NH_SAL EPAF
Rev. 01/11/2016

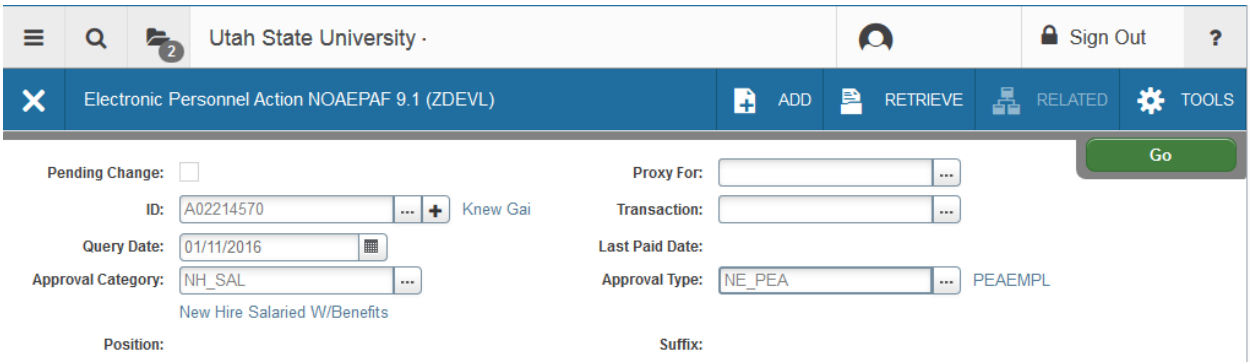
This EPAF is used for benefited employees.

NH_SAL EPAFs are for those employees who have never been employed at USU (no PEAEMPL record).

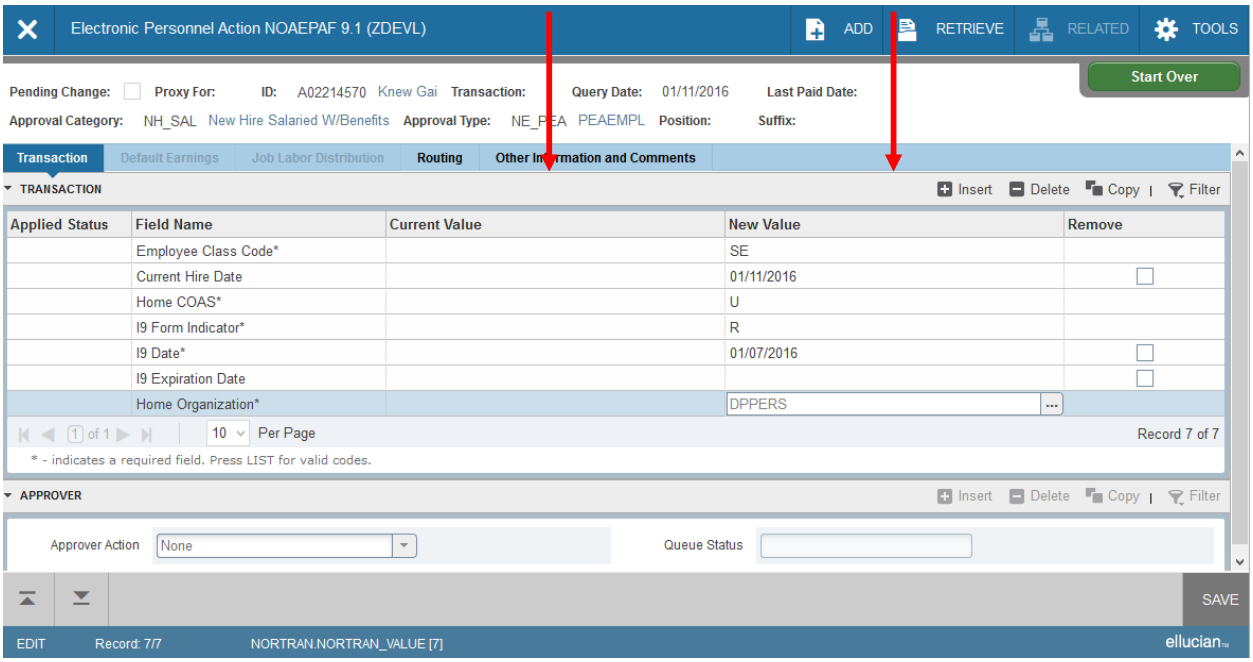
Before beginning the NH_SAL EPAF, there is some information you need to gather. Salaried employees each have a unique 99 position number, so you must find which one you're going to use. You also need to know the employee class.

