

Instructions for JC_MW2

This EPAF is used only to change the lump sum payment of a WH employee (P10xxx or P07xxx). For example: John gets \$100 each pay period. You want to change it to \$200 each pay period. **Hourly (P10xxx) employees must record hours on a timesheet even if receiving a lump sum payment.**

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Go

Pending Change:

ID: A02214571 Luke Skywalker

Query Date: 02/02/2016

Approval Category: JC_MW2 Change Semi Monthly WH Payment

Position: P10063 Wage - Exempt

Proxy For: ...

Transaction: ...

Last Paid Date:

Approval Type: JC_MWH Semi Monthly Pay Wage Hourly

Suffix: 00

Get Started: Fill out the

Use this button to search employee positions and suffix.

1. Access NOAEPAF screen.
2. **ID** Enter in employee Banner A#
3. Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).
4. **Query Date** (The first day the employee starts work)
5. **Approval Category** select: JC_MW2 – Change Semi-Monthly WH payment
6. **Approval Type** defaults: JC_MWH – Semi Monthly Pay Wage Hourly
7. **Position**: Enter in employee's (P10xxx) position number and suffix
8. Alt Pg down. Or Next Block icon. Or Go Button:

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Pending Change: Proxy For: ID: Transaction: 1065338 Pending Query Date: 02/02/2016 Last Paid Date: 07/15/2015 [Start Over]

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_MWH Semi Monthly Pay Wage Hourly Position: P10063 Wage - Exempt Suffix: 01

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

TRANSACTION [Insert] [Delete] [Copy] [Filter]

Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*	08/15/2015	08/01/2015	<input type="checkbox"/>
P	Title	Lab/Field Research Technician	Lab/Field Research Technician	
P	Mo./Hrly/SemiMo.Rate	357.15	350	
P	Pays*	1	1	
P	Factor*	1	1	
P	Units per Pay*	1	1	
P	Job Change Reason*	TC	E8	
P	Timesheet Orgn	DPBIOL	DPBIOL	

1 of 1 Per Page Record 5 of 8
* - indicates a required field.

APPROVER [Insert] [Delete] [Copy] [Filter]

Approver Action Queue Status

[SAVE]

Fill in the following information in the New Values column: (To navigate use the up/down arrow keys on your keyboard).

1. **Job effective date** (The first day the employee starts work. Match the query date above.)
2. **Title**
3. **Mo./Hrly/SemiMo.Rate** – Enter new semi-monthly disbursement (“Lump Sum”).
4. **Pays and Factor – 1 defaults and cannot be changed.**
5. **Units per Pay – 1 defaults and cannot be changed**
6. **Jog Change Reason**
7. **Time sheet Org:** Enter in Department Code (ie. DPMATH)
8. **SAVE** – F10 or use the “save” icon

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: Transaction: 1065338 Waiting Query Date: 02/02/2016 Last Paid Date: Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_MWH Semi Monthly Pay Wage Hourly Position: P10063 Wage - Ex

Transaction	Default Estmngs	App Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	
P	Jobs Effective Date*	08/15/2015	02/02/2016	
P	Title	Lab/Field Research Technician	Lab/Field Research Technician	
P	Mo./Hrly/SemiMo.Rate	357.15	350	
P	Pays*	1	1	
P	Factor*	1	1	
P	Units per Play*	1	1	
P	Job Change Reason*	TC	E8	
P	Timesheet Orgn	DPBIOL	DPBIOL	

APPROVER

Approver Action: None Queue Status

Next Action

Select Tools – Next action

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: Transaction: 1065338 Waiting Last Paid Date: 07/15/2015 Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: P_LABR Labor Distribution Process Position: P10063 Wage - Exempt Suffix: 01

Go

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

Alt Pg down. Or Next Block icon. Or Go Button:

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For:

ID: A01388593 Dacia Payge Hunter Transaction: 1065338 Waiting

Query Date: 02/02/2016 Last Paid Date: 07/15/2015

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: P_LABR Labor Distribution Process

Position: P10063 Wage - Exempt Suffix: 01

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

CURRENT JOB LABOR DISTRIBUTION

Effective Date 05/01/2015

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
U	A30579	119252	E20659	625300	2020					100.00	

NEW JOB LABOR DISTRIBUTION

Effective Date * 02/02/2016

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	120960	120960	E24165		1013						
Total Percent										0.00	

