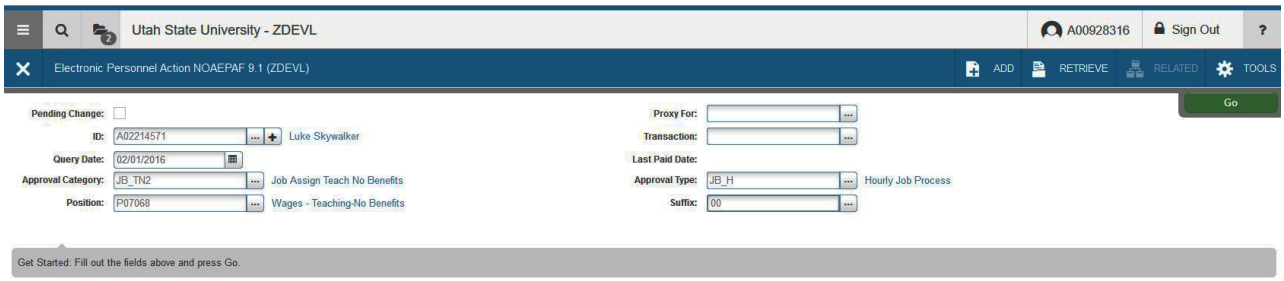
JB_TN2: Job Assignment Teaching with No Benefits
Revised January 28, 2016

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 "Seach for forms, pages, and menus…" box

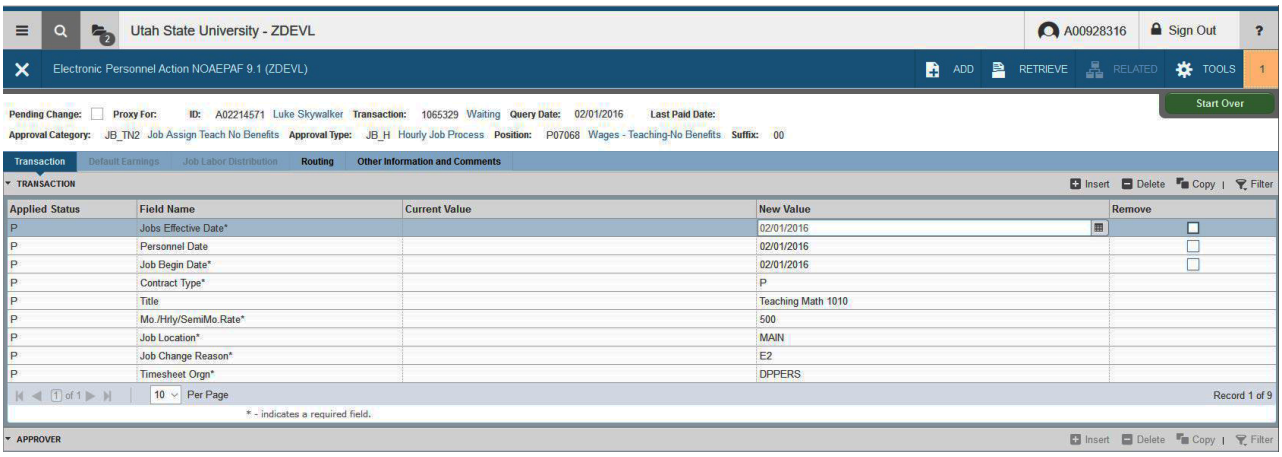


ID: Enter the employee's A-Number
Transaction Number: Just tab past this field for now. This number will populate after you save the first form.
Query Date: The Query Date should be the date of the employment action and must match the Job Effective Date and Job Begin Date in the next part of the EPAF.

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.

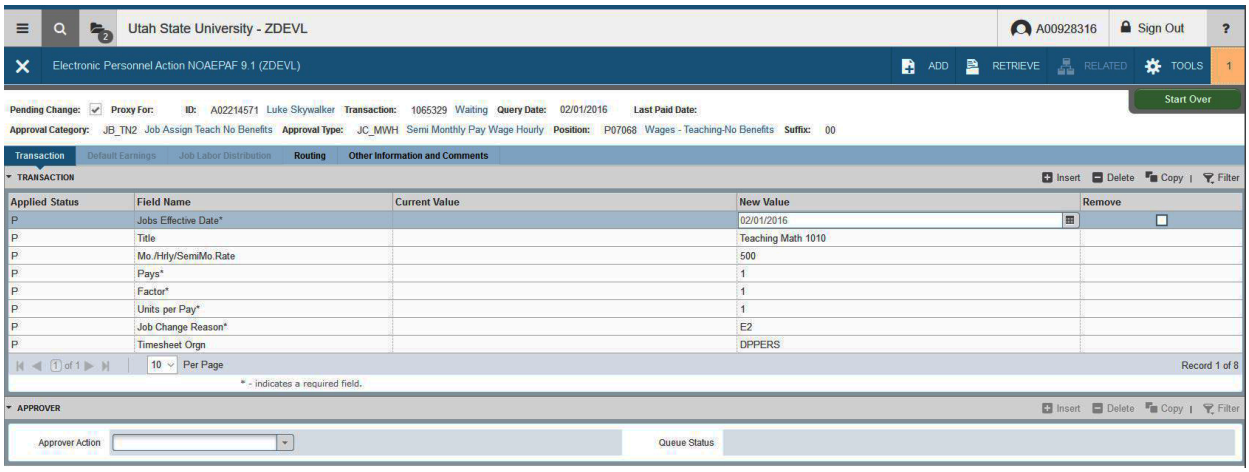
Approval Category: JB_TN2
Approval Type: The Approval type will populate automatically.
Position Number: P07XXX - The last three digits of the position number designate your department.
Suffix: 00 for new assignments
01, 02, 03...for additional assignments in the same department and position number.
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



