

JB_TN2: Job Assignment Teaching with No Benefits

Revised January 28, 2016

IMPORTANT INFORMATION: This EPAF is used to hire employees who are assigned a teaching position and are not eligible to receive benefits. Example: The employee is teaching on a semester to semester basis and is not benefited faculty

NOAEPAF: Access this form by typing NOAEPAF in the "Search for forms, pages, and menus..." box

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214571 Luke Skywalker

Query Date: 02/01/2016

Approval Category: JB_TN2 Job Assign Teach No Benefits

Position: P07068 Wages - Teaching No Benefits

Proxy For: ...

Transaction: ...

Last Paid Date: ...

Approval Type: JB_H Hourly Job Process

Suffix: 00

Go

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

ID: Enter the employee's A-Number

Transaction Number: Just tab past this field for now. This number will populate after you save the first form.

Query Date: The Query Date should be the date of the employment action and must match the Job Effective Date and Job Begin Date in the next part of the EPAF.

The Job Effective Date and the Job Begin Date should be the first day of the pay period (1st or 16th). Only the Personnel Date can be different to reflect when the teaching actually began.

Approval Category: JB_TN2

Approval Type: The Approval type will populate automatically.

Position Number: P07XXX - The last three digits of the position number designate your department.

Suffix: 00 for new assignments

01, 02, 03...for additional assignments in the same department and position number.

Check with NBAJOBS or NBIJLST to ensure you are using the correct suffix.

Click Go: Move to the next block of information by clicking the green Go button

Utah State University - ZDEVL

A00928316 Sign Out ?

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065329 Waiting Query Date: 02/01/2016 Last Paid Date: Start Over

Approval Category: JB_TN2 Job Assign Teach No Benefits Approval Type: JB_H Hourly Job Process Position: P07068 Wages - Teaching-No Benefits Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*		02/01/2016	<input type="checkbox"/>
P	Personnel Date		02/01/2016	<input type="checkbox"/>
P	Job Begin Date*		02/01/2016	<input type="checkbox"/>
P	Contract Type*		P	<input type="checkbox"/>
P	Title		Teaching Math 1010	
P	Mo./Hrly/SemiMo.Rate*		500	
P	Job Location*		MAIN	
P	Job Change Reason*		E2	
P	Timesheet Orgn*		DPPERS	

Record 1 of 9

* - indicates a required field.

APPROVER

SAVE

EDIT Record: 18 NORTRAN.NORTRAN_VALUE (1) ellucian-

Job Effective Date: This date should be the first day of the pay period (1st or 16th). This date must match the Job Begin Date.

Personnel Date: This date should reflect the actual begin date, if different from the Effective and Begin dates.

Job Begin Date: This date should be the same as the Job Effective date.

Contract Type: P (Primary) is defaulted and can be changed to S (Secondary) if the employee already has a primary position in NBAJOBS.

Title: Enter the title of the position

Mo./Hrly/SemiMo.Rate: Enter the amount the employee will be paid per pay period (semi-monthly), or the "Lump Sum" if paying as a one time pay.

Job Location: Choose campus location under New Value menu.

Job Change Reason Code: See available codes by clicking on ... box on the side of the field E1 for New Hire and E2 for Rehire work well.

Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)

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

Click Tools and select "**Next Action**" OR Click **Start Over** or press F5. Change the Approval Type Field to **JC_MWH**.

Click the green Go button.

JC_MWH

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Electronic Personnel Action NOAEPAF 9 1 (ZDEVL)

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065329 Waiting Query Date: 02/01/2016 Last Paid Date: [] Start Over

Approval Category: JB_TN2 Job Assign Teach No Benefits Approval Type: JC_MWH Semi Monthly Pay Wage Hourly Position: P07068 Wages - Teaching-No Benefits Suffix: 00

Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*		02/01/2016	<input type="checkbox"/>
P	Title		Teaching Math 1010	
P	Mo./Hrly/SemiMo Rate		500	
P	Pays*		1	
P	Factor*		1	
P	Units per Pay*		1	
P	Job Change Reason*		E2	
P	Timesheet Orgn		DPPERS	

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APPROVER

Approver Action [] Queue Status []

Jobs Effective Date: This is the same date you entered on the previous form. It should be the first day of the pay period.

