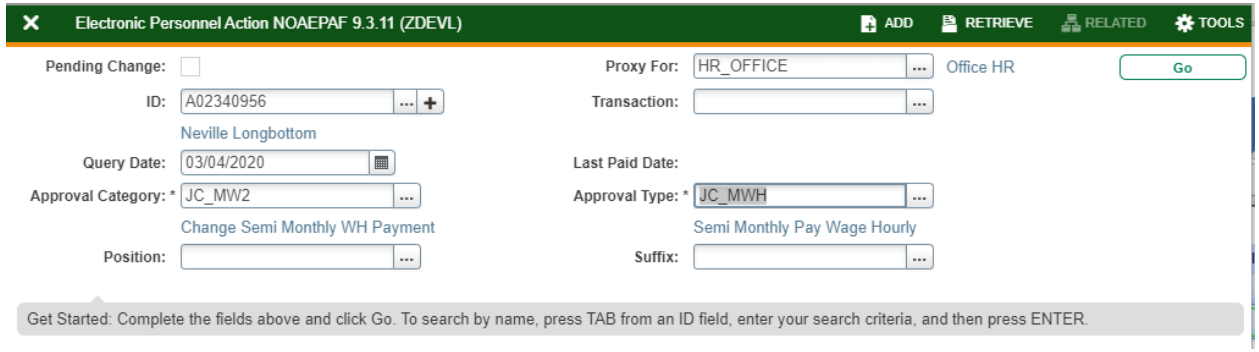
Instructions for JC_MW2

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.

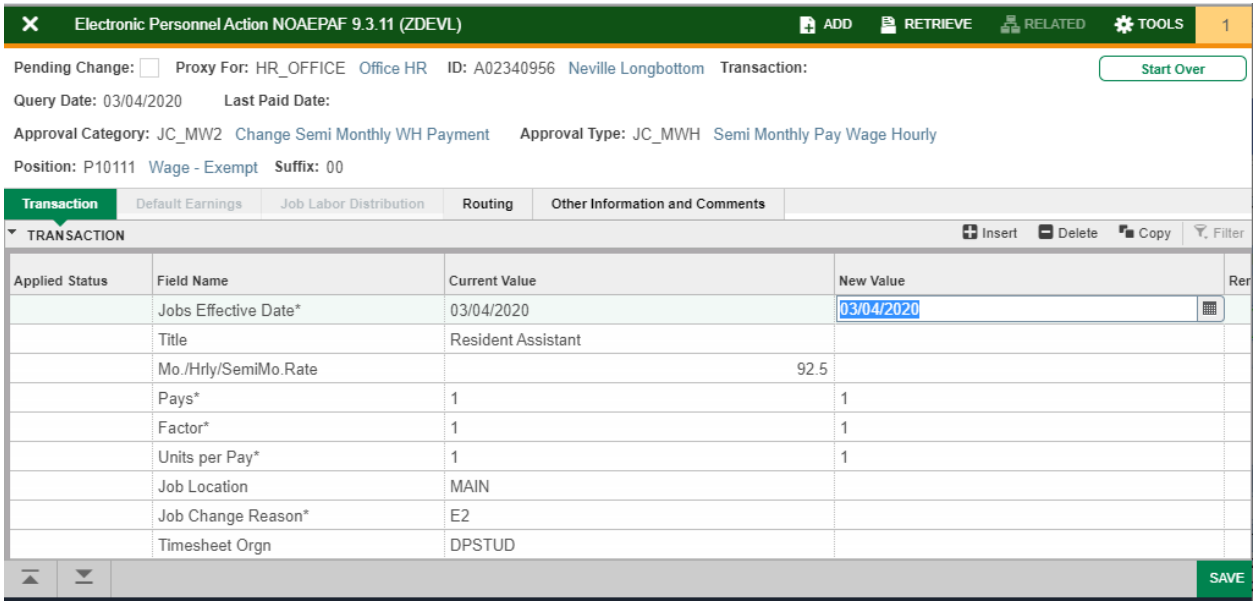
Position changes must occur on the first day of a pay period.



