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).

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.

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

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

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.)
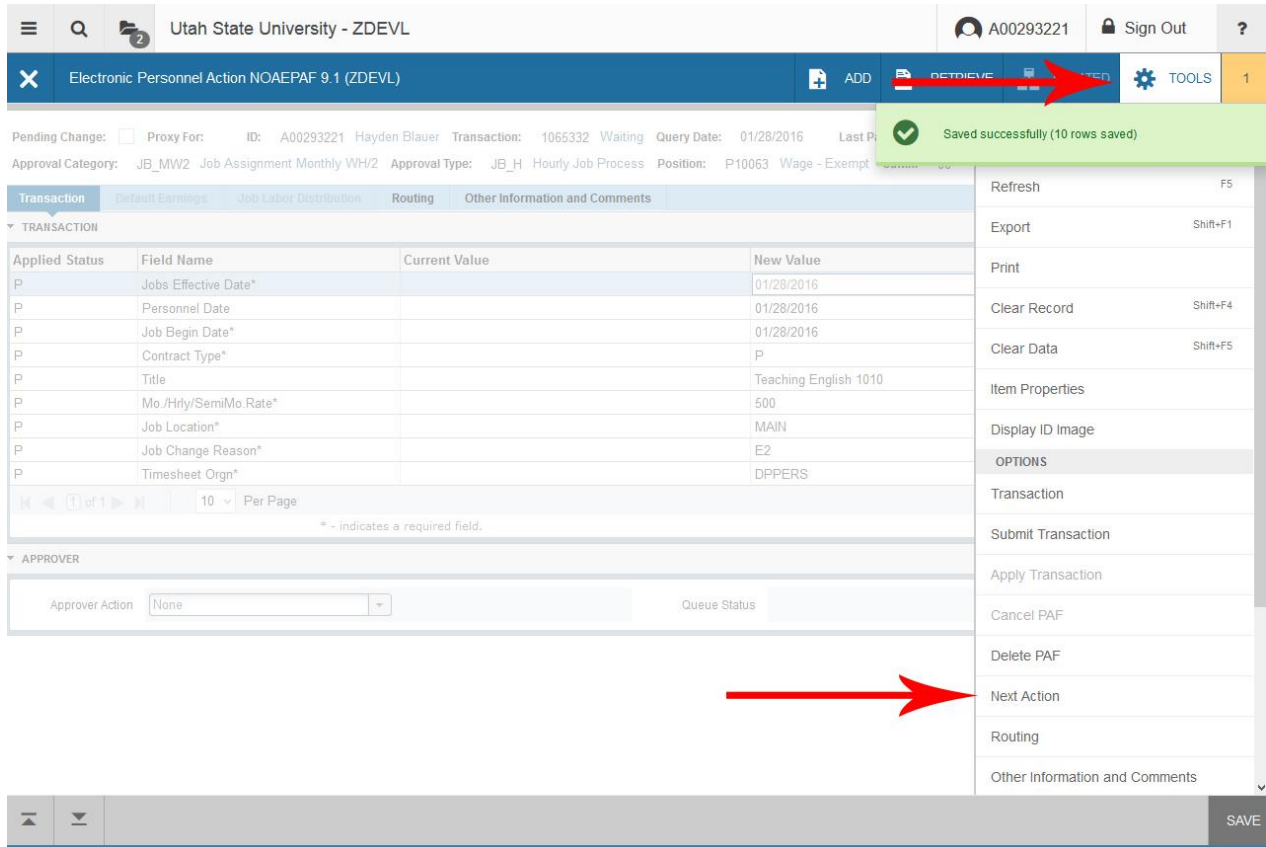
Job Change Reason: E2 will default for job change reason. You can change it by clicking on the [...]. Select the appropriate code and click on it to put it in the field.

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.

Click Go to move onto the JC_MWH Section

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

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.

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.

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.

✖ Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)   📄 ADD   📄 RETRIEVE   🔧 RELATED   ⚙ TOOLS   1

Start Over

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 **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

⏮ ◀ ① of 1 ▶ ⏭   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.

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

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.