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.*

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×	Elect	tronic P	ersonnel Action NOAEPAF 9.1	(ZDEVL)			÷	ADD	•	RETRIEVE	A	RELATED	*	TOOLS
Pe	nding Ch	nange:			Proxy F	or:					>	- (Go	
	Query	ID:	A02214571	Luke Skywalker	Transacti Last Paid Da	on:)						
Appr	oval Cate	egory:		Change Semi Monthly WH	Payment Approval Ty	pe: JC_MWH			Semi M	onthly Pay Wa	ige Hou	rly		
	Po	sition:	P10063	Wage - Exempt	Suf	fix: 00								
Get S	itarted: F	Fill out th	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:

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Pending Change: [Approval Category: Transaction	Proxy For: ID: JC_MW2 Change Semi Monthly WH F efault Earnings Job Labor Distribution	Transaction: 1065338 Pending Payment Approval Type: JC_MWH Semi Monthly Pay Routing Other Information and Comments	Query Date: 02/02/2016 Last Paid Date: / Wage Hourly Position: P10063 Wage - E	07/15/2015 xempt Suffix: 01	Start Over
 TRANSACTION 				🔂 Insert 🗖	Delete 🏾 Copy 🤶 Filter
Applied Status	Field Name	Current Value	New Value		Remove
P	Jobs Effective Date*	08/15/2015	08/01/2015		
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		
Р	Timesheet Orgn	DPBIOL	DPBIOL		
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* - indicates a re	equired field.				
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Approver Actio		× Q	ueue Status		

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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

× Electron	ic Personnel Action NOAEPAF 9.	1 (ZDEVL)			- 🗱 TOOLS
Pending Change:	Proxy For: ID:	Transaction: 1065338 Waiti	ng Query Date: 02/02/2016 Last Paid Date	Q Search	
Approval Category:	JC MW2 Change Semi Monthly 1	WH Payment Approval Type: JC MWH Semi Monthl	v Pay Wage Hourly Position: P10063 Wage	ACTIONS	
Transaction	Johanil Ennings Uppt and Distrib	Routing Other Information and Comments		Refresh	F5
TRANSACTION		17) 17)		Export	Shift+F1
Applied Status	Field Name	Current Value	New Value	Print	
P	Jobs Effective Date*	08/15/2015		Filli	
P	Title	Lab/Field Research Technician	Lab/Field Research Technician	Clear Record	Shift+F4
P	Mo./Hrly/SemiMo.Rate	357.15	350		
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P	Units per Pay*	1	1	item Properties	
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				Delete PAF	
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Select Tools – Next action

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Pend	ding Change:		_		Proxy For:						≻		Go	
	ID:			+	Transaction:		1065338	\	Waiting					
	Query Date:	02/02/2016			Last Paid Date:	07/15/2015								
Approv	val Category; *	JC_MW2		Change Semi Monthly WH Payment	Approval Type: *	P_LABR) l	Labor Dis	stribution Proc	ess			
	Position:	P10063		Wage - Exempt	Suffix:	01)						
Get Sta	rted: Fill out t	he fields above and pre	ess Go.											

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

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16 - 41	Dates		Per Dage								
Pending Change: Proxy For: D: A01388593 D: Dacis Payge Hunter Transaction: 1065338 Waiting Ouery Date: (20222016) D: Last Paid Date: 07/15/2015 Aproval Category: C/ANV2 Wage - Exempt: Suffix: 01											
Pending Change: Proxy For:											

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.

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

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	Refresh		F	5
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an	Clear Record		Shift+F	4
	Clear Data		Shift+F	5
	Item Properties			
	Display ID Image	3		
	OPTIONS			
	Transaction			
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_	Cancel PAF			
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	Next Action			
	Routing			
	Other Informatio	n and Com	ments	
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Select Tools - Next action