Go to **NOAEPAF.**

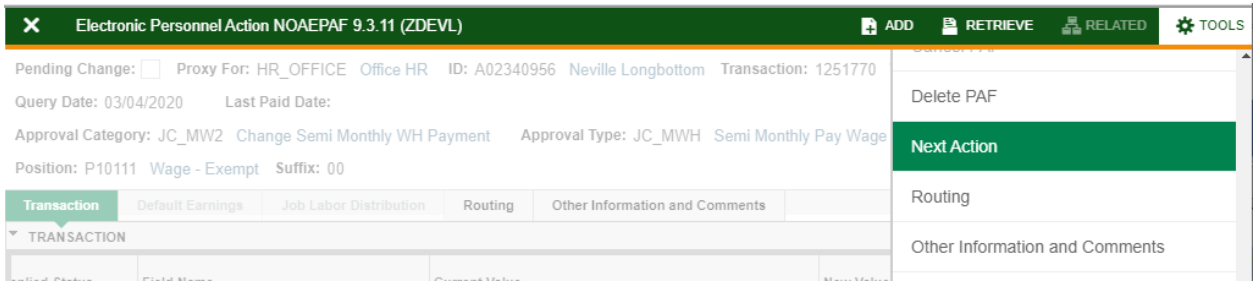
ID: Enter employee's Banner A#.
Transaction Number: Leave this field blank. Banner will generate the Transaction Number after you save the first page (approval type).
Query Date: The day the change should be made effective.
Approval Category: JC_MW2
Approval Type: Defaults to JC_MWH.
Position: Enter employee's P10xxx position number (check NBIJLST).
Suffix: Enter employee's position suffix.

Select **Go** (Alt+PgDn)



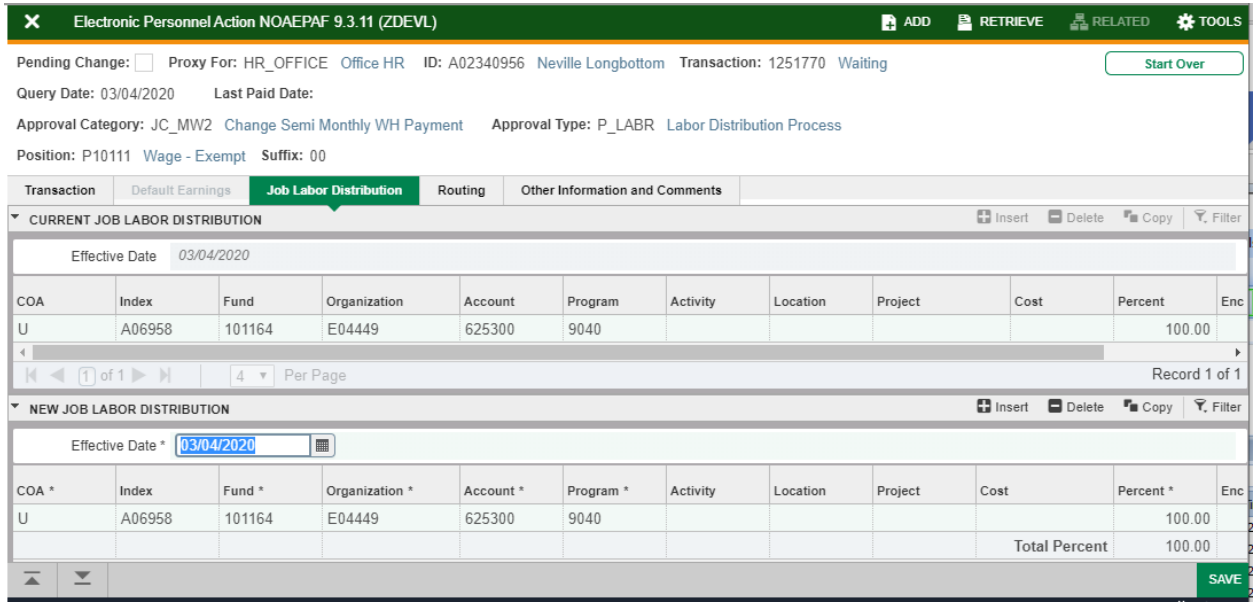
Current Value Column: This column will have the job's current information.
New Value Column: Enter the job information in this column.

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)



Save (F10)