Go to Position List by Organization (NBIPORG) to find the position number you plan to use. Go to NBAPOSN to find the employee class for that position.

Once you have this information, go back to NOAEPAF to create your EPAF.



ID: Enter in employee's Banner A#
Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).
Query Date: The date the employment is to begin.
Approval Category: NH_SAL – New Hire Salaried w/benefits (type of EPAF you're creating)
Approval Type: NE_PEA - PEAEMPL (indicates "page" or "step" of EPAF – this will default)
BANNER will not allow you to enter the Position Number and Suffix now.
Next Section / Go (Alt+PgDn).

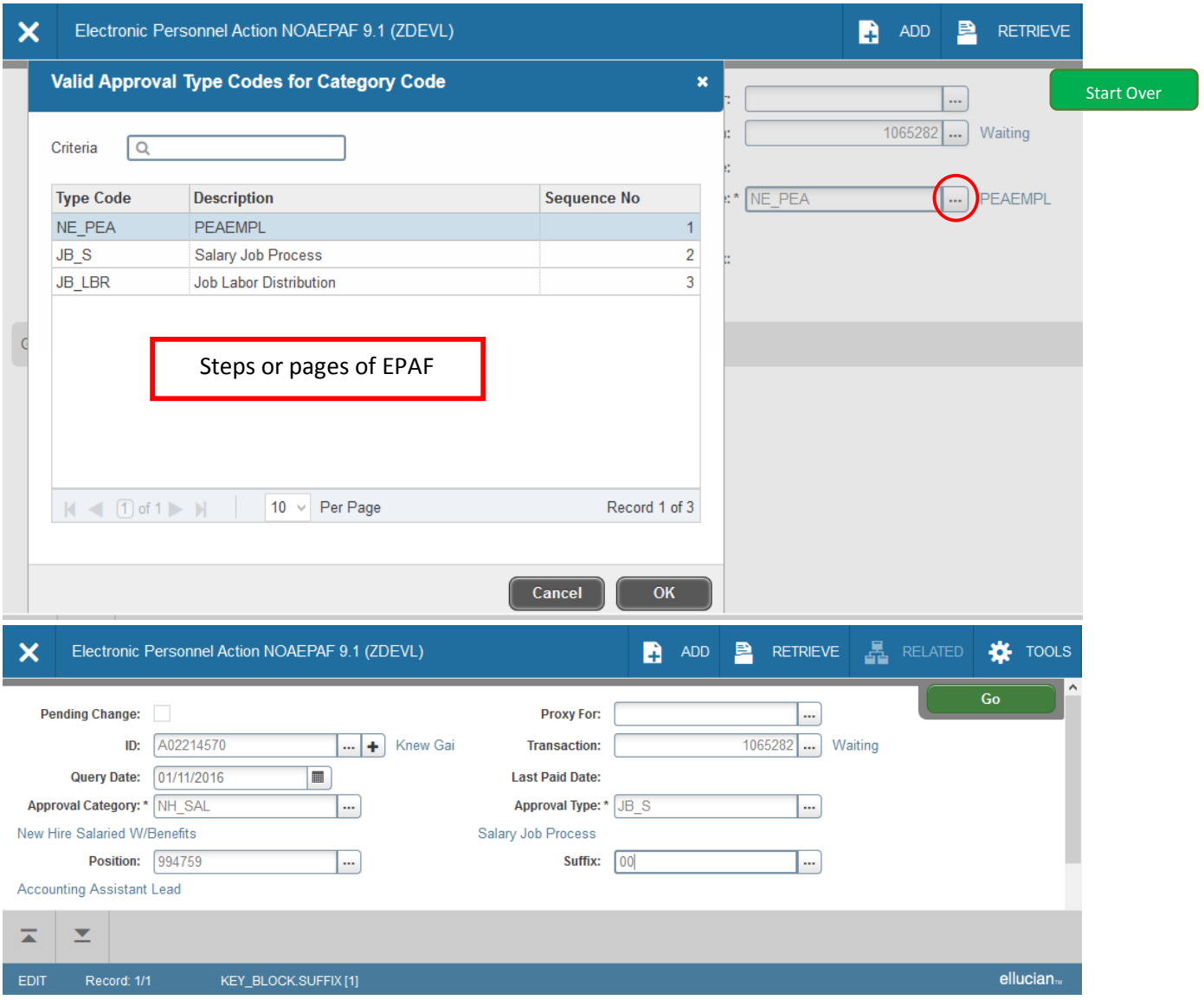


When creating a new job for an employee, your Current Value column should always be blank. If there is information in your Current Value column when you're creating a new job, you're using an incorrect EPAF or suffix.

