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.

Go to **NOAEPAF**

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.

Select **GO** (Alt+PgDn)

Employee Status: "A" (Active) will default.
Employee Class Code: The employee class code is found on NBAPOSN.
Current Hire Date: Auto populated with query date.
Seniority Date: Auto populated with query date.
First Work Date: Auto populated with query date and needs to reflect when the employee will begin working.
Home COAS: Automatically populate to "U."
Location Code: MAIN (Main campus) is the default but it can be changed to different location by clicking on the field.
I9: I9 information is not required to process this EPAF but should be entered if an I9 has been completed.
Home Organization: Department's unique "DP" code
Distribution Orgn: Should match Home Organization.

Save (F10)

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 HR@usu.edu 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)

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.

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.