NH_TN2
 New Hire Job Assignment Teaching with No Benefits

IMPORTANT INFORMATION: This EPAF is used to hire employees who are assigned a teaching position and are <u>not eligible to receive benefits</u> and the employee has never had a job at USU before. (Check PEAEMPL to see if there is a record. If there is no record found, you use this EPAF. If you find a record you must use the JB_TN2 EPAF.). Example: The employee is teaching on a semester to semester basis and is not benefited faculty.

1. Access NOAEPAF screen
    ID: Enter in employee's Banner A#
    Transaction Number: Just tab past the transaction field. Banner will generate the transaction number after you save the first page (approval type).
    Query Date: The Query Date should be the date of the employment action and will match the Job Effective Date and Job Begin Date in the next part of the EPAF. You may find it is easier if the Query Date, Job Effective Date and Job Begin Dates are the same.
    The Job Effective Date and the Job Begin Date will be the first day of the pay period (1st or 16th). Only the Personnel Date can be different to reflect when the teaching actually began.
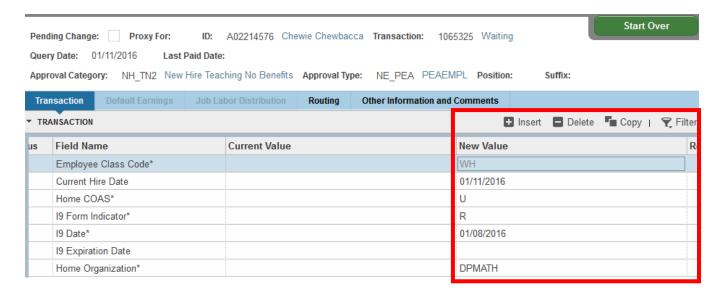   **Approval Category:** NH_TN2
    Approval Type: NE_PEA - PEAEMPL (indicates "page" or "step" of EPAF – this will default)

BANNER will not allow you to enter the Position Number and Suffix now.

2. Next Section / **Go** (Alt+PgDn).

3. Enter the job information in the New Value column.
    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.

Employee Class Code: This will default to WH (Wage Hourly) and can't be changed.
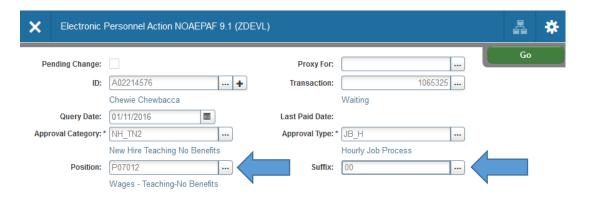**Current Hire Date:** Employee's begin date. Should match the query date.
Home COAS: Defaults to U and cannot be changed.
I9 Form Indicator: Select (R)eceived = US Citizen; (T)emporary = Non-US Citizen; (E)xempt=a person who works outside of the US or as a volunteer.
I9 Date: The date the I9 was signed. (If two different signature dates, use the latest one.)
I9 Expiration Date: *Leave blank for US Citizens.* 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.
Home Organization: Department's unique "DP" code i.e. DPMATH for Math Dept.

4. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.
5. Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**. OR Click **Start Over** or press F5.

6. Change the Approval Type Field to JB_H

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. P07XXX (last three digits indicate your department).
Suffix: Click on the search ellipse 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 your position number before. If not, begin with suffix 00. (When creating an NH_WH EPAF, this screen should be blank.) If they have had your

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position number before, delete this epaf and create a JB_WH epaf and pick the next available suffix 01, 02, 03, etc (00 for new assignments).

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

9. **Job Effective Date:** This date should be the same as the Query Date or a date in the future. This date must match the Job Begin Date.
Personnel Date: This date should reflect the actual begin date, if different from the Effective and Begin dates.
Job Begin Date: This date should be the same as the Job Effective date.
Contract Type: Defaults to P (Primary)
Title: Use the correct title, spelled out completely using the correct data standards.   Example Test Proctor
Base Salary: Enter the amount the employee will be paid per pay period (semi-monthly), or the "Lump Sum" if making a one-time pay.
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 new hire reason. 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: This is your home department "DPCODE." (Example: DPMATH)

10. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.
11. Click on the **Tools** menu and select **Next Action**. Check to see if the Approval Type Field is JC_MWH
12. Click **Go or Next Section**.