Enter the job information in the New Value column.

Employee Class Code: (From NBAPOSN).
Current Hire Date: Must match query date.
Home COAS: Defaults to U and cannot be changed.
I9 Form Indicator: Select (R)eceived = US Citizen; (T)emporary = Non-US Citizen; (E)xempt=a person who works outside of the US or as a volunteer.
I9 Date: The date the I9 was signed. (If two different signature dates, use the latest one.)
I9 Expiration Date: Date of expiration for an employee on a temporary visa. Use only for employees on a temporary visa. You must put in date if I9 Form Indicator is a (T)emporary. Leave blank for US Citizens.
Home Organization: Department's unique "DP" code i.e. DPMATH for Math Dept.
Save: Press F10 or click on the save icon (bottom left).

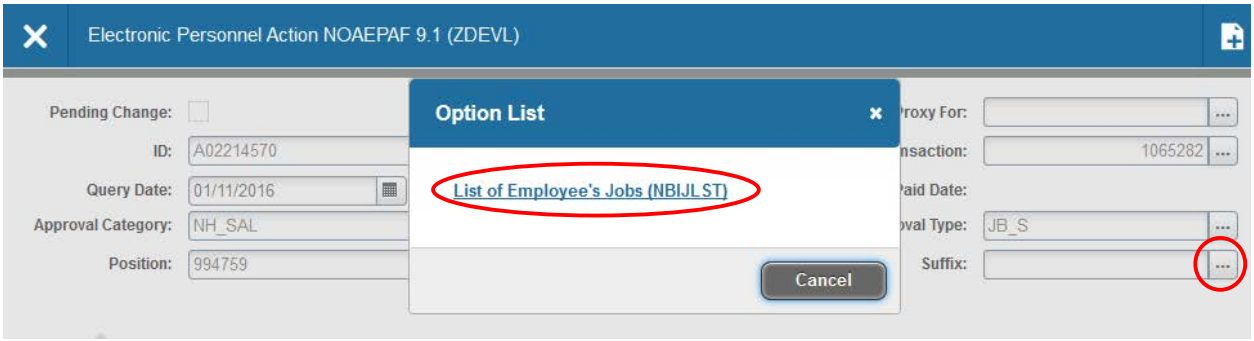
Click Tools and select "**Next Action**".
OR
Click **Start Over** or press F5. Change the Approval Type Field to **JB_S.**



