Go

Get Started: Fill out the fields above and press Go.

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:  Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065335 Waiting Query Date: 01/29/2016 Last Paid Date:

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JC\_MWH Semi Monthly Pay Wage Hourly Position: P10063 Wage - Exempt Suffix: 00

Start Over

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

TRANSACTION

Applied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*		01/29/2016	<input type="checkbox"/>
	Title			
	Mo./Hrly/SemiMo.Rate			
	Pays*		1	
	Factor*		1	
	Units per Pay*		1	
	Job Change Reason*			
	Timesheet Orgn			

10 Per Page Record 1 of 8

\* - indicates a required field.

APPROVER

Approver Action Queue Status

SAVE

Notice your Approval Type changing as you proceed to the next step in the EPAF.

**Job Effective Date:** Date employment begins. Must match the effective date from the previous step.

**Title:** Must match what was previously entered.

**Pays, Factors, and Units per Pay:** These default to 1 and should not be changed.

**Mo./Hrly/SemiMo.Rate:** Enter semi-monthly rate (must match amount from previous step). No dollar signs.

**Job Change Reason:** E2 if rehire, or select reason.

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

Save by pressing F10 or clicking on the save icon. Click on the **Tools** menu and select **Next Action**. Click on **Go** or **Alt- Page Down**, then **GO** to continue

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: ... ID: A00293221 Hayden Blauer Transaction: 1065334 Waiting **Start Over**

Query Date: 01/29/2016 Last Paid Date:

Approval Category: \* JB\_MWH \*DO NOT USE\*-USE JB\_MW2 Approval Type: \* P\_LABR Labor Distribution Process

Position: P10063 Wage - Exempt Suffix: 00

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

▼ CURRENT JOB LABOR DISTRIBUTION + Insert - Delete Copy | Filter

Effective Date 01/29/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
1 of 1											

4 Per Page Record 1 of 1

▼ NEW JOB LABOR DISTRIBUTION + Insert - Delete Copy | Filter

Effective Date \* 01/29/2016

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A04157	101164	E01140	625300	1010					100.00	
Total Percent										0.00	

4 Per Page Record 1 of 1

**SAVE**

The Job Labor Distribution tab indicates which index(s) will pay for the position. A position may be paid from more than one index. Ensure that the accounting information is correct. Please ensure the percent equals 100. Index numbers will be provided by your Business Officers. Fund, Organization, and Program numbers default when Index number is input. For the list of HR Account codes, see HR Account Codes table on the HR Banner website.

**Effective Date:** This date needs to match the effective date in the previous blocks and the query date.

**Insert:** Use this option to add another labor distribution entry.

**Save** by clicking F10 or clicking on the save icon or. Click on the **Tools** menu, select **Next Action**, then **Go or Alt Page Down** on the next screen to continue.

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A00293221 Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065335 Waiting Query Date: 01/29/2016 Last P:  Saved successfully (6 rows saved)

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JC\_TRM Assignment Termination Process Position: P10063

Transaction Default Earn **Routing** Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*		05/12/2015	<input type="checkbox"/>
P	Job End Date*		05/12/2015	<input type="checkbox"/>
P	Personnel Date*		05/12/2015	<input type="checkbox"/>
P	Job Status*		T	
P	Job Change Reason*		TC	
P	Timesheet Orgn*		DPPERS	

10 Per Page Record 1 of 6

\* - indicates a required field.

APPROVER

Approver Action  Queue Status

SAVE

Notice your approval type. This screen looks similar to the first step of the epaf, but the approval type JC\_TRM is referring to the end of the position.

**Job Effective Date:** Date employment will end.

**Job End Date:** This must be the same as the job effective date.

**Personnel Date:** This date typically matches the job effective date, but can be different if it needs to indicate date of actual termination (for example, employee is leaving 12/24/13, but is being paid through the end of the month).

