JC_LOA:
Job Change Leave of Absence

1. Access NOAEPAF
ID: Enter the employee's A-Number
Query Date: The Query Date should be the date of the employment action and should match or be prior to the Job Effective Date and Job Begin Date in the next part of the EPAF. You may find it is easier if the Query Date, Job Effective Date and Job Begin Dates are the same.

> Banner will automatically prorate the monthly payment if an employee starts on a day other than the first of the month. If an employee starts after the Banner deadlines but before the first of the new month, then the first day of the new month should be the Effective Date with a comment that retro-active pay is needed.

Approval Category: JC_LOA
Approval Type: The Approval type will populate automatically.
Transaction Number: This number will populate as you move through the form.
Position Number: Enter the employee's position number (See NBAJOBS or NBIPINC)
Suffix: 00 for new assignments

> 01, 02, 03...for additional assignments in the same department and position number.
> Check with NBAJOBS and NBIJLST to ensure you are using the correct suffix.

2. Next Section / **Go** (Alt+PgDn).

Job Effective Date: Enter the first day of the pay period when the change is effective.
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 codes:**

> 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 Code: See available codes by clicking on the arrow box beneath "New Value" at the top of the column. Valid codes for Leave are toward the bottom of the list.
DO NOT USE this EPAF for Short Term Disability. Use JC_STD and contact Heather Cheatham at 797-0197
Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)
3. **Save:** Press F10 or click on the save icon or click

4. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.
5. Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**. OR Click **Start Over** or press F5.
6. Change the Approval Type to **JC_LRT.**
7. Click **Go** / Next Section (Alt+PgDn).

Job Effective Date: Enter the first day the employee will return to work..
Personnel Date: This date should reflect the actual leave date, if different from the Effective Date.
Job Status: **"A"** defaults and cannot be changed.
Job Change Reason Code: "ER" defaults and cannot be changed.
Timesheet Orgn: This is your home department "DPCODE." (Example: DPMATH)

8. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.

9. Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**. OR Click **Start Over** or press F5.

10. Change the Approval to **JB_LBR.**

11. Click **Go** / Next Section (Alt+PgDn).

12. The **Job Labor Distribution** tab indicates which index(s) 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. Index numbers will be provided by your Business Officers. Fund, Organization, and Program numbers default when Index number is input. For the list of HR Account codes, click HERE (http://hr.usu.edu/files/banner/hraccountcodes.pdf).

    Effective Date: This date needs to match the effective date in the previous sections and the query date.

13. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.

14. Click on the **Routing tab**.

    Fill in the Approvers by typing their usernames or clicking on the arrow box under "User ID" to see a list of valid choices. This will tell Banner where to send the EPAF for approval.

15. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.

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

    Add comments. Explain what you are doing with this EPAF. The comments are what approvers rely on to know what an EPAF is for, so put all the information you can into the comments. Include your name and phone number in case anyone has questions.

17. **Save:** Press F10 or click on the save icon.

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

19. **Check for a Pending Status.** When your EPAF is submitted, the transaction status will change to Pending and move to your first approver's queue.

20. If it does not change to Pending, there is something keeping your EPAF from submitting. And an Errors screen will come up. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.