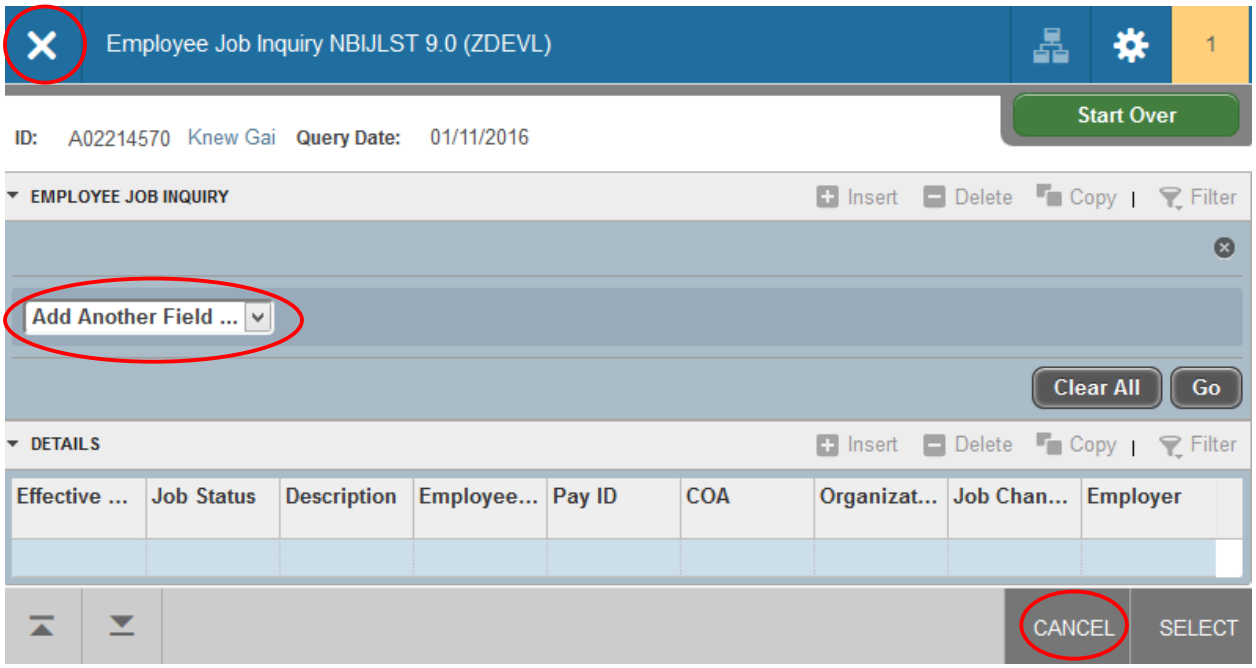
Banner will now require you to enter the position number and suffix before you can continue.

Position Number: Type the position number in the field. (Unique 99XXXX number from NBIPORG).

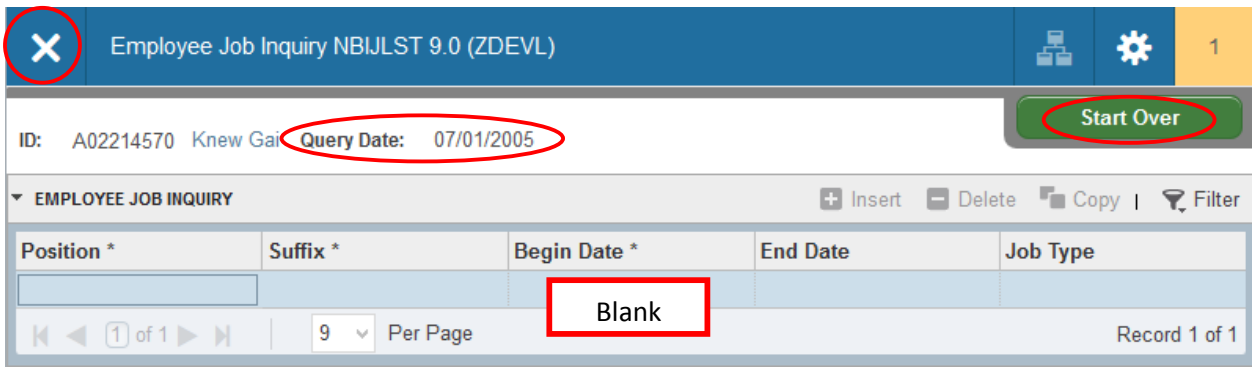
Suffix: Click on the search ellipse then click List of Employee's Jobs (NBIJLST).