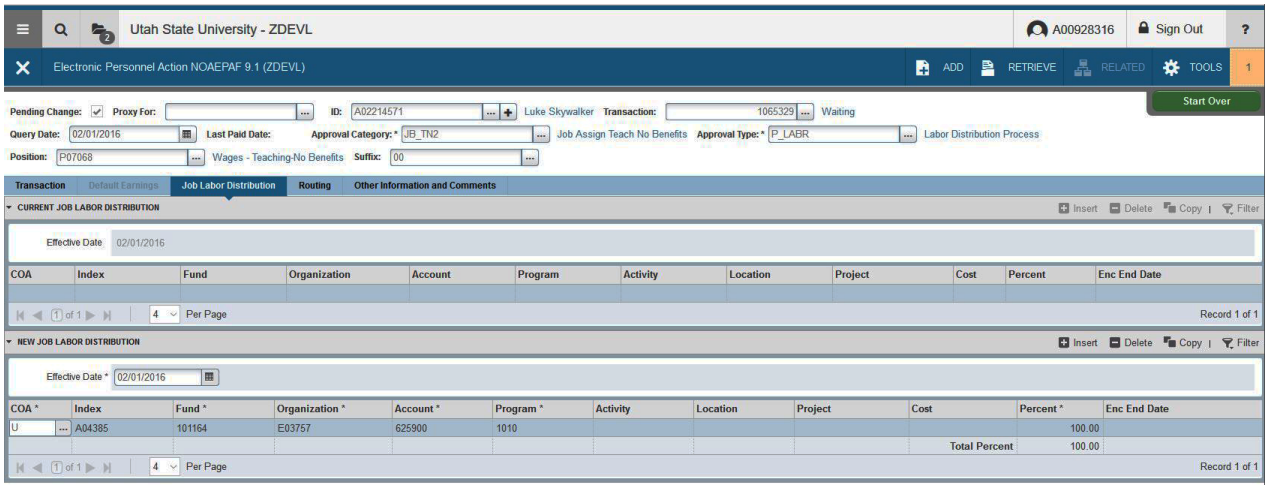
Job Effective Date: This date should be the first day of the pay period (1st or 16th). This date must match the Job Begin Date.
Personnel Date: This date should reflect the actual begin date, if different from the Effective and Begin dates.
Job Begin Date: This date should be the same as the Job Effective 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

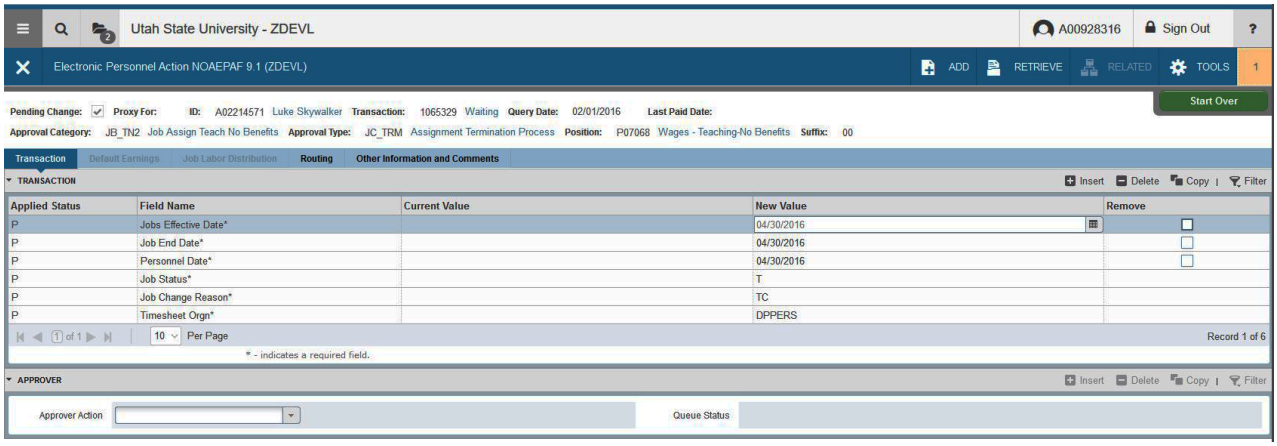


Jobs Effective Date: This is the same date you entered on the previous form. It should be the first day of the pay period.
Hourly/Semi Mo. Rate: This should be the same amount you entered on the previous form. The amount you want to be paid per pay period.
Pays: This is defaulted to a 1 and can't be 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



