

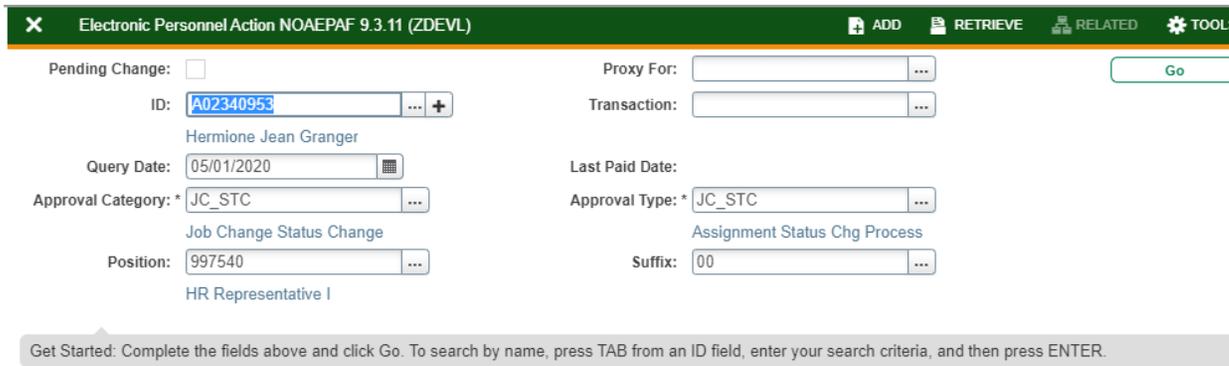
## Instructions for JC\_STC

Use the JC\_STC EPAF for changes to an employee's current 99xxx position. JC\_STC is for benefit eligible non-exempt, exempt, and faculty positions.

This EPAF is specifically for employee salary, FTE/Appointment percent, title, Department Code changes, change in ECLS (nonexempt to exempt or vice versa), AY to FY (or vice versa) and putting faculty on sabbatical leave.

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

Go to NOAEPAF.



Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For:

ID:     
Hermione Jean Granger

Transaction:

Query Date:    
Last Paid Date:

Approval Category: \*    
Job Change Status Change

Approval Type: \*    
Assignment Status Chg Process

Position:    
HR Representative I

Suffix:

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.

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

**Transaction Number:** Banner will generate the transaction number after you save the first page.

**Query Date:** The change date should reflect the 1<sup>st</sup> or 16<sup>th</sup> of the month.

**Approval Category:** JC\_STC

**Approval Type:** Automatically populated to JC\_STC.

**Position Number:** Enter the employee's 99xxx position number in the field. If you don't know the number, click on the search ellipse next to the field. Click on **List of Employee's Jobs (NBIJLST)**.

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

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

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

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_STC Job Change Status Change Approval Type: JC\_STC Assignment Status Chg Process

Position: 997540 HR Representative I Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION Insert Delete Copy Filter

Applied Status	Field Name	Current Value	New Value
	Jobs Effective Date*	03/01/2020	05/01/2020
	Personnel Date	03/01/2020	05/01/2020
	Job Status*	A	A
	Job Change Reason*	E2	
	FTE	1	
	Appointment Percent	100	
	Job Location	MAIN	
	Timesheet Orgn	DPPERS	
	Title	HR Representative I	
	Units per Pay	173.33	
	Salary		30000

\* - indicates a required field. Press LIST for valid codes.

SAVE

**Field Name Column:** Any field with an \*asterisk is required whether you are making a change or not.

**Current Value Column:** This column should not be blank. This column pulls information from Banner on the position/suffix you have chosen. Enter new information in **New Value** column.

**Job Effective Date\*:** Must match the Query Date.

**Personnel Date:** This is the date something should have happened if different than the Effective Date.

**Job Status\*:** A (Active) is the default and can't be changed.

**Job Change Reason\*:** You can view available codes by clicking on the field and then clicking on the search ellipses (...) for this field.

**FTE: Leave it blank if not being changed.** Enter a 1 for full time and .75 for 75% time. The FTE does not affect salary, but it does affect the benefit rate. If the FTE is changing, be sure to edit the Units per Pay field.

**Appointment Percent: Leave it blank if not being changed.** Enter the appointment percent for the position (100, 75, 50, etc). This will affect the salary. Must match the FTE.

