

Instructions for NH_WH

This EPAF is used to hire a non-benefited wage hourly employee.

Utah State University - ZDEVL

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change: Proxy For: Transaction:

ID: Query Date: Last Paid Date:

Approval Category: Approval Type:

Position: Suffix:

Go

Get Started: Fill out the fields above and press Go.

1. Access NOAEPAF screen
2. **ID:** Enter in employee 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 date the employment is to begin
Approval Category: NH_WH – New Hire Hourly
Approval Type: NE_PEA - PEAEMPL
3. Next Section / **Go** (Alt+PgDn)

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

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.

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Pending Change: Proxy For: ID: Transaction: Waiting

Query Date: Last Paid Date: Approval Category: Approval Type:

Position: Suffix:

Start Over

Applied Status	Field Name	Current Value	New Value	Remove
P	Employee Class Code*		WH	
P	Current Hire Date		01/25/2016	
P	Home COAS*		U	
P	I9 Form Indicator*		R	
P	I9 Date*		01/20/2016	
P	I9 Expiration Date			
P	Home Organization*		DPFOOD	

APPROVER

Approver Action: Queue Status:

Employee Class Code: Should default to WH.

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.

- Click Tools and select "Next Action" (near the bottom)
OR Click **Start Over** or press F5. Change the Approval Type Field to **JB_S**
- Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side. Click on the **Tools** menu and select **Next Action**. Click **Go or Next Section**.

Transaction	Default Earnings	Jobs Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	
P	Employee Class Code*	WH	WH	
P	Current Hire Date		01/25/2016	
P	Home COAS*		U	
P	I9 Form Indicator*		R	
P	I9 Date*		01/22/2016	
P	I9 Expiration Date			
P	Home Organization*		DPFOOD	

APPROVER

Approver Action: [dropdown] Queue Status: [dropdown]

Tools Menu:

- Refresh (F5)
- Export (Shift+F1)
- Print
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image
- Transaction
- Submit Transaction
- Apply Transaction
- Cancel PAF
- Delete PAF
- Next Action**

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. It will be either your P05xxx (wage hourly) or P04xxx (work-study) position number.

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Pending Change: Proxy For: [dropdown]

ID: A02214571 Luke Skywalker Transaction: 1065302 Waiting

Query Date: 01/25/2016 Last Paid Date: [dropdown]

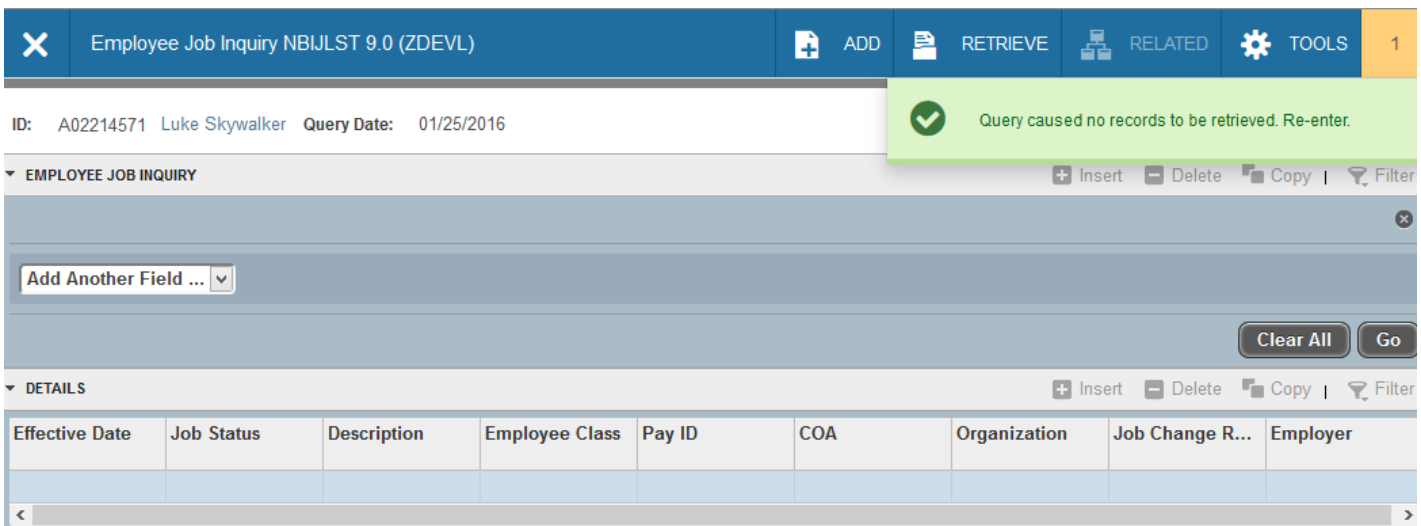
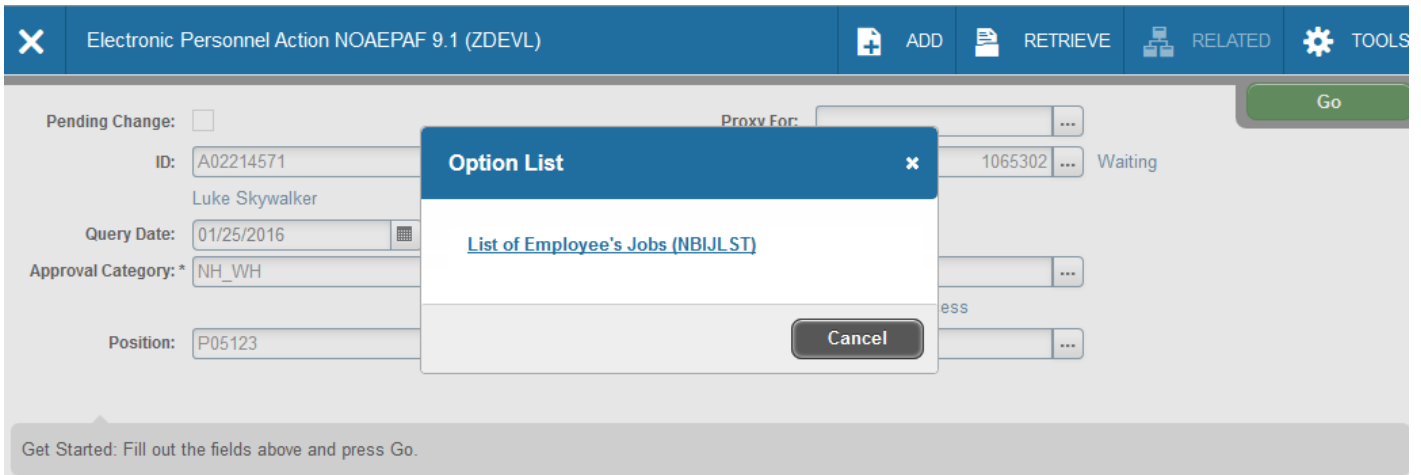
Approval Category: * NH_WH New Hire Hourly Approval Type: * JB_H Hourly Job Process

