

Instructions for JB_SAL

This EPAF is used for assigning a benefitted position (99xxx) to employees who already have an active PEAEMPL record.

Go to NOAEPAF

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ...

ID: ...
 Ronald Weasley

Transaction: ...

Query Date: ...

Last Paid Date:

Approval Category: * ...
 Job Assign. Salaried w/Benefit

Approval Type: * ...
 Salary Job Process

Position: ...
 Aircraft Maint Technician

Suffix: ...

ID: Enter employee's A#.

Transaction Number: 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_SAL

Approval Type: JB_S

Position Number: Type the position number in the field.

Suffix: 00 for new position. 01, 02, 03...for additional assignments in the same department and position number.

Go (Alt+PgDn)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction:

Query Date: 03/03/2020 Last Paid Date:

Approval Category: JB_SAL Job Assign. Salaried w/Benefit Approval Type: JB_S Salary Job Process

Position: 993692 Aircraft Maint Technician Suffix: 00

Applied Status	Field Name	Current Value	New Value
	Jobs Effective Date*		03/03/2020
	Personnel Date		03/03/2020
	Job Begin Date*		03/03/2020
	Contract Type*		P
	Title		Aircraft Maint Technician
	FTE		1
	Appointment Percent*		100
	Salary*		50000
	Job Location*		MAIN
	Job Change Reason*		E1
	Timesheet Orgn*		DPPERS

* - indicates a required field. Press LIST for valid codes.

APPROVER

Approver Action: Queue Status:

Job Effective Date: Must be the same as Query Date.

Personnel Date: Should reflect the actual begin date (query date).

Job Begin Date: Must be the same as Query Date.

Contract Type: "P" (Primary) is defaulted.

Title: Enter the title of the position.

FTE: Full-time equivalent. Entered as a decimal. For example: 1 for full (100%) time, .75 for 75% time, etc.

Appointment Percent: Enter the appointment percent as a whole number. Ex. 100 for full (100%) time, 75, 50, etc.

Salary: The annual salary amount. (if less than 100% time, enter the annual salary equivalent to the appointment percent).

Job Location: MAIN (Main campus) is the default but it can be changed to a different location by clicking on the search field.

Job Change Reason: E1 will default for Job Change Reason (New Hire). You can change it by clicking on the ellipses (...) at the right side of the box.

Timesheet Orgn: Department's unique "DP" code

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251758 Waiting
 Query Date: 03/03/2020 Last Paid Date:
 Approval Category: JB_SAL Job Assign. Salaried w/Benefit Approval Type: JB_S Salary Job Process
 Position: 993692 Aircraft Maint Technician Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Cancel PAF
Delete PAF
Next Action
Routing

Click on **Tools** and **Next Action**

Go (Alt+PgDn)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251758 Waiting ✔ Saved successfully (1 rows saved)
 Query Date: 03/03/2020 Last Paid Date:
 Approval Category: JB_SAL Job Assign. Salaried w/Benefit Approval Type: JB_LBR Job Labor Distribution
 Position: 993692 Aircraft Maint Technician Suffix: 00

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

▼ CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 03/03/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent

1 of 1 Per Page Record 1 of 1

▼ NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date * 03/03/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *
U	A13755	101344	E07954	615300	1010					100.00
Total Percent										100.00

1 of 1 Per Page Record 1 of 1

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 Number: 615300

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251758 Wait ✔ Saved successfully (5 rows saved)

Query Date: 03/03/2020 Last Paid Date:

Approval Category: JB_SAL Job Assign. Salaried w/Benefit Approval Type: JB_LBR Job Labor Distribution

Position: 993692 Aircraft Maint Technician Suffix: 00

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

ROUTING Insert Delete Copy Filter

Originator ID: A02167631 Sarah Mae Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A00014896	David H Olsen	Approval	In Queue	
DHOME	25	A00015826	Kenneth L White	Approval	In Queue	
EXEC	50	PRESIDENT_O...	Office President	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

10 Per Page Record 1 of 5

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/Director.
- DHOME:** Dean/VP
- EXEC:** Select PRESIDENT_OFFICE or PROVOST_OFFICE.
- HR and APPLY:** HR_OFFICE.

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251758 Wait ✔ Saved successfully (1 rows saved)

Query Date: 03/03/2020 Last Paid Date:

Approval Category: JB_SAL Job Assign. Salaried w/Benefit Approval Type: JB_LBR Job Labor Distribution

Position: 993692 Aircraft Maint Technician Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/05/2020	Originator ID	A02167631
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments Ron is being hired as an Aircraft Maint Technician from the reg. 2020-2019. He is starting 3/3/2020 and will be paid \$50000 a year.
Professor Albus Dumbledore 7-1234

1 Per Page Record 1 of 1

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. Be sure to add the job listing’s requisition number. Include your name and phone number.

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251758 Waiting

Query Date: 03/03/2020 Last Paid Date:

Approval Category: JB_SAL Job Assign Salaried w/Benefit Approval Type: JB_LBR Job Labor Distribution

Position: 993692 Aircraft Maint Technician Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New

Display ID image

Exit Quickflow

About Banner

OPTIONS

Transaction

Submit Transaction

Click on **Transaction** tab
Click on **Tools** and select **Submit Transaction**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251752 Pending Query Date: 02/25/2020 Last Paid Date: Start Over

Approval Category: NH_SAL New Hire Salaried W/Benefits Approval Type: JB_S Salary Job Process Position: Suffix:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Insert Delete Copy Filter

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

Electronic Approvals Error Message NOIEMSG 9.3.3 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Proxy For: Transaction Number: Go

ID: A02340948 Harry James Potter

Originator: A01643366

Category: NH_WH New Hire Hourly

Errors:

Warnings:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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**.