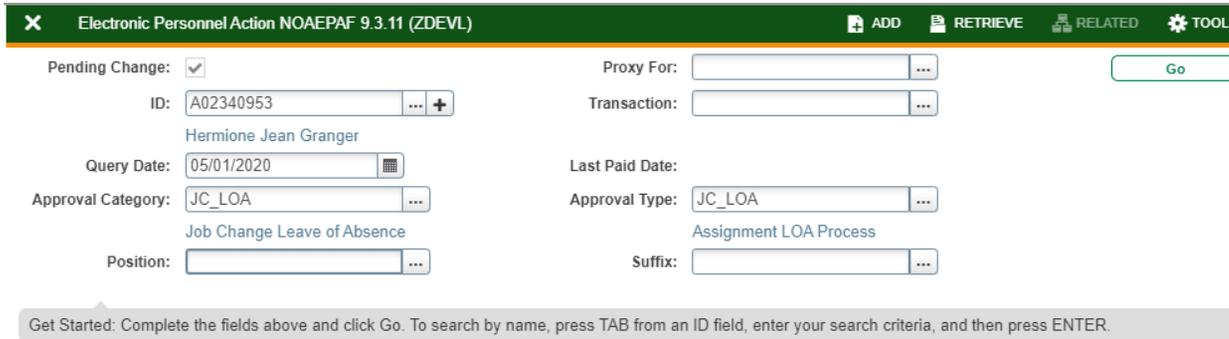


# Instructions for JC\_LOA

This EPAF is used for Leave of Absence.

**\*\*DO NOT use this EPAF for Short Term Disability. Use JC\_STD and Contact Rebecca Stalvey at 797-0197.\*\***



Go to **NOAEPAF**.

**ID:** Enter in employee's A#.

**Transaction Number:** Banner will generate the transaction number after you save the first page.

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

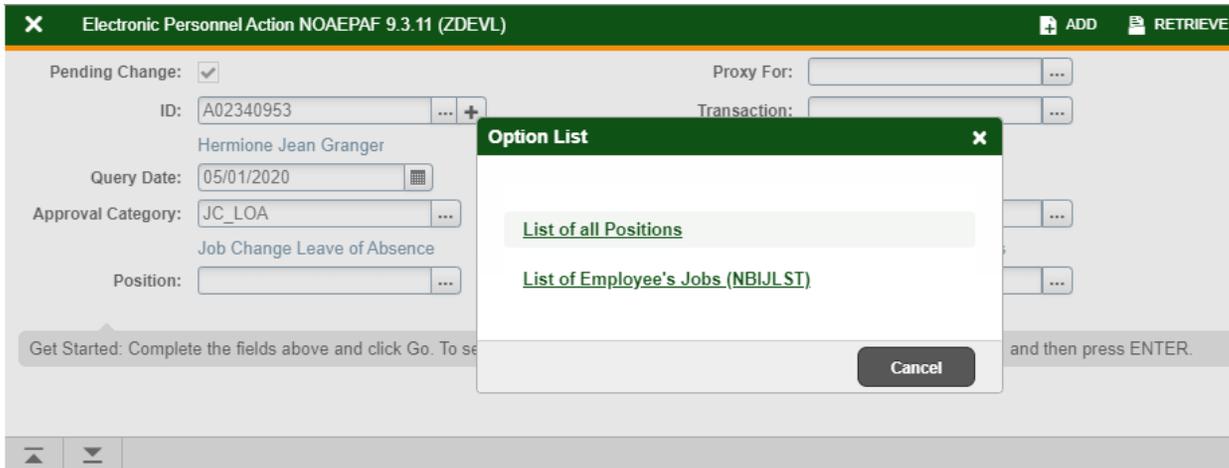
**Banner will automatically prorate** the semi-monthly payment if an employee starts on a day other than the first of the pay period. If an employee starts after the Banner deadlines but before the first of the new Pay period, then the first day of the new pay period should be the Effective Date with a comment that retroactive pay or overpayment needs to be processed.

**Approval Category:** JC\_LOA

**Approval Type:** Automatically populated to JC\_LOA

**Position Number:** Enter the employee's position number (check NBAJOBS - click on the ellipses (...) next to the Position field).

