Instructions for N EMPL

Use this EPAF when you want to create an employee record OR to re-activate the employee record that has the status of terminated. Not to be used for a current active employee record.

| × Electronic P | ersonnel Action NOAEPAF 9.3.11 (ZDEVL) | • | add 🖹 Retrieve | 뤝 RELATED | 🔆 TOOLS | Go to NOAEPAF |
|---|---|--|---------------------------|-----------|---------|--|
| Pending Change ID Query Date Approval Category Position | : A02340954 + Ronald Weasley : 03/09/2020 :* N_EMPL Create or Activate PEAEMPL : | Proxy For: Transaction: Last Paid Date: Approval Type: * N_EMPL Create or Activate PEAE Suffix: | MPL | | Go | ID: Enter in the employee's A#. Transaction Number: Banner will generate the transaction number after you save the first page. Query Date: Enter the date of hire. This is the first day the employee starts working. Approval Category: Enter N_EMPL. Approval Type: Automatically populated as N_EMPL. |
| Get Started: Comp | ete the fields above and click Go. To search by name, | press TAB from an ID field, enter your search | h criteria, and then pres | s ENTER. | | Select GO (Alt+PgDn) |

| proval Category: N_EMPL Create or Activate PEAEMPL Approval Type: N_EMPL Create or Activate PEAEMPL osition: Suffix: Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments TRANSACTION Field Name Field Name Current Value Current Value Field Name Current Value Current Value New Value Field Name Current Value New Value Current Hire Date* Current Hire Date* Current Hir | ending Change: (uery Date: 03/0 | Proxy For: ID: A02340954 Ro 9/2020 Last Paid Date: | nald Weasley Transaction: 1251764 Waiti | Saved successfully (13 rows saved) | | | |
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| Default Earnings Job Labor Distribution Routing Other Information and Comments TRANSACTION Insert Delete Corr Applied Status Field Name Current Value New Value Point Employee Status* Routing Current Hire Date* O3/09/2020 Occurrent Hire Date* O3/09/2020 Seniority Date* O3/09/2020 Point First Work Date* Option First Work Date* Other Information and Comments Point Current Value | Position: Sut | fix: | _ | | | | |
| TRANSACTION Insert Delete Copy C Applied Status Field Name Current Value New Value P Employee Status* Amplied Status New Value P Employee Class Code* SN P Current Hire Date* O3/09/2020 P Seniority Date* O3/09/2020 P Home COAS* U P Insert Insert P Insert < | Transaction | Default Earnings Job Labor Distribution | Routing Other Information and Comments | 3 | | | |
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| - IDDICATOR A FORUTOR TIOLE NOIDET / 0 H I H H I I NOO LIVIDADALE HOID FOR DOLO IDTO | - muicates a requ | ireu rielu. Select (A, D, L, F, P, T). See Dyria | nic neip for more mio. | | | | |

loyee Status: "A" (Active) will default. loyee Class Code: The employee class code is found on POSN. ent Hire Date: Auto populated with query date. **ority Date:** Auto populated with query date. Work Date: Auto populated with query date and needs

flect when the employee will begin working. e COAS: Automatically populate to "U." tion Code: MAIN (Main campus) is the default but it be changed to different location by clicking on the field. 9 information is not required to process this EPAF but ld be entered if an I9 has been completed. e Organization: Department's unique "DP" code ibution Orgn: Should match Home Organization.

(F10)

| × Electro | nic Personne | Action NOAEPAF | 9.3.11 (ZDEVL) | | ∔ / | ADD | 🖹 retrieve | 뤕 RELAT | ed 🔅 tools | 5 1 |
|--|--------------|--------------------|----------------------|----------------------|------------------|---------|--------------------|-----------|--------------|------------|
| Pending Change | e: Proxy | For: ID: A023 | 40954 Ronald Weasley | Transaction: 1251764 | Waiti 💽 S | Saved s | uccessfully (2 ro) | ws saved) | | |
| Query Date: 03/ | 09/2020 | Last Paid Date: | | | | | | | | |
| Approval Catego | ory: N_EMPL | Create or Activate | e PEAEMPL Approval | I Type: N_EMPL Creat | e or Activate PE | EAEMP | L | | | |
| Position: Su | uffix: | | | | | | | | | |
| Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments | | | | | | | | | | |
| ROUTING | | | | | | | 0 | nsert 🗖 D | elete 🧧 Copy | ₹, Filter |
| Origina | ator ID A021 | 67631 | Sarah | Mae Clark | | | | | | |
| Level Code * | Level | User ID | Name | F | equired Action * | | Queue Status | A | Action Date | |
| BUSMGR | 6 | A02179364 | Jeffrey Collings | A | pproval | | In Queue | | | |
| APPLY | 95 | HR_OFFICE | Office HR | A | pply | | In Queue | | | |
| 🔰 🛋 📋 of 1 | | 10 🔻 Per Pag | le | | | | | | Rec | ord 1 of 2 |

