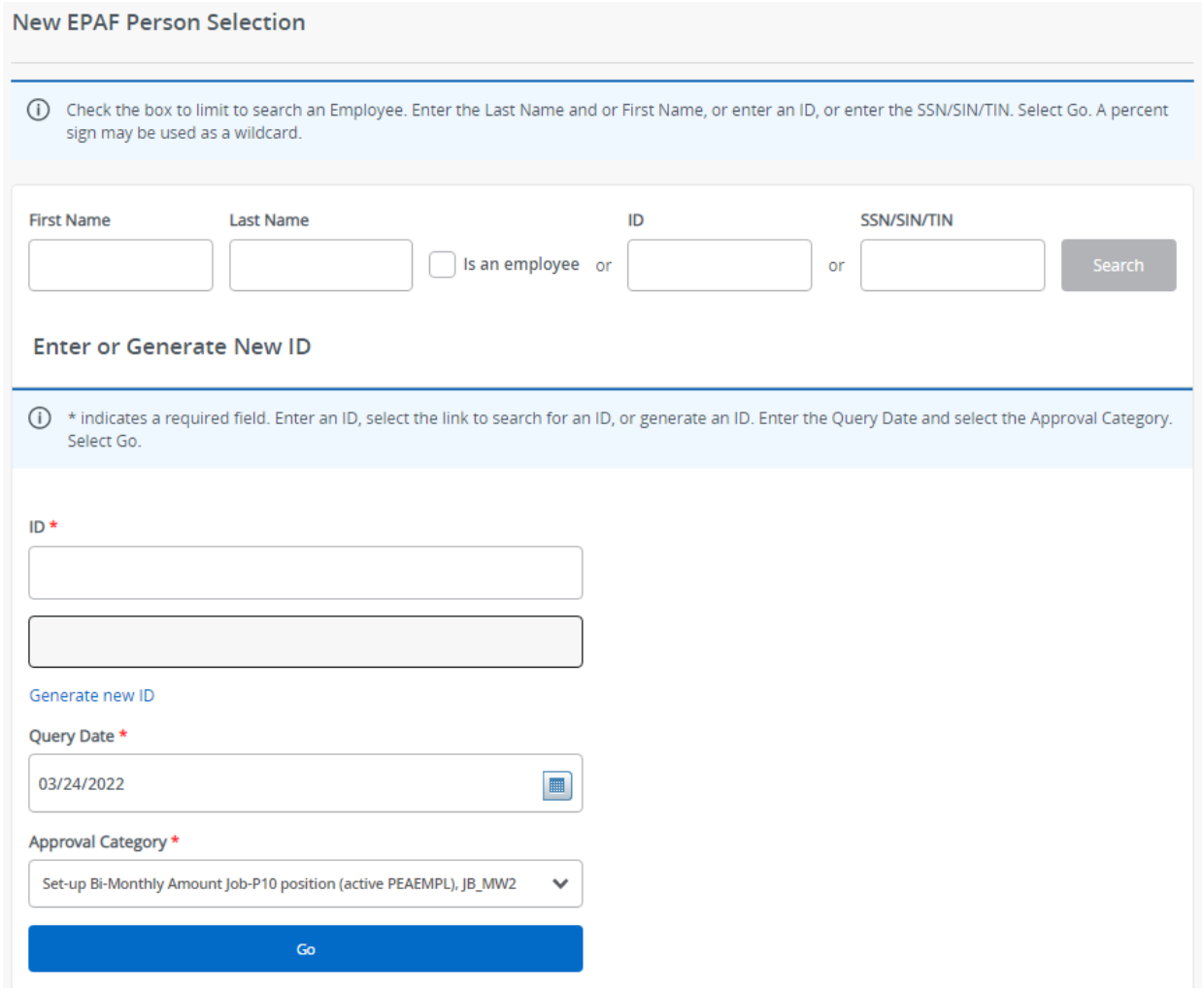
Instructions for JB_MW2

This EPAF is used to hire non-benefitted wage hourly (exempt) employees receiving a set amount. This EPAF can only be used after PEAMPL has already been established. **Use only for P10xxx Positions.**