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

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X Electro	nic Personnel Action NOAEPAF 9.	1 (ZDEVL)	ADD 🖹 RETRIEV	e 🛃 related 🗱 tools
ending Change: oproval Category: Transaction	Proxy For: ID: JC_MW2 Change Semi Monthly Default Earnings Job Labor Distrib	Transaction: 1065338 WH Payment Approval Type: JC_TSA Set Amou ution Routing Other Information and Comme	Waiting Query Date: 02/02/2016 Last Paid Date: 0 unt Term Process Position: P10063 Wage - Exempt Su	7/15/2015 Start Over
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pplied Status	Field Name	Current Value	New Value	Remove
	Jobs Effective Date*	08/15/2015	08/15/2015	
	Job End Date*	08/15/2015	08/15/2015	
	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	
T of 1 Press LIST for	valid codes.			Record 6
APPROVER				🖪 Insert 🖪 Delete 🌆 Copy I 😤 F
Approver Act	ion	•	Queue Status	
	Note: you can't change	the termination date with this	EPAE You will need to contact HRBs	anner@usu.edu.if.vou

X X

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 (<u>The date must match the job end date under "current value column"</u>)
- 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.

= 0	Utah S	tate University - J	ZDEVL			A002932	21 Sign Out ?
X Electronic	Personnel Ac	State University - ZDEVL Action NOAEPAF 9.1 (ZDEVL) ID: Transaction: 1 Hayden Blauer 1 Hayden Blauer </th					
Pending Change:	Proxy For: JC_MW2 Cha	ID: nge Semi Monthly WH	Transaction: 1065338 Payment Approval Type: JC_TSA Set An	8 Waiting Query Date: 02/02/2016 nount Term Process Position: P1006	Last Paid Da 3 Wage - Exer	ate: 07/15/2015 mpt Suffix: 01	Start Over
Transaction Det	ault Ear <u>ninos.</u>	Job Labor Distributio	Routing Other Information and Com	ments		🛨 Insert	🛢 Delete 🥤 Copy 🍳 Filter
Originator ID	A00293221		Hayden Blauer				
Level Code *	Level	User ID	Name	Required Action *	Queue	Status	Action Date
HHOME	20			Approval	In Queu	9	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queu	е	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queu	e	
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- 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

= Q 🐂	Utah State University - ZDEVL				(A002932	21	Sign	Out	?
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OTHER INFORMATION						🔛 Insert	E De	lete 🦷 C	opy I	¥, Filte
Created Date	02/02/2016	Originator ID	A00293221							
Submitted Date		Submitter ID								
Application Date		Applied to Database By								
COMMENTS						🛨 Insert	De De	lete 🏼 🗖 C	opy I	🜪 Filte
Comments	Changing the semi monthly payment to \$300 per pay period for the remaining payn Payment on this assignment still ends 8/15/15. Hayden B. 7-5650	olfs.								
[4 ⊲ [1] of 1]⊳)⊧	10 v Per Page								Rec	ord 1 of

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 <u>back on the "Routing" tab.</u> You can't submit from the comments tab.

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Transaction Def	autt Ear <u>ainos.</u>	Job Labor Distribution	Routing Other Information	n and Comments	Hotess Position. P100	55 wage - Exe	mpt sunx. 01		
• ROUTING							🕂 Insert	🗖 Delete 🧧 Copy	🎈 Filter
Originator ID	A00293221		Hayden Blauer						
Level Code *	Level	User ID	Name		Required Action *	Queue	Status	Action Date	
Kelectronic Personnel Action NOAEPAF 9.1 (ZDEVL) ADD RETRIEVE 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 Eargings Job Labor Discussor Routing Other Information and Comments Image: Copy 1 < Filter									
STUEMP	70	STUDENT_EMPL	Empl Student		Approval	In Queu	e		
SEAPL	94	STUDENT_EMPL	Empl Student		Apply	In Queu	e		
4 ◀ 1] of 1 ▶	10	 Per Page 						F	lecord 3 of 3

Select Tools – Submit Transaction

		TOOLS	1
Juery Date: 02/02/2016 Last Paid Date:	Q Search		
rocess Position: P10063 Wage - Exempt	ACTIONS		
	Refresh	F	5
	Export	Shift+F	1
New Value	Print		
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Lab/Field Research Technician	Clear Data	Shift+F	5
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	Display ID Image		
	OPTIONS		
	Transaction		
Jeue Status	Submit Transaction		
	Apply Transaction		
	Cancel PAF		
	Delete PAF		
	Next Action		
	Routing		
	Other Information and Com	nments	
			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.