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



Approval Type: JB_LBR

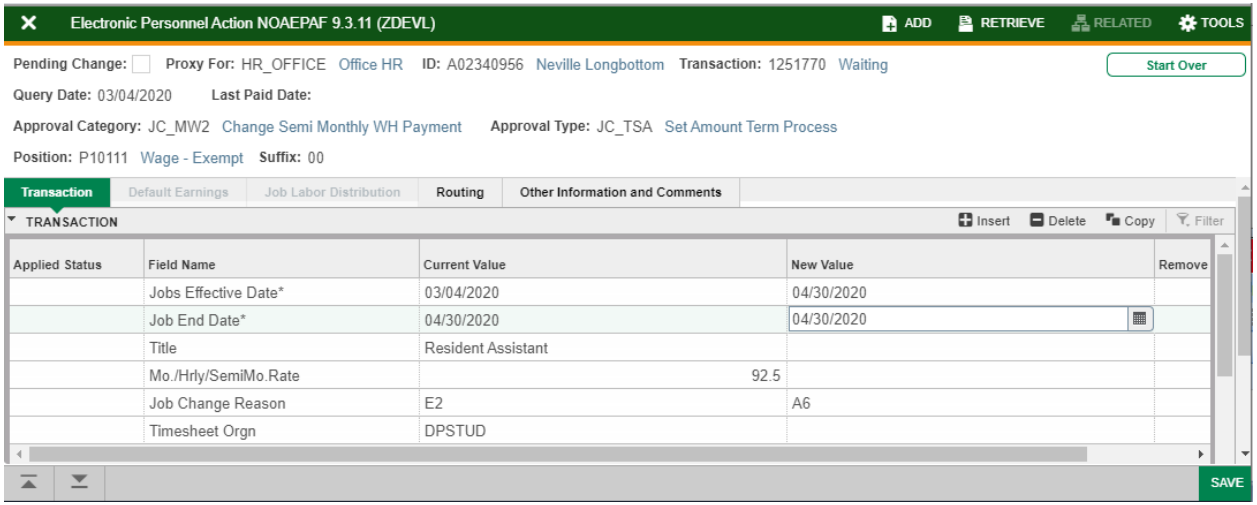
Click **Go** (Alt+PgDn).

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: 625950

Total Percent: must equal **100.00**

Save (F10)

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



Approval Type: JC_TSA

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

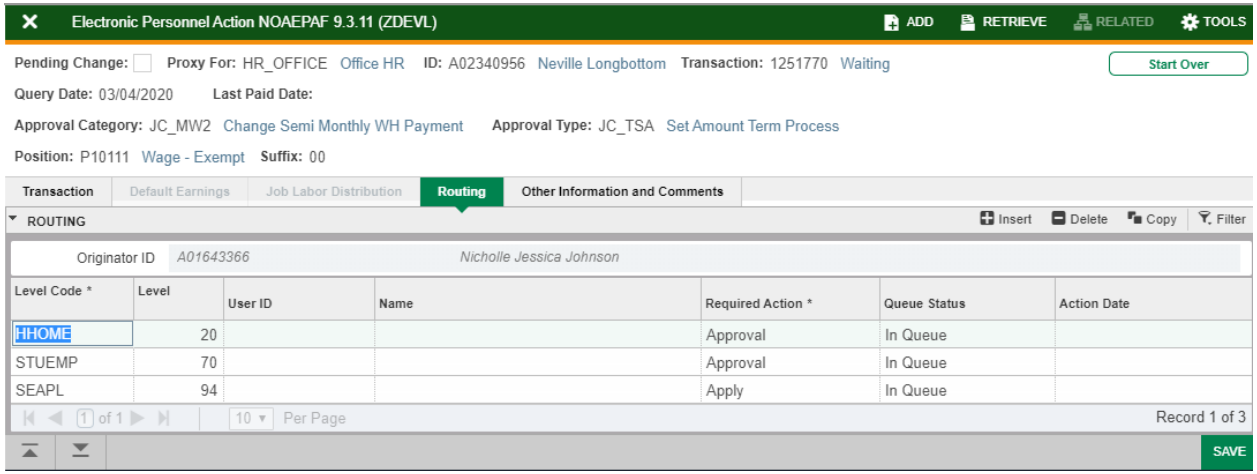
Job effective date: Must match the job end date under "Current Value Column".
Job end date: Same as date above.

Important Note: You can't change the termination date with this EPAF. You will want to contact hr@usu.edu 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.