Access **Banner SSB New EPAF Creation**

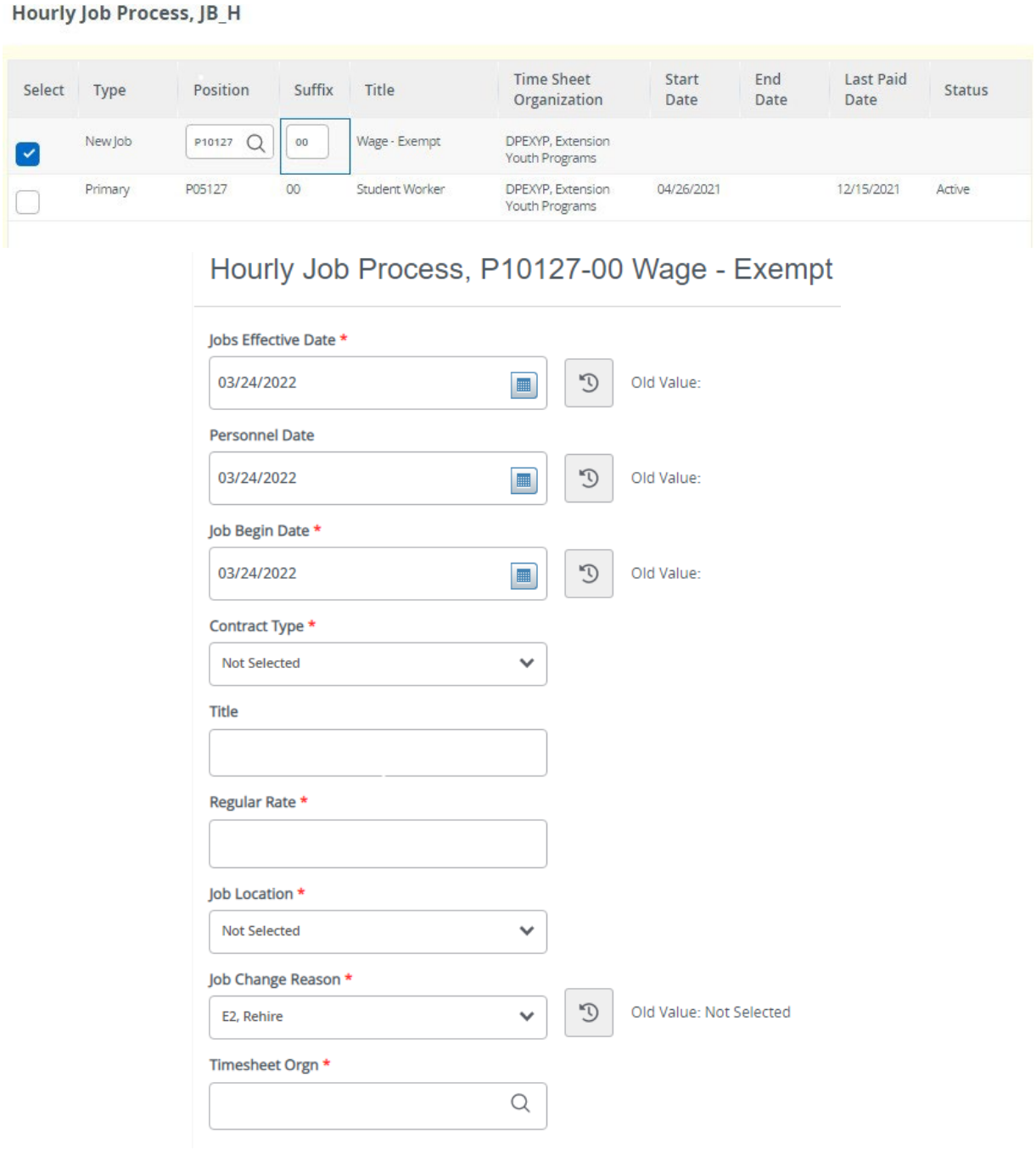
Enter the Employees A# into the ID box under New EPAF Person Selection, or by using the other applicable fields.

ID: Enter employee's A# (A# will auto-populate from the
New EPAF Person Selection if used**)**

Query Date: The date the new employee will begin the new position.

Approval Category: Select **"Set-up Bi-Monthly Amount Job-P10 position (active PEAEMPL), JB_MW2"**

Click **Go**



Hourly Job Process, JB_H:

Position Number: Enter the position number – P10XXX

Suffix: Enter the suffix for this position. Check NBIJLIST to ensure you are using a position and suffix that has not been used before. The query date will need to be 07/01/2005.

Click **Go**

Job Effective 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: Must be the same as the query date

Contract Type: "P" (Primary) is defaulted. "S" (Secondary) can be used if employee has another active position.