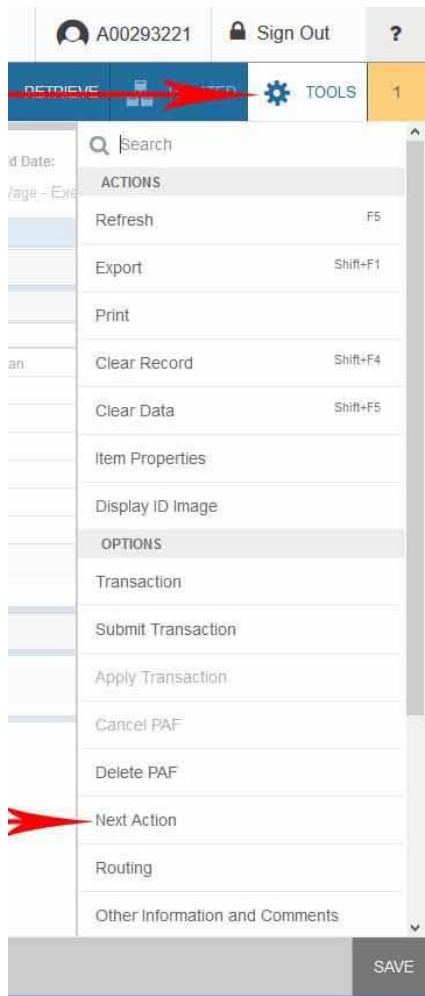
SAVE

If changing the index, you will need to re-enter the account code.

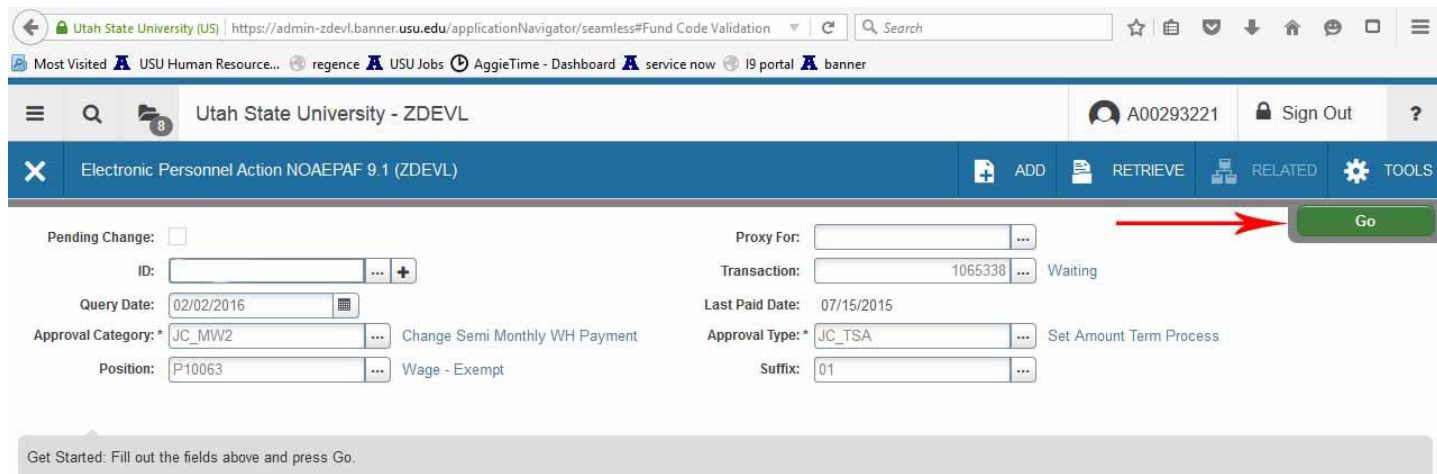
Note:

The Query date, Job Begin Date, Job Effective and the Index Effective dates should all match.
Only when you get to the termination page do the dates change.

1. **Effective Date:** this date must match the begin dates from the previous pages.
2. Verify and/or change FOAP information. The indexes must equal 100%. SAVE (F10)



Select Tools – Next action



Then press Alt Pg down. Or Next Block icon. Or Go Button:

Utah State University (US) | https://admin-zdevl.banner.usu.edu/applicationNavigator/seamless#Fund Code Validation

Utah State University - ZDEVL | A00293221 | Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) | ADD | RETRIEVE | RELATED | TOOLS

Pending Change: Proxy For: ID: Transaction: 1065338 Waiting Query Date: 02/02/2016 Last Paid Date: 07/15/2015

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_TSA Set Amount Term Process Position: P10063 Wage - Exempt Suffix: 01

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

TRANSACTION | Insert | Delete | Copy | Filter

Applied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*	08/15/2015	08/15/2015	<input type="checkbox"/>
	Job End Date*	08/15/2015	08/15/2015	<input type="checkbox"/>
	Title	Lab/Field Research Technician	Lab/Field Research Technician	
	Mo./Hrly/SemiMo.Rate	357.15	350	
	Job Change Reason	TC	A6	
	Timesheet Orgn	DPBIOL	DPBIOL	...