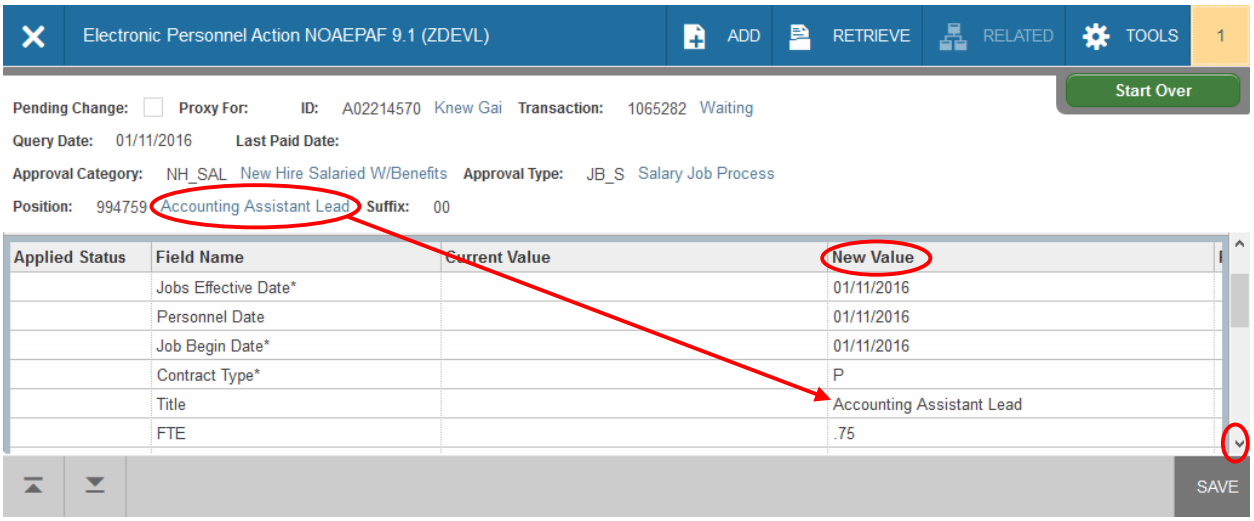
If it takes you directly to the filter page (Add Another Field…) Close (X) / Cancel the filter.



Click Start Over (F5) and change your Query Date to 01-JUL-2005. Then click Go / Next Section (Alt+PgDn). Look to see if this person has ever had the same position number before. If so, use the next incremental number. (For example, if the person has a suffix for this position of 02, you'd use 03.) If not, begin with suffix 00. (If creating an NH_SAL EPAF, this screen should be blank.)