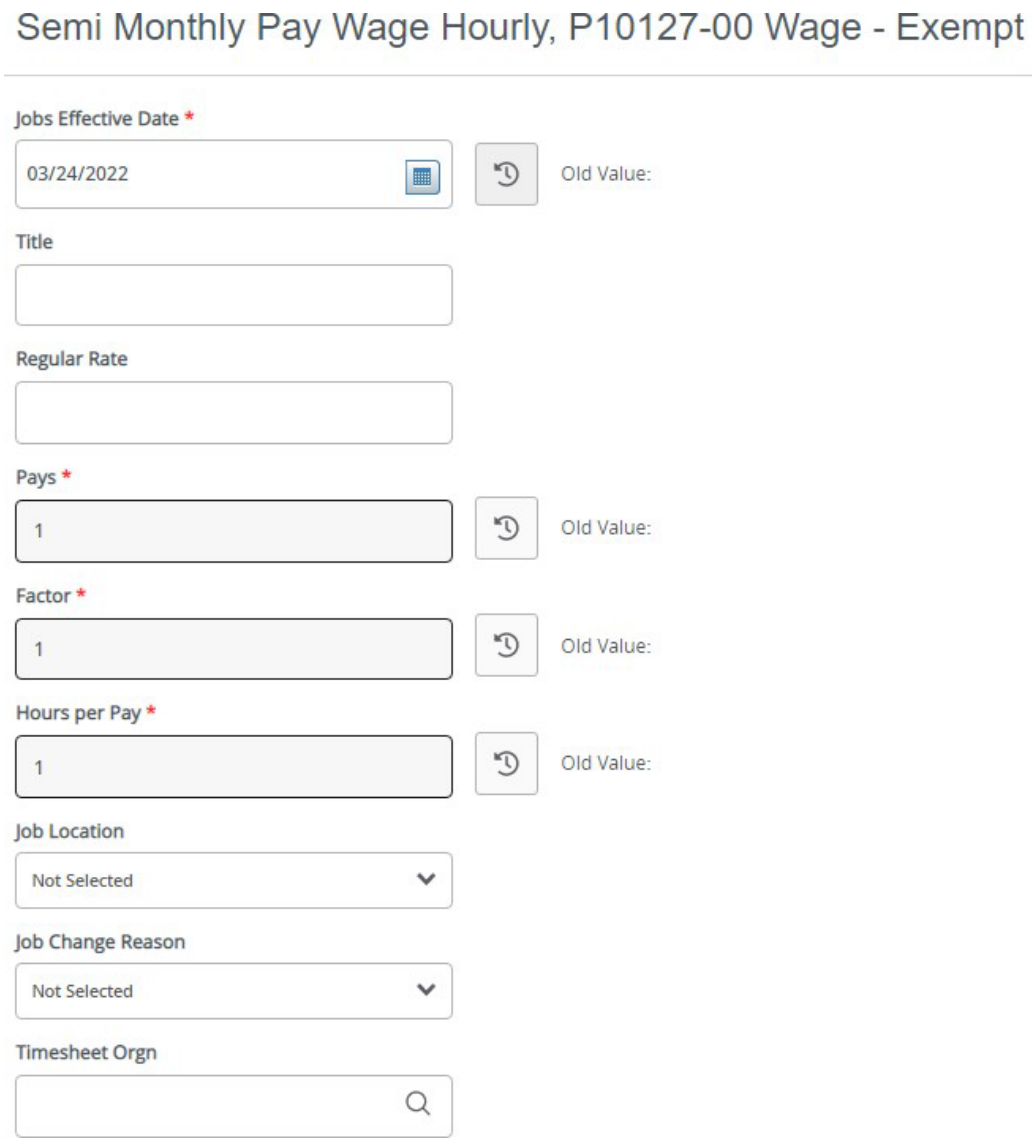
Title: Enter the title of the position. Check Spelling.

Regular Rate: The amount to pay on a semi- monthly basis.

Job Location: MAIN (Main campus) is the default but it can be changed to different location using the drop down menu

Job Change Reason: E2 will default (Rehire). You can change it by using the drop down menu

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



Job Effective Date: This date should be the same as the Query Date.

Title: Enter the title of the position. Check Spelling.

Hourly/Monthly Rate: This is the amount you want to pay the employee semi-monthly.

Pays: Defaulted to 1.