**Job Status:** Defaults to T (terminated) and should not be changed.

**Job Change Reason:** Defaults to TC (termination, appointment complete). You can change it by clicking on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.

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

**Save** by pressing F10 or clicking on the save icon. Click on the **Routing** tab.

Most Visited | USU Human Resource... | regence | USU Jobs | AggieTime - Dashboard | service now | I9 portal | USU Secure Login

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD | RETRIEVE | RELATED | TOOLS | 1

Pending Change:  Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065335 Waiting Query Date: 01/29/2016 Last Paid Date: Start Over

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JC\_TRM Assignment Termination Process Position: P10063 Wage - Exempt Suffix: 00

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

ROUTING Insert | Delete | Copy | Filter

Originator ID: A00293221 Hayden Blauer

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHIRE	10	A		Approval	In Queue	
STUEMP	70	A		Approval	In Queue	
SEAPL	94	A		Apply	In Queue	

10 Per Page Record 1 of 3

SAVE

Routing indicates who must approve this EPAF before it is applied. The Level Codes will default for you, but you must fill in the approvers. (For help in making your approvers default as well, contact the HR Banner Help Desk.)

**User ID:** If you don't know the A numbers of your approvers, you must search for them by clicking search button under "User ID."

**HHOME:** Select your department head/director.

**STUEMP and SEAPL:** These are routed to STUDENT\_EMPL.

**Save:** Press F10, click on the save icon or click on Save.

Click on the **Other Information and Comments** tab.



Utah State University - ZDEVL

A00293221 Sign Out ?

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065335 Waiting Query Date: 01/29/2016 Last Paid Date: Start Over

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JC\_TRM Assignment Termination Process Position: P10063 Wage - Exempt Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

OTHER INFORMATION Insert Delete Copy Filter

Created Date	01/29/2016	Originator ID	A00293221
Submitted Date		Submitter ID	
Application Date		Applied to Database By	

COMMENTS Insert Delete Copy Filter

Comments Hiring Hayden Blauer to teach English 1010 from 1/29/2016 to 5/12/2016. He will receive a semi-monthly amount of \$500.  
- Jeremy Oneida 7-5650

10 Per Page Record 1 of 1

Activity Date 01/29/2016 12:26:02 PM Activity User A00293221 SAVE

**Add comments.** Explain what you are doing with this EPAF. The comments are what approvers rely on to know what an EPAF is for, so put all the information you can into the comments. Include your name and phone number in case anyone has questions.  
**Save:** Press F10, click on the save icon or click on Save.

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:  Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065335 Waiting Query Date: 01/29/2016 Last Paid Date:

Approval Category: JB\_MW2 Job Assignment Monthly WH/2 Approval Type: JC\_TRM Assignment Termination Process Position: P10063 Wage - Exempt

Transaction Distribution Routing Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*		05/12/2015
P	Job End Date*		05/12/2015
P	Personnel Data*		05/12/2015
P	Job Status*		T
P	Job Change Reason*		TC
P	Timesheet Orgn*		DPPERS

10 Per Page

\* - indicates a required field.

APPROVER

Approver Action:  Queue Status:

Activity Date 01/29/2016 12:26:02 PM Activity User A00293221

SAVE

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID image

OPTIONS

- Transaction
- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action
- Routing
- Other Information and Comments

To finish to EPAF, go back to the **Transaction tab**, then click on **Tools** and click **Submit Transaction**.

Utah State University - ZDEVL

A00293221 Sign Out ?

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change:

ID:  Hayden Blauer

Query Date:

Approval Category:  Job Assignment Monthly WH/2

Position:  Wage - Exempt

Proxy For:

Transaction:  Pending

Last Paid Date:

Approval Type:  Hourly Job Process

Suffix:

Go

Get Started: Fill out the fields above and press Go.

When your EPAF is submitted, the transaction status will change to Pending and move to your first approver's queue. If it does not change to Pending, there is something keeping your EPAF from submitting. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.