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

TRANSACTION   Insert Delete Copy | Filter

Field Name	Current Value	New Value
Jobs Effective Date*		01/11/2016
Title		
Mo./Hrly/SemiMo.Rate		150
Pays*		1
Factor*		1
Units per Pay*		1
Job Change Reason*		E1
Timesheet Orgn		

Job Effective Date: This is the same date you entered on the previous form. It should be the first day of the pay period.

Hourly/Monthly Rate: This should be the same amount you entered on the previous form. The amount you want to be paid per pay period.

Pays: This is defaulted to a 1 and can't be changed.

Factors: This is defaulted to a 1 and can't be changed.

Units per Pay: this is defaulted to a 1 and can't be changed.

Job Change Reason: E1 will default for new hire reason. 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: Department's unique "DP" or "UN" code i.e. DPMATH for Math Dept.

13. **Save** by clicking F10 **or** clicking on the **save icon** on the bottom of the page on the right hand side.
14. Click on the **Tools** menu and select **Next Action**.
15. Click **Go or Next Section**.

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

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

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

Effective Date * 01/11/2016

COA *	Index	Fund *	Organizat...	Account *	Program *	Activity	Location	Project	Cost	Perce...	Enc End Date
U	A01148	101164	E00007	625900 ...	1010					100.00	
									Total Pe...	100.00	

|◀ ◀ 1 of 1 ▶ ▶| 4 ∨ Per Page   Record 1 of 1

16. 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.

17. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.

18. Click on the **Tools** menu and select **Next Action**.
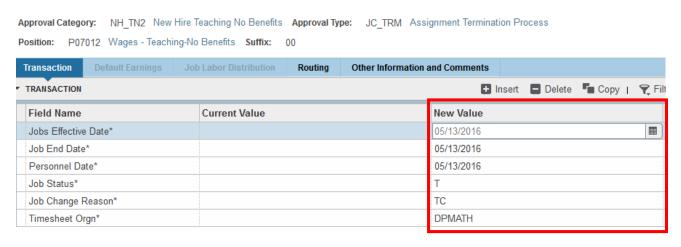19. Click **Go or Next Section**

Approval Category: NH_TN2 New Hire Teaching No Benefits   Approval Type: JC_TRM   Assignment Termination Process

Position: P07012   Wages - Teaching-No Benefits   Suffix: 00

	Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments

▾ TRANSACTION   ➕ Insert   ➖ Delete   📋 Copy | 🝔 Filt

Field Name	Current Value	New Value
Jobs Effective Date*		05/13/2016
Job End Date*		05/13/2016
Personnel Date*		05/13/2016
Job Status*		T
Job Change Reason*		TC
Timesheet Orgn*		DPMATH

20. **Job Effective Date:** Date employment will end. This should be the last day of the pay period. This will be either the 15th or the last day of the month.
   Personnel Date: This date typically matches the job effective date, but can be different if it needs to indicate date of actual termination (for example, employee is leaving 12/24/13, but is being paid through the end of the month).
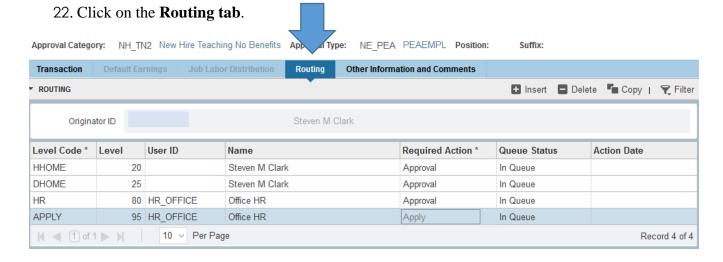   **Job End Date:** This must be the same as the job effective date.
   Job Status: Defaults to T (terminated) and should not be changed.
   Job Change Reason: Defaults to TC (termination, appointment complete). You can change it by clicking on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.
   Timesheet Orgn: Enter your home department DP-code. (Example: DPMATH)

21. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.