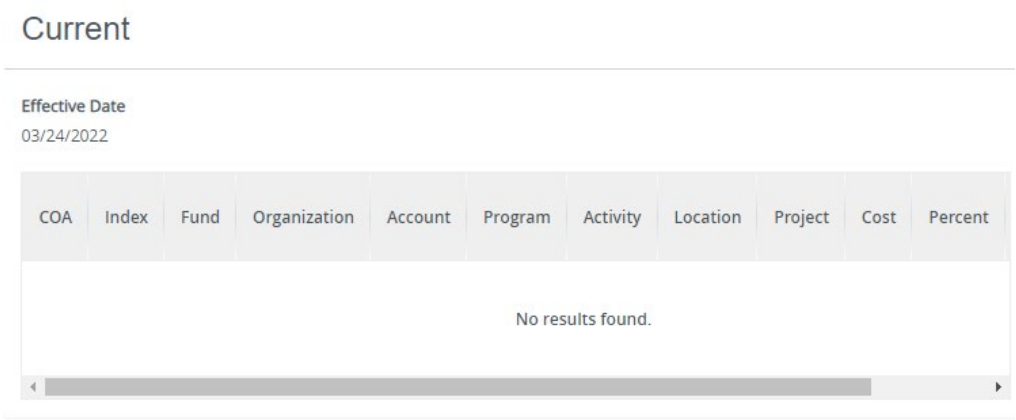
Factor: Defaulted to 1.

Hours per Pay: Defaulted to 1.

Job Location: MAIN (Main campus) is the default but it can be changed to different location using the drop-down menu

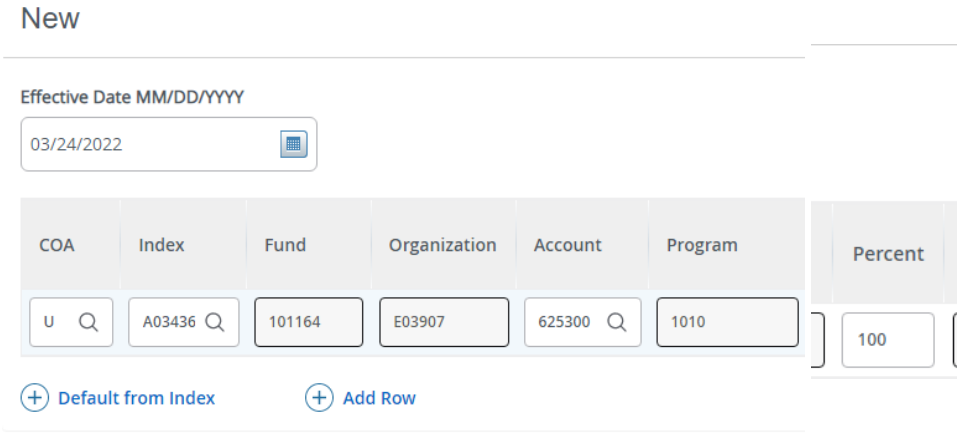
Job Change Reason: Use the same change reason you put into the JB_H window.

Timesheet Orgn: This is your home department "DPCODE" (Example: DPMATH).



Job Labor Distribution(P_LABR): This page indicates which index(s) will be charged for the position. A position may be paid from more than one index.

Current: Will have no existing data.



New:
Payroll information you are wanting to charge for the position.

Effective Date: The date you want the new payroll information to begin. MUST be the same as the query date as well as be the first day of the pay period.

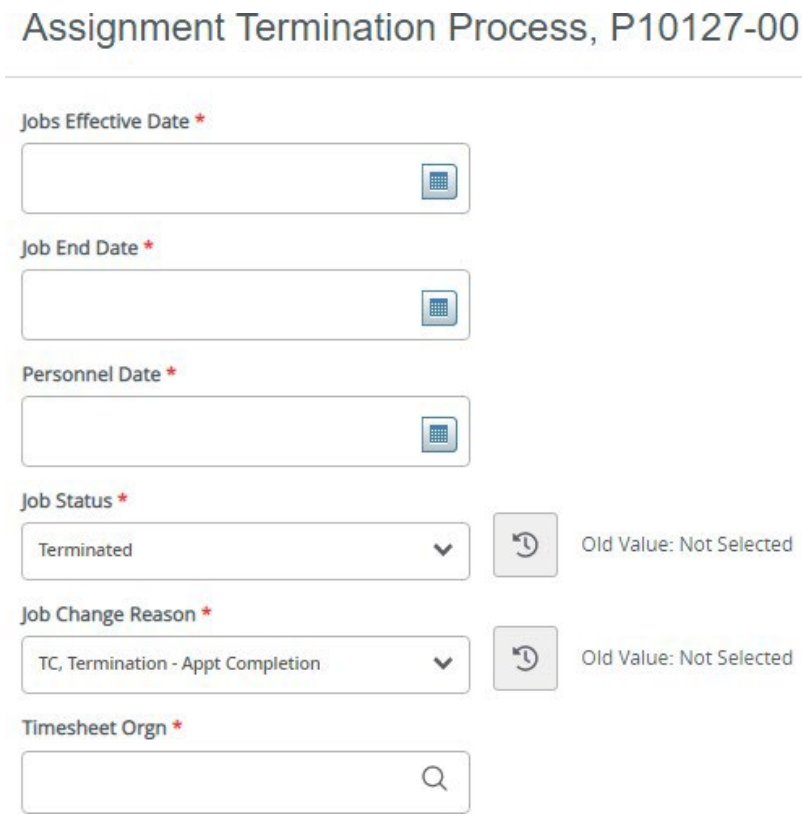
COA: Auto populates to U

Index: Enter the Index you wish to use.