Hourly/Semi Mo. Rate: This should be the same amount you entered on the previous form. The amount you want to be paid per pay period.

Pays: This is defaulted to a 1 and can't be changed.

Factors: This is defaulted to a 1 and can't be changed.

Units per Pay: this is defaulted to a 1 and can't be changed.

Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)

Save: Press F10, click on the save icon or click on Save in the File pull-down menu.

Click Tools and select "**Next Action**" OR Click **Start Over** or press F5. Change the Approval Type Field to P_LABR.

Click the green Go button.

P_LABR

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065329 Waiting

Query Date: 02/01/2016 Last Paid Date: Approval Category: JB_TN2 Job Assign Teach No Benefits Approval Type: P_LABR Labor Distribution Process

Position: P07068 Wages - Teaching-No Benefits Suffix: 00

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

Effective Date: 02/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
U	A04385	101164	E03757	625900	1010					100.00	
Total Percent										100.00	

This is the account that 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.
Effective Date: This date will populate from query date. Change it to match the Effective Date.
Save: Press F10, click on the save icon.
 Click Tools and select **"Next Action"** OR Click **Start Over** or press F5. Change the Approval Type Field to **JC_TRM**.
 Click the green Go button.

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065329 Waiting Query Date: 02/01/2016 Last Paid Date:

Approval Category: JB_TN2 Job Assign Teach No Benefits Approval Type: JC_TRM Assignment Termination Process Position: P07068 Wages - Teaching-No Benefits Suffix: 00

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

TRANSACTION

Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*		04/30/2016	<input type="checkbox"/>
P	Job End Date*		04/30/2016	<input type="checkbox"/>
P	Personnel Date*		04/30/2016	<input type="checkbox"/>
P	Job Status*		T	
P	Job Change Reason*		TC	
P	Timesheet Orgn*		DPPERS	

* - indicates a required field.

APPROVER

Approver Action: Queue Status:

Job Effective Date and Job End Date: Last day of the month to be paid or assignment end date (15th or last day of the month).

Termination dates refer to dates the job assignment ENDS. Remember that Banner prorates so if you want to pay a full month amount, put the last day of the month for the job to end.

The Personnel Date is the date of the actual termination, if different from the Effective Dates.

Job Status: T (termination) defaults automatically.

Job Change Reason: TC (Assignment completed) defaults automatically.

Timesheet Org is the home department "DPCODE" (example: DPMATH).

Save by pressing F10 or clicking on the save icon.

Click on the **Routing** Tab.

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065326 Waiting Query Date: 02/01/2016 Last Paid Date: Start Over

Approval Category: JB_SUM Job Assignment Addn/Sum Approval Type: JC_TRM Assignment Termination Process Position: P02068 Summer Months Suffix: 00

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

ROUTING

Originator ID: A00928316 Derek D Toone

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A00014896	D	Approval	In Queue	
DHOME	25	A00015149	C	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

Record 1 of 4

Fill in the **Approvers** by typing their usernames or clicking on the ... box next to each field.

HHOME: Select department head.

DHOME: Select dean of the above department head.

Save by pressing F10 or clicking on the save icon.

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

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065329 Waiting Query Date: 02/01/2016 Last Paid Date: Start Over

Approval Category: JB_TN2 Job Assign Teach No Benefits Approval Type: JC_TRM Assignment Termination Process Position: P07068 Wages - Teaching-No Benefits Suffix: 00

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

OTHER INFORMATION

Created Date: 01/28/2016 Originator ID: A00928316

Submitted Date: Submitter ID:

Application Date: Applied to Database By:

COMMENTS

Comments Luke Skywalker will be teaching Math 1010 for the Spring Semester. She will be paid 500.00 per pay period beginning 02/01/2016 and ending 04/30/2016 for a total of \$3,000. 718009

Record 1 of 1

Add comments here. EPAFS may be returned if comments are not included.

To finish to EPAF, go back to the Transaction tab (or Tools > Transaction) and click on **Tools > 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.