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

Level Code: BUSMGR - Business Services Representative (can also be creator of the EPAF). User ID: Enter approver's A#. You can search by clicking the ellipses (...) after clicking in the field. If approver is not in the drop-down options, email <u>HR@usu.edu</u> or call 797-0122 to have them added. APPLY: HR_OFFICE Save (F10)

Click on Other Information and Comments

Comments: Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need to decide. Include your name and phone number.

Save (F10)

| × Electronic Per | sonnel Action NOAEPAF 9.3.11 (ZDEV | L) | | ADD 🕂 | Retrieve | 뤕R | ELATED | TOOLS | 1 |
|-----------------------|--|--------------------------|---------------------------|------------|--------------------|---------|--------|---------|-----------|
| Pending Change: | Proxy For: ID: A02340954 Rona | Id Weasley Transactio | on: 1251764 Waiti | Saved | successfully (1 ro | ws save | d) | | |
| Query Date: 03/09/202 | 0 Last Paid Date: | | | | | | | | |
| Approval Category: N_ | EMPL Create or Activate PEAEMPL | Approval Type: N_E | MPL Create or Activat | e PEAEMI | PL | | | | |
| Position: Suffix: | | | | | | | | | |
| Transaction Defau | It Earnings Job Labor Distribution | Routing Other Info | ormation and Comments | | | | | | |
| OTHER INFORMATION | | | | | 0 | Insert | Delete | Па Сору | 👻 Filter |
| Created Date | 03/09/2020 | | Originator ID | A021676 | 331 | | | | |
| Submitted Date | | | Submitter ID | | | | | | |
| Application Date | | | Applied to Database | | | | | | |
| | | | Ву | | | | | | |
| COMMENTS | | | | | 0 | Insert | Delete | Сору | Ϋ, Filter |
| Comments | Ron will start working at a Staff Assis start date. | stant on 3/9/2020 but ne | eeds access to training b | pefore his | | | | | |
| | Sarah Clark 7-0474 | | | | | | | | |
| | | | | | | | | | |
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| Electronic Personnel Action NOAEPAF 9.3.11 (ZDE) | VL) 🔒 ADK | | RETRIEVE | RELATED | TOOLS | 1 |
|---|--|-----|------------|------------|-------|------|
| Pending Change: Proxy For: ID: A02340948 Har | About Banner | | | | | |
| Query Date: 02/25/2020 Last Paid Date: | | | OPTIONS | | | |
| Approval Category: | Approval Type: JB_LBR Job Labor Distribution | | Transactio | n | | |
| Position: | | | Cubmit Te | ancaction | | |
| Transaction Definit Earnings Job Labor Distribution | Routing Other Information and Comments | | Submit In | difsdcuoti | | - 1 |
| TRANSACTION | | | Apply Trai | nsaction | | - 1 |
| Applied Status Field Name | Current Value | New | Cancel P/ | VF. | | |
| (| | | Delete PA | F | | |
| | | | Next Actio | n | | |
| APPROVER | | | Routing | | | |
| Approver Action None | + Oueue Status | | rossung | | | |
| ⊼ ≚ | | | | | | SAVE |

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 pending in the first approver's queue.

| X Electronic Personnel Action | NOAEPAF 9.3.11 (ZDEVL) | | AD0 | RETRIEVE | A RELATED | 🖨 TOOLS | 1 |
|-------------------------------|-------------------------------------|-----------------------------|------------------------|-----------------|-----------|------------|---|
| Pending Change: Proxy For: | ID: A02340948 Harry James Potter Tr | ransaction: 1251732 Pending | Query Date: 02/25/2020 | Last Paid Date: | | Start Over | - |
| Approval Category: , | | | | | | | |

IMPORTANT:

Once the employee record is activated, the employee will be granted the "staff role" 30 days before the current hire date (date job will begin). This will allow the employee to get an email, create a password, sign up for DUO, access to online training modules, access to self-disclosure form, access to SSB to fill out W4 form and direct deposit form, and other IT related access. **It will not grant them access to Canvas**. Canvas is granted when their A number is inserted as the course instructor in the Student module of Banner.

The Employee Status will be changed to "Terminated" 30 days after the current hire date if a position is not active.

Adding Position: After activating the employee record, you will need to use the JB_XXX type of EPAF to creating the job.