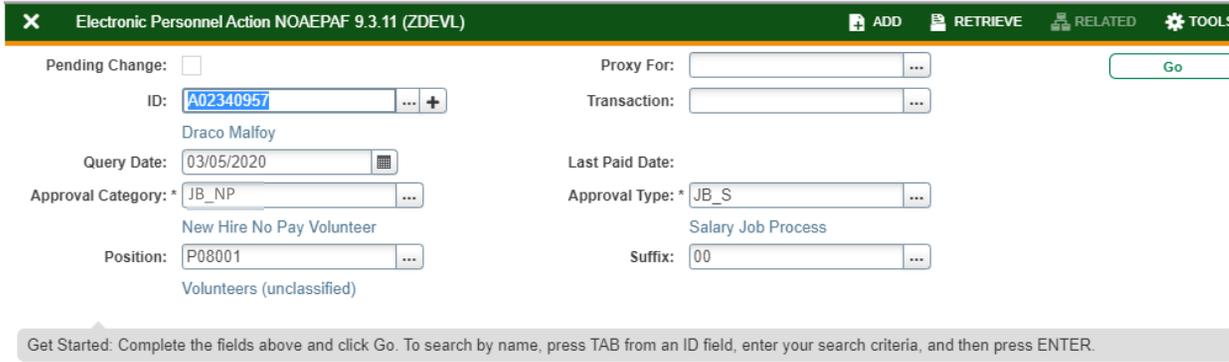# Instructions for JB_NP

This EPAF is used for all people who volunteer and receive NO PAY (P08XXX). This includes all emeriti, adjuncts for dissertations, and all other positions with no pay or for secondary titles (i.e. CE Research Instructor, etc). This position is also used for individuals who are not paid employees that need IT Access.

Go to **NOAEPAF.**

ID: Enter employee's Banner A#.
Transaction Number: Banner will generate the transaction Number after you save the first page (approval type).
Query Date: The date the position will begin.
Approval Category: JB_NP
Approval Type: JB_S.
Position: Type the position number in this field (P08XXX).
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)

Approval Type: JB_S
Current Value Column: Should be blank. If it is not blank, check that the Position and Suffix haven't been used before.
New Value Column: Enter job information into this section.
Job Effective Date: Must be the same as the Query Date.
Personnel Date: Can be same or different than Query Date.
Job Begin Date: Must be the same as the Job Effective Date.
Contract Type: Defaults to P (primary) if there is no other position or S (secondary) if the employee has another position.
Title: Enter the title of the position. Per Audit requirements, the title must indicate the purpose of the EPAF. If the individual is a volunteer put what kind of volunteer. A benefitted title cannot be used.
> **If faculty title is needed, the EPAF must be routed through the Dean's and Provost's Offices for approval.**
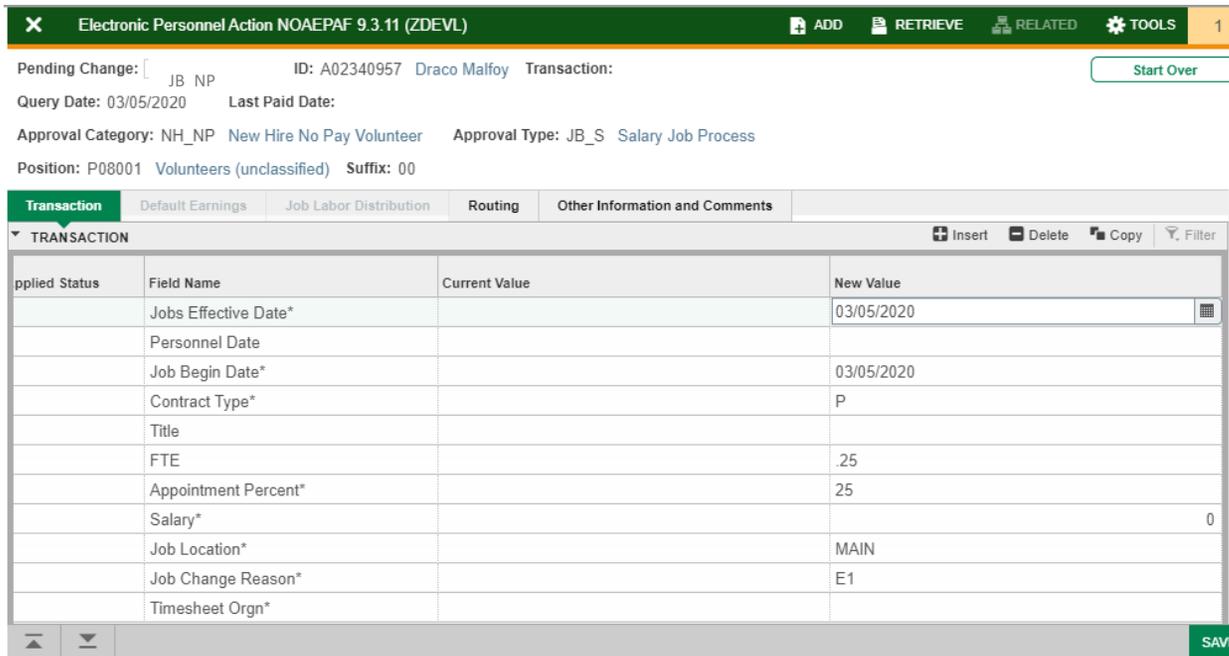
FTE: Defaulted to .25.
Appointment Percent: Defaulted to 25.
Salary: Defaulted to 0.
Job Change Reason: E1 (new hire) or E2 (rehire)
Timesheet Org: Enter the home department's DPcode.

Save the screen (F10 or green button on the. bottom right).

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
HR and Apply: HR_OFFICE.

If Faculty Title is needed:
Click on the **HHOME** Level code and then select **Insert** (F6 or right side of screen) and an extra routing line will appear.

Enter **DHOME** in the Level Code Column and input the USER ID for your department's Dean.

Then select **Insert** again and enter **EXEC** in the Level Code and input PROVOST_OFFICE for the USER ID.

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 pending in the first approver's queue.

If status remains as Waiting, then there are errors. Fix the errors and then submit the transaction again and check for a **Pending Status.**