

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.

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name
 Last Name
 Is an employee or
 ID or
 SSN/SIN/TIN

Enter or Generate New ID

* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

ID *

Query Date *

Approval Category *

Set-up No Pay Job-P08 position(active PEAEMPL), ...

Access Banner SSB New EPAF Creation

Enter the Employees A# into the ID box under New EPAF Person Selection, or by using the other applicable fields.

ID: Enter employee’s A# (A# will auto-populate from the New EPAF Person Selection if used)

Query Date: The date the new employee will begin the new position.

Approval Category: Select “Set-up No Pay Job-P08 position(active PEAEMPL), JB_NP”

Click **Go**

Salary Job Process, JB_S:

Position Number: Enter the position number – 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.

Click **Go**

Salary Job Process, JB_S

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	P08259	00	NoPays and Volunteers	DPZESA, USU Eastern-Student Affairs				
<input type="checkbox"/>	Primary	P05127	00	Student Worker	DPEXYP, Extension Youth Programs	04/26/2021		07/31/2022	Active

Salary Job Process, P08259-00 NoPays and Volunteers

Jobs Effective Date *

Old Value:

Personnel Date

Old Value:

Job Begin Date *

Old Value:

Contract Type *

Title

FTE



Old Value:

Appointment Percent *



Old Value:

Annual Salary *



Old Value:

Job Location *

Old Value: Not Selected

Job Change Reason *

Timesheet Orgn *

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. Always use P for new hires. Only change to S (Secondary) if currently employed in another department in a primary position.

Title: Enter the title of the position. Check the spelling. 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.

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Department ... ▼	Not Selected ▼	Approve ▼	
80 - (HR) HR Office ▼	Not Selected ▼	Approve ▼	
95 - (APPLY) Applier_HR Office ▼	Not Selected ▼	Apply ▼	

[+ Add Row](#)

Comments

Add Comment

Remaining Characters : 4000

Routing Queue:

This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval level:

(HHOME) Home Department Head/Dir

(STUEMP): Student Employment Office.

(SEAPL): Applier_Student Emp. Office.

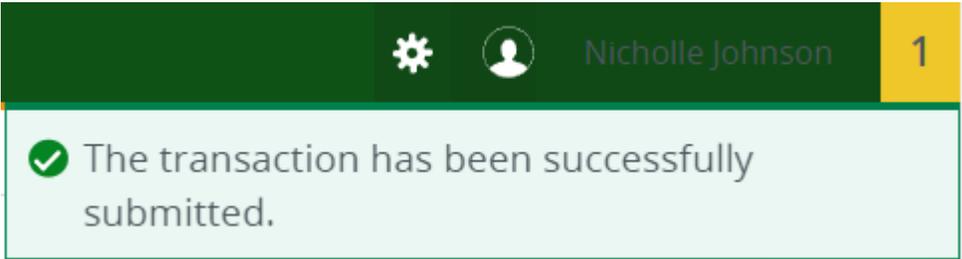
User Name: Click on field and select/enter approver's A#. If unsure, you can use the magnifying glass to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

Comments:

Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.



Click **Submit**



You will get this notice if the EPAF successfully submits. Once submitted, the EPAF will change to a Pending status and go onto routing for approvals.