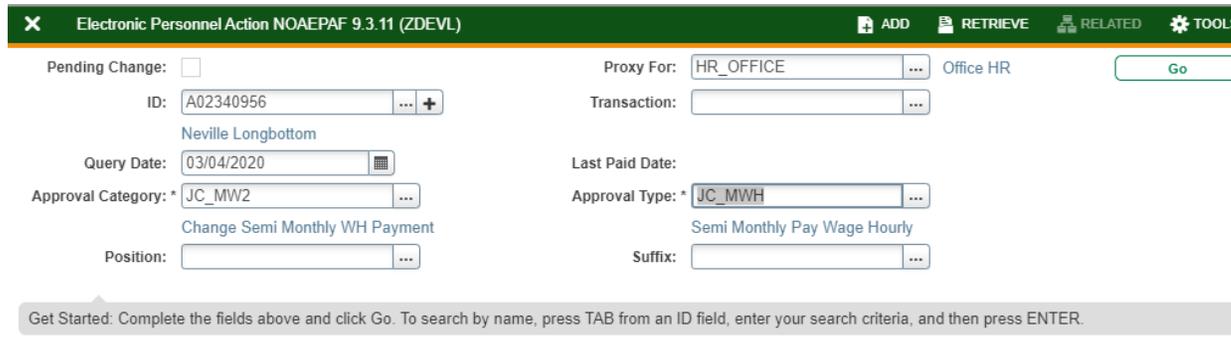


## Instructions for JC\_MW2

This EPAF is used for changing the lump sum payment of a WH employee (P10xxx or P07xxx). For example: An employee is currently getting \$100 each pay period and you want to change it to \$200. Remember that P10xx employees must record hours on a timesheet for ACA.

Position changes must occur on the first day of a pay period.

Go to **NOAEPAF**.



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

**Transaction Number:** Leave this field blank. Banner will generate the Transaction Number after you save the first page (approval type).

**Query Date:** The day the change should be made effective.

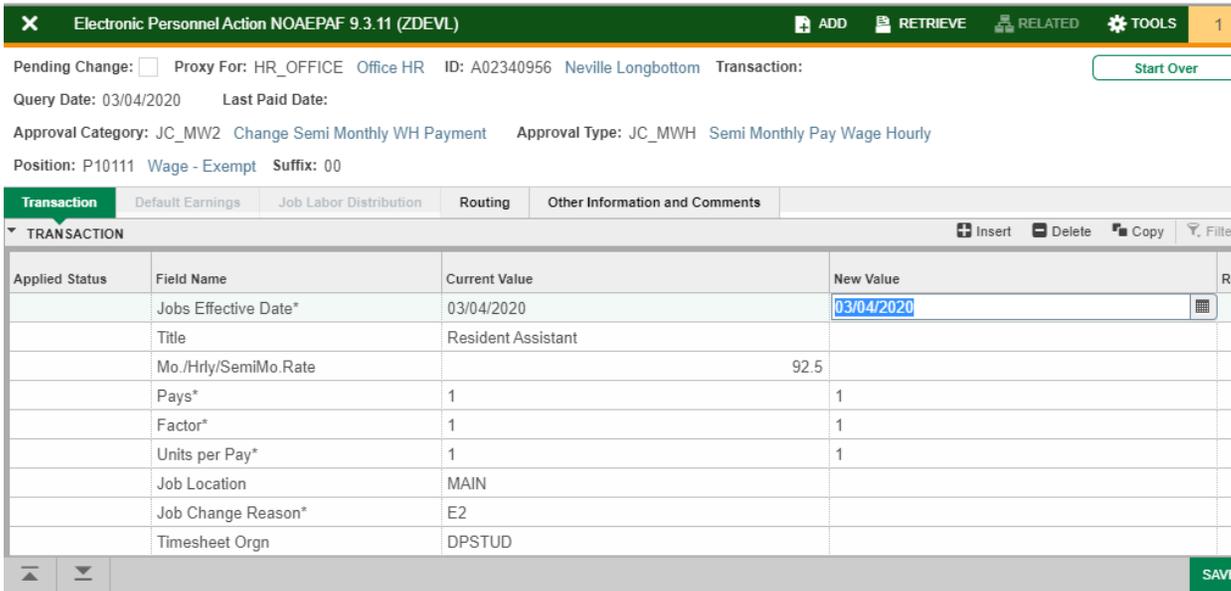
**Approval Category:** JC\_MW2

**Approval Type:** Defaults to JC\_MWH.

**Position:** Enter employee's P10xxx position number (check NBIJLST).

**Suffix:** Enter employee's position suffix.

Select **Go** (Alt+PgDn)