Account: 625950 (Moving Allowance 618605)

Percent: Must be Equal to 100%.

*If you need to have more than one index, select "Add Row", and repeat the fields above. When using more than one index the SUM of percentages must be equal to 100% (50% + 50%, OR 33.3% + 33.3% + 33.4% etc.)



Jobs Effective Date: Last day to be paid.

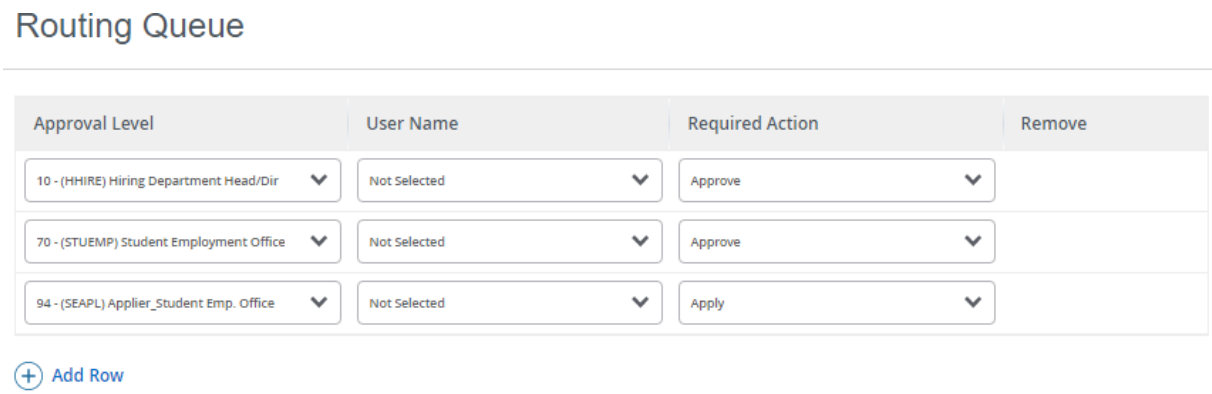
Job End Date: Must match Jobs Effective Date (the last day to be paid.

Personnel Date: Last date of service, if different from the Effective Dates.

Job Status: Defaults to T (termination).

Job Change Reason: Defaults to TC (Termination-Appointment Complete).

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



Routing Queue:
This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval level:

(HHIRE) Home Department Head/Dir

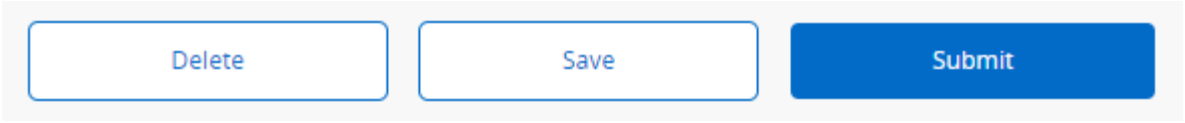
(STUEMP): Student Employment Office.

(SEAPL): Applier_Student Emp. Office.

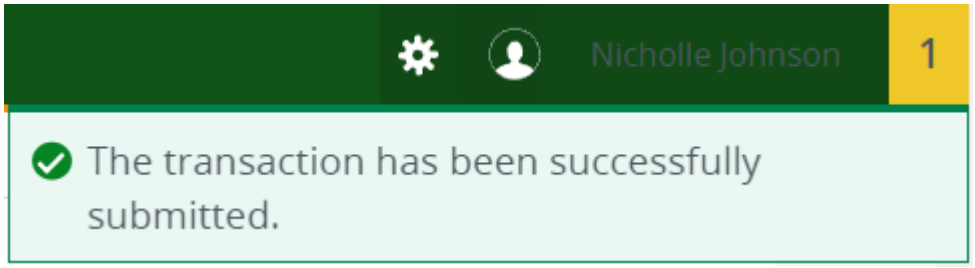
User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down menu to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

Comments:
Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.
Example:

Effective date:
iCIMS Req #:
Regular rate:
Index:
Other relevant info you believe is relevant
-Courtney 7-0474



Click **Submit**



You will get this notice if the EPAF successfully submits. Once submitted, the EPAF will change to a Pending status and go onto routing for approvals.