**Timesheet Orgn:** Enter your home department DP-code (Example: DPMATH).

**Title: Leave blank if not being changed.** Banner Title should not include working title or requisition number. Check title spelling.

**Units per Pay: Leave blank if not being changed.** If the FTE is changed, Units per Pay will also change. See the table to the left the most common FTE %s used with the units per pay. **Formula:**  $86.67 \times \% \text{ of effort} = \text{Units per pay}$ .

**Salary: Leave it blank if not changing salary and if the FTE is changing.** The amount an employee will be paid per pay period times 24. Example: Jane is paid \$3,000/month.  $24 \times 3000 = \$72,000$

**Save (F10)**

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

Commonly used Job Change Reasons	
<b>ET</b> – Change Title	<b>E6</b> – Promotion- Competitive
<b>EF</b> – FTE Change	<b>E9</b> – Transfer Within Department
<b>EW</b> – Salary Change	<b>L4</b> – Sabbatical leave w/ Full Pay
<b>E3</b> – Transfer Between Departments	<b>L5</b> – Sabbatical leave w/ Partial Pay

Common FTE %s and Units Per Pay					
100.00%	86.67	83.33%	72.22	60.00%	52.00
95.00%	82.34	80.00%	69.34	55.00%	47.67
91.67%	79.45	75.00%	65.00	50.00%	43.34
90.00%	78.00	70.00%	60.67		
85.00%	73.67	65.00%	56.34		

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251761 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_STC Job Change Status Change Approval Type: P\_LABR Labor Distribution Process

Position: 997540 HR Representative I Suffix: 00

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

**CURRENT JOB LABOR DISTRIBUTION** Insert Delete Copy Filter

Effective Date 03/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	615300	6060					100.00

Record 1 of 1

**NEW JOB LABOR DISTRIBUTION** Insert Delete Copy Filter

Effective Date \* 05/01/2020

COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *
U	A06561	101164	E03832	615300	6060					100.00
Total Percent										100.00

Record 1 of 1

SAVE

**Approval Type:** JB\_LBR

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

**Job Labor Distribution tab:** This page indicates which index(s) will be charged 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:** 615300

**Total Percent:** Must equal 100.00

**Save** (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251761 Waiting Start Over

Query Date: 05/01/2020 Last Paid Date:

Approval Category: JC\_STC Job Change Status Change Approval Type: P\_LABR Labor Distribution Process

Position: 997540 HR Representative I Suffix: 00

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

**ROUTING** Insert Delete Copy Filter

Originator ID A01643366 Nicholle Jessica Johnson

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
DHOME	25			Approval	In Queue	
HR	80			Approval	In Queue	
APPLY	95			Apply	In Queue	

SAVE

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

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

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

**HHOME:** Department Head /Director.

**DHOME:** Dean/VP.

**HR:** HR\_OFFICE.

**APPLY:** HR\_OFFICE.

**Save** (F10)

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

Pending Change:  Proxy For: ID: A02340953 Hermione Jean Granger Transaction: 1251761 Waiting    Start Over

Query Date: 05/01/2020    Last Paid Date:

Approval Category: JC\_STC Job Change Status Change    Approval Type: P\_LABR Labor Distribution Process

Position: 997540 HR Representative | Suffix: 00

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

OTHER INFORMATION    Insert    Delete    Copy    Filter

Created Date	03/06/2020	Originator ID	A01643366
Submitted Date		Submitter ID	
Application Date		Applied to Database	
		By	

COMMENTS    Insert    Delete    Copy    Filter

Comments

Record 1 of 1

Activity Date 03/06/2020 03:51:29 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 to make a decision. Include your name and phone number.

“Requesting sabbatical leave for the Academic year 2006-2007 at (80)% time to Go to China and count ants.”  
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.

**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: JB\_WH Job Assignment Hourly/Student    Approval Type: JB\_LBR Job Labor Distribution

Position: P05123 Wage Hourly    Suffix: 00

Transaction    Default Earnings    Job Labor Distribution    Routing    Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New

APPROVER

Approver Action: None    Queue Status

SAVE

- About Banner
- OPTIONS
- Transaction
- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action
- Routing

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: Start Over

Approval Category: Approval Type: JB\_LBR Job Labor Distribution Position: 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 pending in the first approver's queue.

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

Proxy For:  Transaction Number:  Go

ID: A02340948 Originator: A01643366

Harry James Potter

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**.