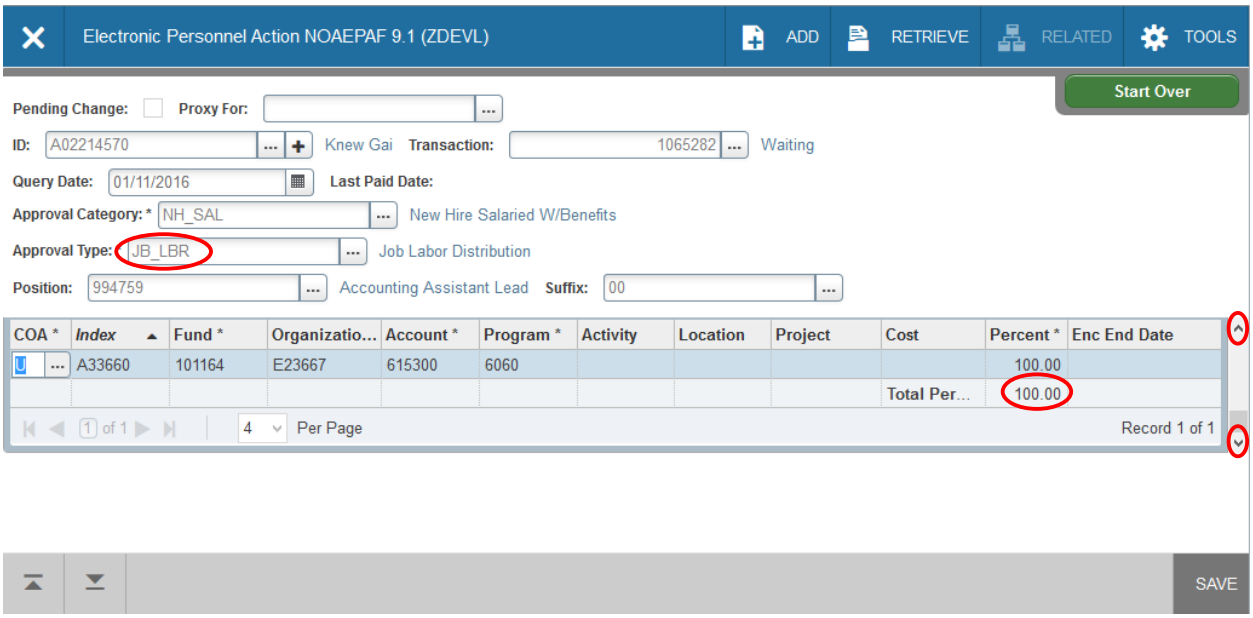


To get back to NOAEPAF, just click the White X (top left) or Ctrl+Q. Then click Go / Next Section (Alt+PgDn).



Job Effective Date: Date employment begins. This date must be the same as the query date.
Personnel Date: This date typically matches the job query and job effective date, but can be different if it needs to indicate date of actual change/employment beginning. (i.e. If 2/1/13 was a Saturday so the employee actually began on 2/3/13 but I wanted her to get the entire month's paycheck, therefore beginning her job on 2/1/13.)
Job Begin Date: This must be the same as the job effective date and job query date.
Contract Type: "P" (Primary) is defaulted. Always use "P" for new hires.
Title: Title must match the one indicated by the position number. If this title needs to change, work with HR.
FTE: Full-time equivalent. Entered as a decimal. For example: 1 for full (100%) time, .75 for 75% time, etc. This affects the benefit rate charged to your department.
Appointment Percent: Enter the appointment percent for the position as a whole number. For example: 100 for full (100%) time, 75, 50, etc. This affects how leave is accrued.
Salary: The monthly amount the employee will be paid, multiplied by 12. Do not enter the institutional base salary unless their appointment percent is 100. For example, for a job that would pay $40,000 at 100% time you'd enter 30000 if the appointment percent is 75, 20000 if the appointment percent is 50, etc.
Job Location: Main (Main campus is the default but it can be changed to different location by clicking on the arrow under "New value" at the top of the column.)
Job Change Reason: E1 will default for Job Change Reason (New Hire). You can change it by clicking on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.
Timesheet Orgn: (Note you have to scroll down to view this field.) Enter your home department DP-code. (Example: DPMATH**)**
Save by pressing F10 or clicking on the save icon or the File Pull-down Menu.