Position: [dropdown] Suffix: [dropdown]

Go

Get Started: Fill out the fields above and press Go.

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 position number before, delete this epaf and create a JB_WH epaf and pick the next available suffix 01, 02, 03, etc.



6. To get back to NOAEPAF, just click the White X (top left) or Ctrl+Q. Then click **Go** / Next Section (Alt+PgDn).
7. **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.
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. Only change to “S” if currently employed in another department in a primary position.
Title: Enter the title of the position.
Mo./Hrly/SemiMo.Rate: Enter the hourly rate. No dollar signs.

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

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

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

Notice your **Approval Type** changing as you proceed to the next step in the EPAF

9. Click **Go** or **Next Section**.

Approval Category: * NH_WH ... New Hire Hourly Approval Type: * JB_LBR ... Job Labor Distribution
Position: P05123 ... Wage Hourly Suffix: 00 ...

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments							
CURRENT JOB LABOR DISTRIBUTION											
Effective Date 01/25/2016											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
1 of 1 Per Page Record 1 of 1											
NEW JOB LABOR DISTRIBUTION											
Effective Date * 01/25/2016											
COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A05289	100219	E01826	625300	3030					100.00	
Total Perc...										100.00	

10. 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) (<http://hr.usu.edu/files/banner/hraccountcodes.pdf>).

11. **Effective Date:** This date needs to match the effective date in the previous sections and the query date.

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

13. Click on the **Routing tab**.

Approval Category: * NH_WH New Hire Hourly Approval Type: * JB_LBR Job Labor Distribution

Position: P05123 Wage Hourly Suffix:

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

ROUTING + Insert - Delete Copy | Filter

Originator ID A01965767 Steven M Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
STUEMP	70			Approval	In Queue	
SEAPL	94			Apply	In Queue	

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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.

STUEMP and SEAPL: These are routed to STUDENT_EMPL.

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

15. 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 your name and phone number in case anyone has questions.

Approval Category: NH_WH New Hire Hourly Approval Type: JB_LBR Job Labor Distribution Position: P05123 Wage Hourly Suffix: 00

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

OTHER INFORMATION + Insert - Delete Copy | Filter

Created Date 01/20/2016 Originator ID

Submitted Date Submitter ID

Application Date Applied to Database By

COMMENTS + Insert - Delete Copy | Filter

Comments To Hire Luke Skywalker as a Jedi Knight as of 01/25/2016. He will be paid 10.00 an hour and will work under Leia Organa Solo.
Requisition number: 123456
Wendy 7/5652

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

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

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ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065302 Waiting Query Date: 01/25/2016 Last Paid Date:

Approval Category: NH_WH New Hire Hourly Approval Type: NE_PEA PEAEML Position: Suffix:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value
P	Employee Class Code*		WH
P	Current Hire Date		01/25/2016
P	Home COAS*		U
P	I9 Form Indicator*		R
P	I9 Date*		01/22/2016
P	I9 Expiration Date		
P	Home Organization*		DPFOOD

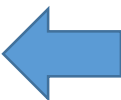
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* - indicates a required field. Press LIST for valid codes.

APPROVER

Approver Action Queue Status

Submit Transaction



18. 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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ADD RETRIEVE RELATED TOOLS

Pending Change: Proxy For: ID: A02214571 Luke Skywalker Transaction: 1065302 Pending Query Date: 01/25/2016 Last Paid Date:

Approval Category: NH_WH New Hire Hourly Approval Type: NE_PEA PEAEML Position: Suffix:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION

Applied Status	Field Name	Current Value	New Value	Remove
P	Employee Class Code*		WH	...
P	Current Hire Date		01/25/2016	<input type="checkbox"/>
P	Home COAS*		U	
P	I9 Form Indicator*		R	
P	I9 Date*		01/22/2016	<input type="checkbox"/>
P	I9 Expiration Date			<input type="checkbox"/>
P	Home Organization*		DPFOOD	

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

APPROVER

Approver Action Queue Status