1 of 1 | 10 Per Page | Record 6 of 6

APPROVER | Insert | Delete | Copy | Filter

Approver Action: Queue Status:

Note: you can't change the termination date with this EPAF. You will need to contact HRBanner@usu.edu if you want to end it earlier. You create a new job assignment EPAF for more payments.

SAVE

This is the termination page of the EPAF.

1. **Job effective date:** All dates in the termination piece of the EPAF refer to the last day of the job assignment or When the job going to end (**The date must match the job end date under "current value column"**)
2. **Job end date:** (Same as date above.)
3. **Title** – this does not change unless it changed on the first approval type
4. **Job Change Reason**
5. **Timesheet Org** – Home department (Example: DPMATH)
6. **SAVE** – F10 or use the "save" icon

When finished with the last type do not roll back. Click on the Routing tab.

Utah State University - ZDEVL | A00293221 | Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) | ADD | RETRIEVE | RELATED | TOOLS

Pending Change: Proxy For: ID: Transaction: 1065338 Waiting Query Date: 02/02/2016 Last Paid Date: 07/15/2015 Start Over

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_TSA Set Amount Term Process Position: P10063 Wage - Exempt Suffix: 01

Transaction | Default Earnings | Job Labor Dis | **Routing** | Other Information and Comments

ROUTING | Insert | Delete | Copy | Filter

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

10 Per Page | Record 3 of 3

1. Fill in the Approvers by typing in their username or select the User ID search box to conduct a search. HHOME is the Department Head name, STUEMP and STEAPL go to Student_empl
2. SAVE – F10 or use the “save” icon

Utah State University - ZDEVL | A00293221 | Sign Out

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) | ADD | RETRIEVE | RELATED | TOOLS

Pending Change: Proxy For: ID: Transaction: 1065338 Waiting Query Date: 02/02/2016 Last Paid Date: 07/15/2015 Start Over

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_MWH Semi Monthly Pay Wage Hourly

Position: P10063 Wage - Exempt Suffix: 01

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

OTHER INFORMATION | Insert | Delete | Copy | Filter

Created Date	02/02/2016	Originator ID	A00293221
Submitted Date		Submitter ID	
Application Date		Applied to Database	By

COMMENTS | Insert | Delete | Copy | Filter

Comments: Changing the semi monthly payment to \$300 per pay period for the remaining payrolls. Payment on this assignment still ends 8/15/15.
Hayden B. 7-5650

10 Per Page | Record 1 of 1

Activity Date: 02/02/2016 10:44:21 AM Activity User: A00293221 SAVE

Select Click on the Other Information and Comments Tab. Explain what you are doing in the EPAF and include your phone number in case approvers have questions. Provide as much detail as possible. SAVE (F10)

Click back on the “Routing” tab. You can’t submit from the comments tab.

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Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change: Proxy For: ID: Transaction: 1065338 Waiting Query Date: 02/02/2016 Last Paid Date: 07/15/2015

Approval Category: JC_MW2 Change Semi Monthly WH Payment Approval Type: JC_TSA Set Amount Term Process Position: P10063 Wage - Exempt Suffix: 01

Transaction Default Enrollments Job Labor Disapproval Routing Other Information and Comments

ROUTING

Originator ID: A00293221 Hayden Blauer

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME		20		Approval	In Queue	
STUEMP		70 STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL		94 STUDENT_EMPL	Empl Student	Apply	In Queue	

Record 3 of 3

Select Tools – Submit Transaction

A00293221 Sign Out ?

ADD RETRIEVE RELATED TOOLS 1

Query Date: 02/02/2016 Last Paid Date: 08/15/2015

Process Position: P10063 Wage - Exempt

Lab/Field Research Technician

350

A6

DPBIOL

Queue Status

Submit Transaction

SAVE

The Transaction status will change from “Waiting” to “Pending”. If you get an error message, you will need to view the error message to find out the problem.