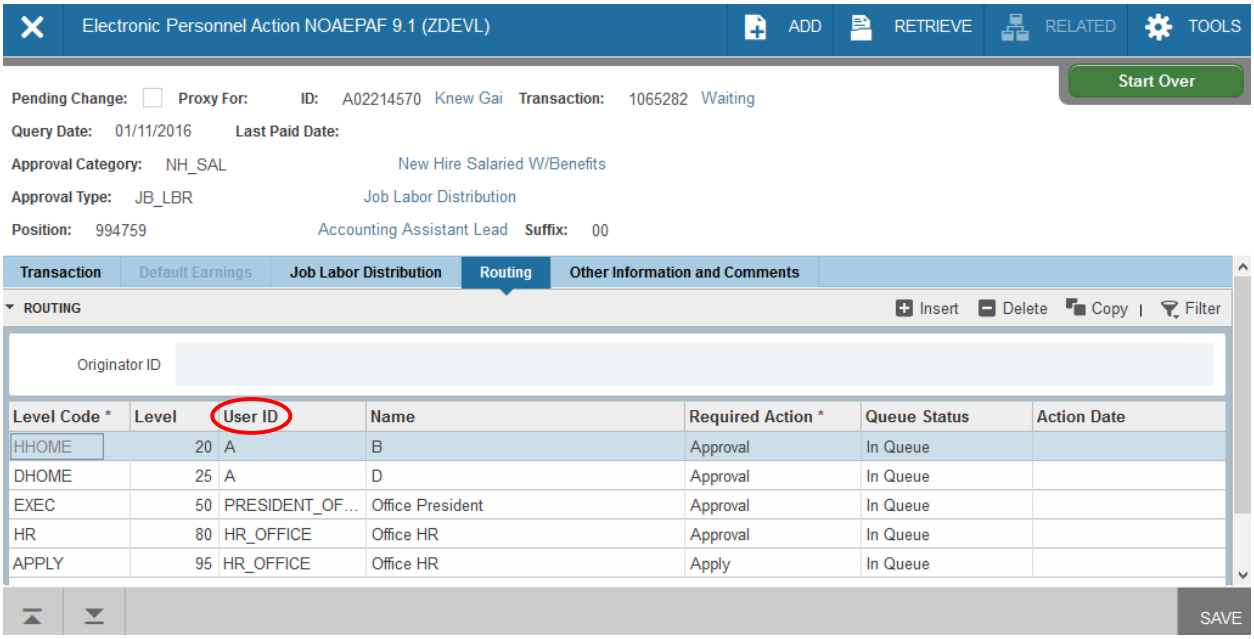
Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**.
Notice your Approval Type changing as you proceed to the next step in the EPAF.



The Job Labor Distribution tab indicates which index(s) will pay for the position. A position may be paid from more than one index. Ensure that the accounting information is correct. Please ensure the Percent equals 100. Index numbers will be provided by your Business Officers. Fund, Organization, and Program numbers default when Index number is input. For the list of HR Account codes, click HERE (http://hr.usu.edu/files/banner/hraccountcodes.pdf).

Effective Date: This date needs to match the effective date in the previous sections and the query date.
Save by clicking F10 or clicking on the save icon or the File Pull-down Menu.

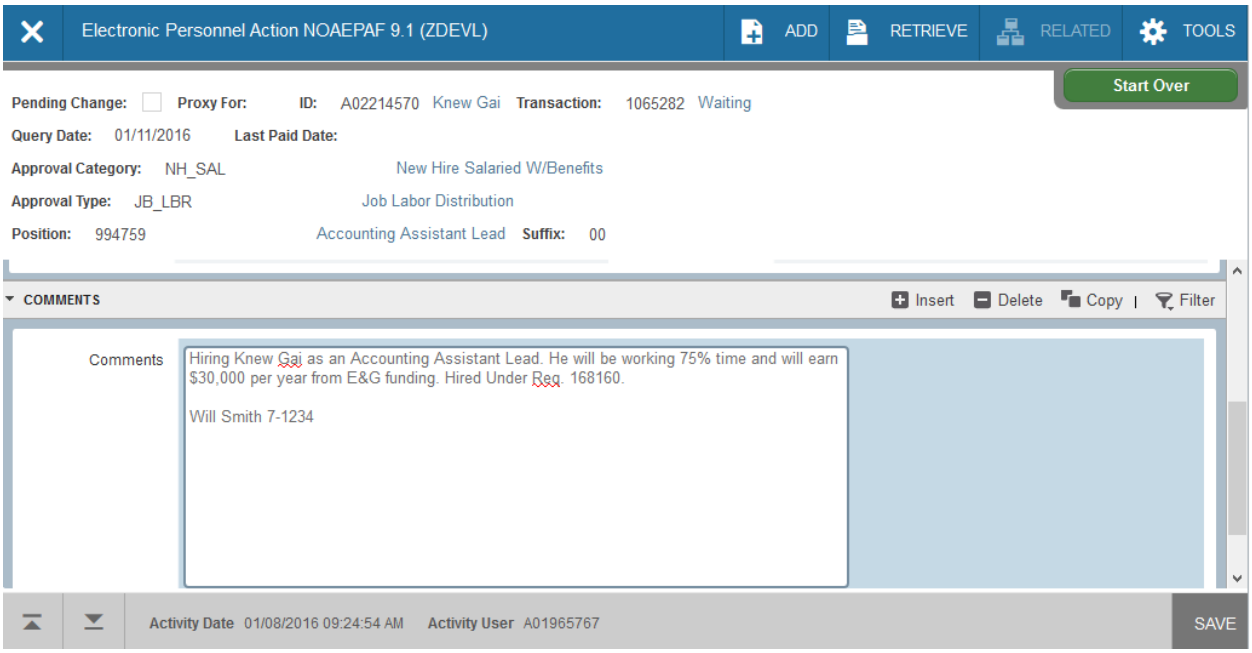
Click on the Routing tab.