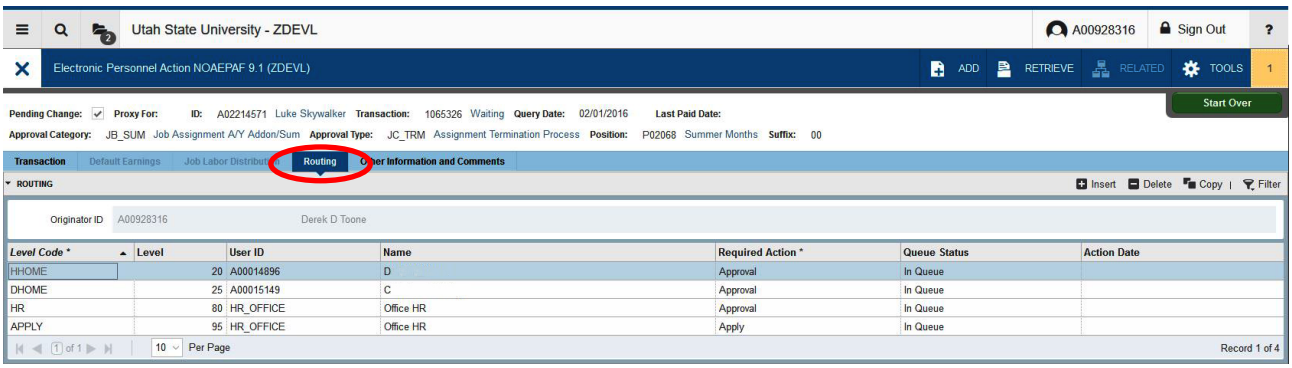
This is the account that will pay for the position. A position may be paid from more than one Index. Ensure that the accounting information is correct. <u>Please ensure the Percent equals 100.</u>
Effective Date: This date will populate from query date. Change it to match the Effective Date.
Save: Press 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.



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).

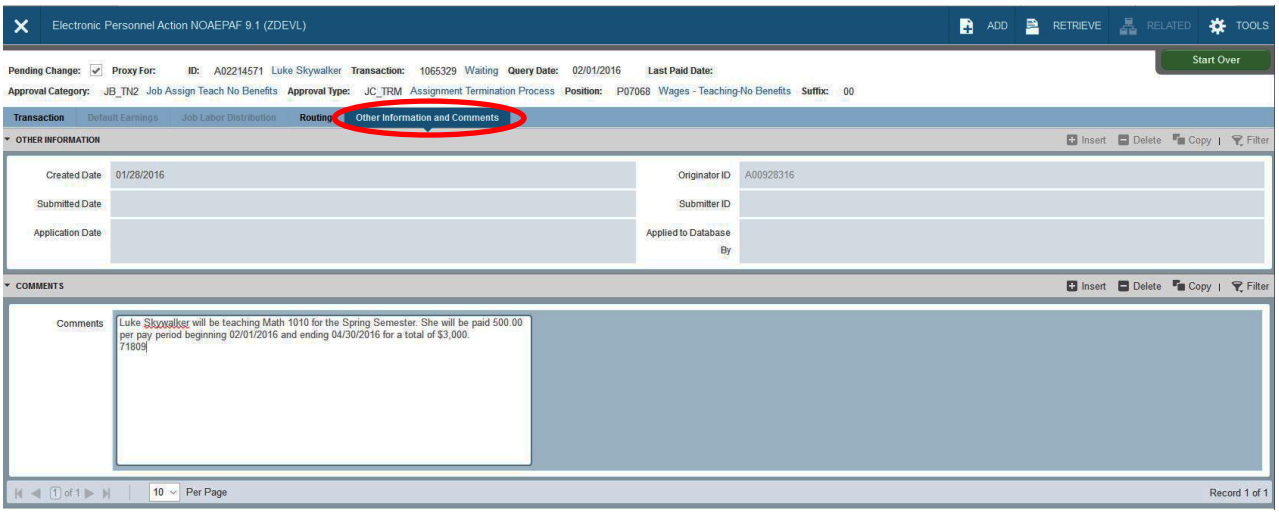
> **Termination dates refer to dates the job assignment ENDS. Remember that Banner prorates so if you want to pay a full month amount, put the last day of the month for the job to end.**

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.



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



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.