22. Click on the **Routing tab**.

Approval Category: NH_TN2   New Hire Teaching No Benefits   App▼al Type: NE_PEA   PEAEMPL   Position: Suffix:

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments	

▾ ROUTING   ➕ Insert   ➖ Delete   📋 Copy | 🝔 Filter

	Originator ID			Steven M Clark			

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

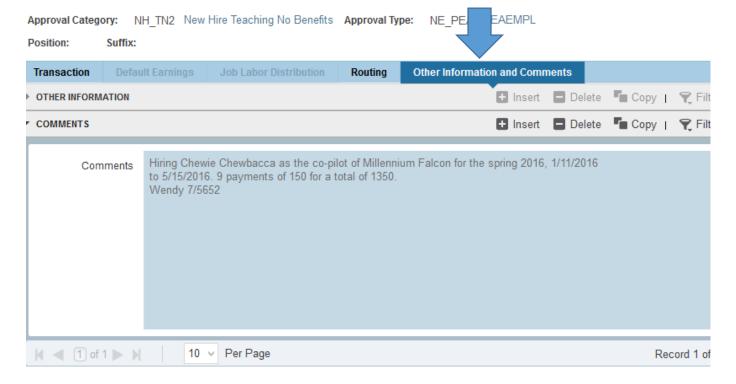| ◀ ◀ 1 of 1 ▶ ▶| | 10 ⌄ Per Page | Record 4 of 4 |

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."
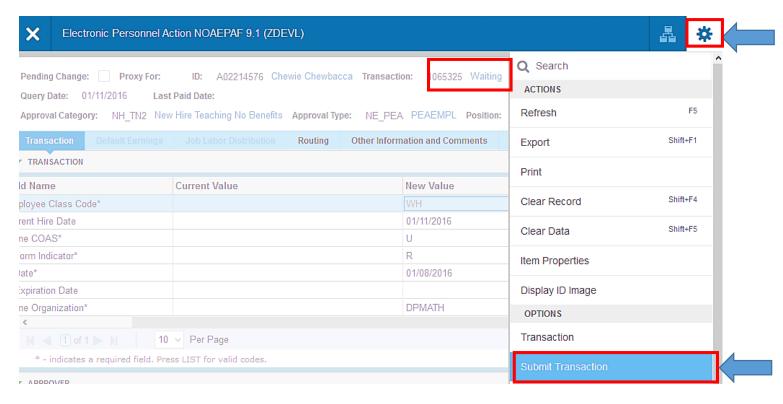
HHOME: Select department head.

DHOME: Select dean of the above department head.

23. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.

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

Approval Category: NH_TN2 New Hire Teaching No Benefits   Approval Type: NE_PE   EAEMPL

Position: Suffix:

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

▶ OTHER INFORMATION   ➕ Insert ➖ Delete 📋 Copy | 🔻 Filt

▾ COMMENTS   ➕ Insert ➖ Delete 📋 Copy | 🔻 Filt

Comments   Hiring Chewie Chewbacca as the co-pilot of Millennium Falcon for the spring 2016, 1/11/2016
to 5/15/2016. 9 payments of 150 for a total of 1350.
Wendy 7/5652

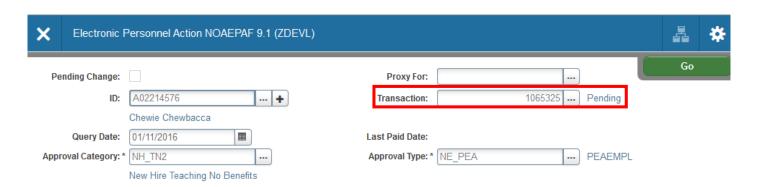◀◀ ◀ 1 of 1 ▶ ▶▶ | 10 ⌄ Per Page   Record 1 of

Add comments. Explain what you are doing with this EPAF. <u>The comments are what approvers rely on to know what an EPAF is for, so put all the information you can into the comments.</u> Include your name and phone number in case anyone has questions.

25. **Save:** Press F10 or click on the save icon.

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

27. **Check for a Pending Status.** 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. And an Errors screen will come up. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.

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