**Suffix:** Enter Suffix corresponding with employee's position.



Select **Go** (Alt+PgDn)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_LOA Job Change Leave of Absence Approval Type: JC\_LOA Assignment LOA Process

Position: 997540 HR Representative I Suffix: 00

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

TRANSACTION Insert Delete Copy Filter

Field Name	Current Value	New Value
Jobs Effective Date*	03/01/2020	05/01/2020
Personnel Date	03/01/2020	
Job Status*	A	
Job Change Reason*	E2	
Timesheet Orgn*	DPPERS	

SAVE

**New Value Column:** Enter the job information in the corresponding sections.

**Job Effective Date:** Must match the Query Date.

**Personnel Date:** This date should reflect the actual leave date, if different from the Effective Date.

**Job Status:** Do not use A (active). Use one of the following:

L- On leave without pay and without benefits

B- On leave without pay and with benefits

F- On leave with full pay and with benefits

**Job Change Reason:** See available codes by clicking on the ellipses (...) at the right of the box. **Valid leave codes all start with L.**

**Timesheet Orgn:** Enter your home department DP-code. (Example: DPMATH)

Save (F10)

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251762 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_LOA Job Change Leave of Absence Approval Type: JC\_LRT Return LOA

Position: 997540 HR Representative I Suffix: 00

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

TRANSACTION Insert Delete Copy Filter

Field Name	Current Value	New Value
Jobs Effective Date*	03/01/2020	
Personnel Date*	03/01/2020	
Job Status*	A	A
Job Change Reason*	E2	ER

SAVE

**Approval Type:** JC\_LRT Return LOA

Click **Go** (Alt+PgDn)

**Job Effective Date:** Enter the first day the employee will return to work.

**Personnel Date:** This date should match your return effective date.

**Job Status:** Defaulted to "A"

**Job Change Reason Code:** Defaulted to "ER"

**Timesheet Orgn:** This is your home department DP-code. (Example: DPMATH)

Save (F10)

Click on **Tools** and select **Next Action**.

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

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251762 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_LOA Job Change Leave of Absence Approval Type: JB\_LBR Job Labor Distribution

Position: 997540 HR Representative I Suffix: 00

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

▼ CURRENT JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date 03/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Pe
U	A06561	101164	E03832	615300	6060					

Record 1 of 1

▼ NEW JOB LABOR DISTRIBUTION Insert Delete Copy Filter

Effective Date \* 05/01/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Pe
U	A06561	101164	E03832	615300	6060					
										Total Percent

Record 1 of 1

SAVE

Approval Type: JB\_LBR

Click Go (Alt+PgDn).

**Job Labor Distribution tab:** This page indicates which index(s) will be charged 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 Numbers: 615300**

**Total Percent:** Must equal 100.00.

Save (F10)

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

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251762 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_LOA Job Change Leave of Absence Approval Type: JB\_LBR Job Labor Distribution

Position: 997540 HR Representative I Suffix: 00

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

▼ ROUTING Insert Delete Copy Filter

Originator ID A01643366 Nicholle Jessica Johnson

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
DHOME	25			Approval	In Queue	
EXEC	50			Approval	In Queue	
HR	80			Approval	In Queue	
APPLY	95			Apply	In Queue	

SAVE

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 approvers A#. You can search for them by clicking on the ellipses (...) after clicking in the field.

**HHOME:** Department Head/Director.

**DHOME:** Dean/VP.

**EXEC:** PRESIDENT\_OFFICE.

**HR:** HR\_OFFICE.

**APPLY:** HR\_OFFICE.

Save (F10)

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

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251762 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_LOA Job Change Leave of Absence Approval Type: JB\_LBR Job Labor Distribution

Position: 997540 HR Representative I Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/06/2020	Originator ID	A01643366
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments

Activity Date 03/06/2020 04:22:09 PM Activity User A01643366 SAVE

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)**

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

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Waiting

Query Date: 02/25/2020 Last Paid Date:

Approval Category: Approval Type: JB\_LBR Job Labor Distribution

Position:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

About Banner

OPTIONS

- Transaction
- Submit Transaction
- Apply Transaction

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

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: 1251732 Pending Query Date: 02/25/2020 Last Paid Date:

Approval Category: , Approval Type: JB\_LBR Job Labor Distribution Position: I Suffix: 00

**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:

ID: A02340948 Originator: A01643366

Harry James Potter

Category: 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**.