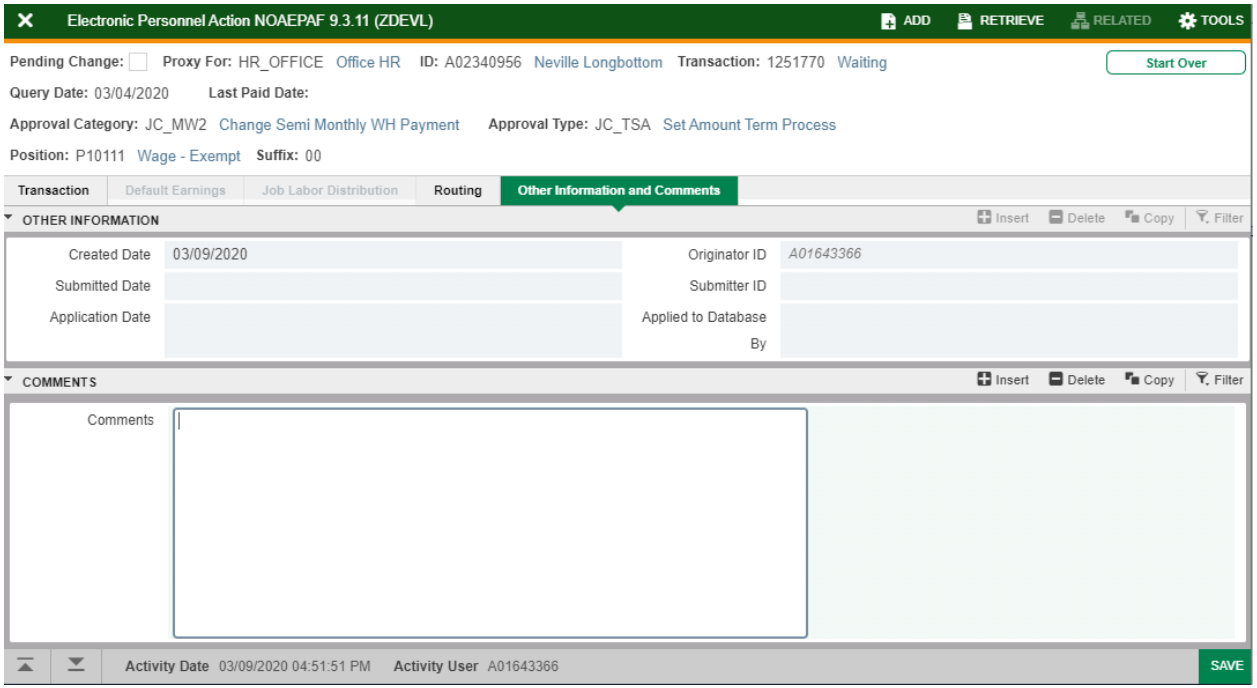
Save (F10)

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



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

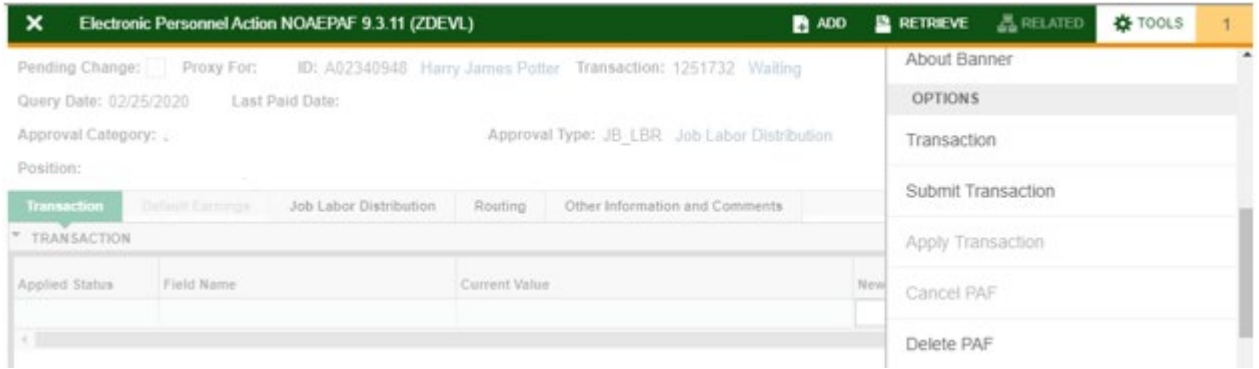
Save (F10)



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.

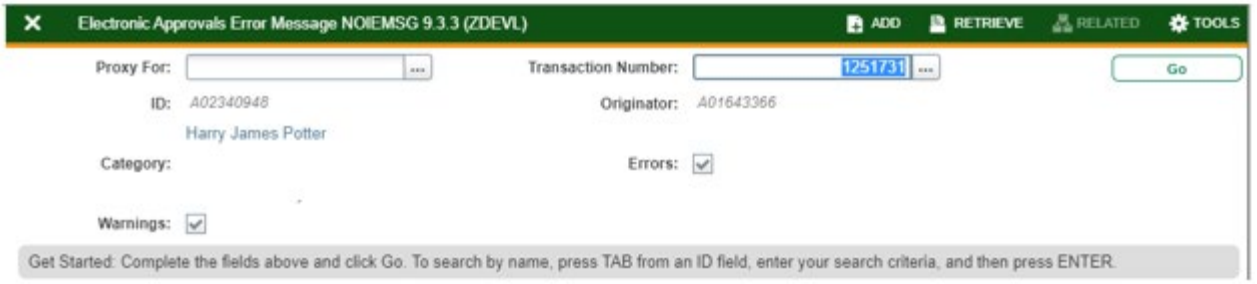
Save (F10)



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



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.



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.**