Routing indicates who must approve this EPAF before it is applied. The Level Codes will default for you, but you must fill in the approvers. (For help in making your approvers default as well, contact the HR Banner Help Desk.)

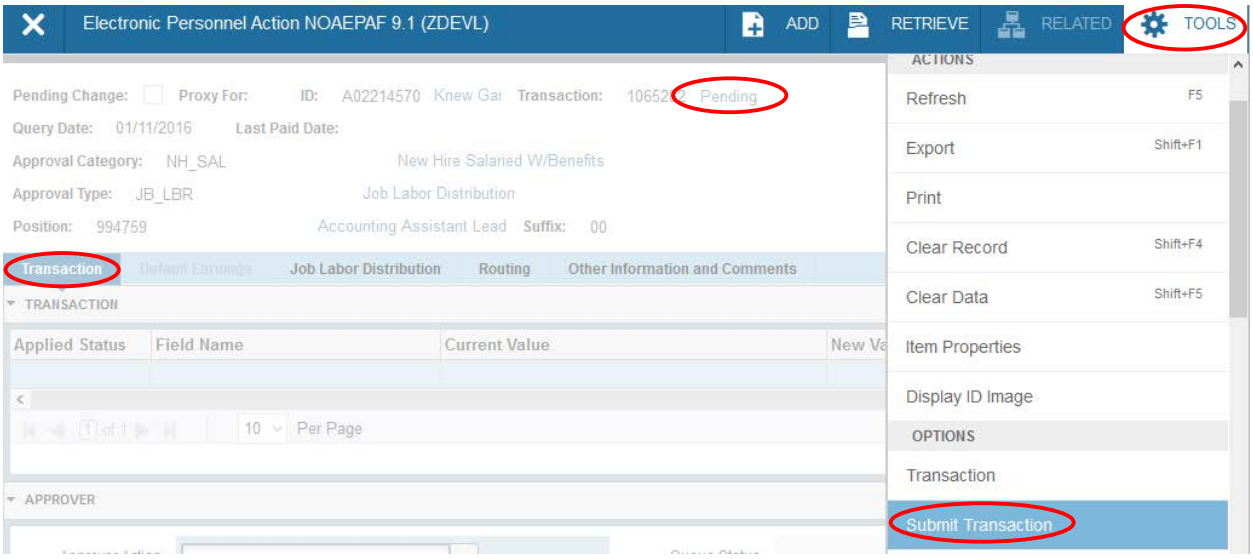
User ID: If you don't know the A numbers of your approvers, you must search for them by clicking search button under "User ID."
HHOME: Select your Department Head/Director.
DHOME: Select your Dean/VP.
EXEC: Select PRESIDENT_OFFICE or PROVOST_OFFICE.
HR and APPLY: These are routed to HR_OFFICE.
Save: Press F10 or click on the save icon.

Click on the **Other Information and Comments** tab.



Add comments. Explain what you are doing with this EPAF. 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 the requisition number used to hire this individual. Include your name and phone number in case anyone has questions.
Save: Press F10 or click on the save icon.

To finish to EPAF, go back to the Transaction tab (or Tools > Transaction) and click on **Tools > Submit Transaction**.



When your EPAF is submitted, the transaction status will change to Pending and move to your first approver's queue. If it does not change to Pending, there is something keeping your EPAF from submitting. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.