Applied Status	Field Name	Current Value	New Value	Ref
	Jobs Effective Date*	03/04/2020	03/04/2020	
	Title	Resident Assistant		
	Mo./Hrly/SemiMo.Rate		92.5	
	Pays*	1	1	
	Factor*	1	1	
	Units per Pay*	1	1	
	Job Location	MAIN		
	Job Change Reason*	E2		
	Timesheet Orgn	DPSTUD		

**Current Value Column:** This column will have the job's current information.

**New Value Column:** Enter the job information in this column.

**Job effective date:** Must match the query date above.

**Title:** Only enter if changing.

**Mo./Hrly/SemiMo.Rate:** Enter the new amount to be paid semi-monthly. Only enter if changing.

**Pays and Factor:** Defaults to 1 and cannot be changed.

**Units per Pay:** Defaults to 1 and cannot be changed.

**Job Change Reason:** Click on the ellipses (...) to pull up the Job Change Reasons Menu.

**Timesheet Org:** Enter in Home Department's DPCode (ie. DPMATH)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_MWH Semi Monthly Pay Wage

Position: P10111 Wage - Exempt Suffix: 00

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

TRANSACTION

Delete PAF

**Next Action**

Routing

Other Information and Comments

Save (F10)

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

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting Start Over

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: P\_LABR Labor Distribution Process

Position: P10111 Wage - Exempt Suffix: 00

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

CURRENT JOB LABOR DISTRIBUTION

Effective Date 03/04/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc
U	A06958	101164	E04449	625300	9040					100.00	

NEW JOB LABOR DISTRIBUTION

Effective Date \* 03/04/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc
U	A06958	101164	E04449	625300	9040					100.00	
										Total Percent	100.00

SAVE

Approval Type: JB\_LBR

Click **Go** (Alt+PgDn).

**Job Labor Distribution:** This page indicates which index(s) will pay 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 Number: 625300**

**Total Percent: must equal 100.00**

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: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting Start Over

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_TSA Set Amount Term Process

Position: P10111 Wage - Exempt Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*	03/04/2020	04/30/2020	
	Job End Date*	04/30/2020	04/30/2020	
	Title	Resident Assistant		
	Mo./Hrly/SemiMo.Rate		92.5	
	Job Change Reason	E2	A6	
	Timesheet Orgn	DPSTUD		

SAVE

**Approval Type:** JC\_TSA

Click **Go** (Alt+PgDn).

**Job effective date:** Must match the job end date under “Current Value Column”.

**Job end date:** Same as date above.

**Important Note:** You can’t change the termination date with this EPAF. You will want to contact [hr@usu.edu](mailto:hr@usu.edu) if you want to do an early termination.

**Title:** This does not change unless it changed on the first approval type page.

**Job Change Reason:** A6 is the default.

**Timesheet Org:** Enter the Home Department’s DPcode.

**Save** (F10)

Click on **Routing** tab (next to the “Job Labor Distribution” tab). Routing indicates who must approve this EPAF.

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

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting Start Over

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_TSA Set Amount Term Process

Position: P10111 Wage - Exempt Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments		
ROUTING						
Originator ID		A01643366 Nicholle Jessica Johnson				
Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
STUEMP	70			Approval	In Queue	
SEAPL	94			Apply	In Queue	

1 of 1 Per Page Record 1 of 3

SAVE

**Level Code:** This default based on the EPAF category.

**User ID:** Enter approver’s A#. You can search for them by clicking on the ellipses (...) after clicking on the field.

**HHOME:** Department Head

**STUEMP and SEAPL:** STUDENT\_EMPL

**Save** (F10)

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

Pending Change:  Proxy For: HR\_OFFICE Office HR ID: A02340956 Neville Longbottom Transaction: 1251770 Waiting Start Over

Query Date: 03/04/2020 Last Paid Date:

Approval Category: JC\_MW2 Change Semi Monthly WH Payment Approval Type: JC\_TSA Set Amount Term Process

Position: P10111 Wage - Exempt Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/09/2020	Originator ID	A01643366
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS Insert Delete Copy Filter

Comments

Activity Date 03/09/2020 04:51:51 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

Applied Status	Field Name	Current Value	New

About Banner

OPTIONS

- Transaction
- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF

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 waiting in your first approver's queue.

Electronic Approvals Error Message NOIEMSG 9.3.3 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Proxy For:  Transaction Number:

ID: A02340948 Harry James Potter Originator: A01643366

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**.