

## JC\_MGA EPAF (Banner SSB)

JC\_MGA EPAF is used for changes to an employee's current Graduate Assistants P03 position. This EPAF will set up semi-monthly payments and track encumbrances for Graduate Assistants.

### New EPAF Person Selection

 Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name	Last Name	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

### Enter or Generate New ID

 \* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

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 (First Name, Last Name, SSN).

## Enter or Generate New ID

 \* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID.

ID \*

A02309137

Memphis Kage Lammert

Generate new ID

Query Date \*

10/16/2024



Approval Category \*

Change Graduate Assistantship-P03 position, JC\_MGA



Go

### Enter ID:

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

**Query Date:** The date the employment is to begin. (Must be at least the first day of classes to receive NR Waiver)

**Approval Category:** Use drop-down menu to select “**Change Graduate Assistantship-P03 position, JC\_MGA**”

Click **Go**

Details

ID	Query Date	Approval Category
Memphis Kage Lammert, A02309137	10/16/2024	Job Change Graduate Assistant, JC_MGA

Job Change Graduate Assistant, JC\_MGA

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	P03068	00	Graduate Research Assistant	DPMATH, Mathematics & Statistics	08/26/2024	12/03/2024		Active

- All Jobs
- Next Approval Type
- Go

**Job Change Graduate Assistant, JC\_MGA**

Check the “Primary” box. (position that you are wanting to make a change)

Click **Go**

# Job Change Graduate Assistant, P03068-00 Graduate Research Assistant

Jobs Effective Date \*



Old Value: 08/26/2024

Personnel Date \*



Remove



Old Value: 08/26/2024

Title

Regular Rate



Old Value: 1000

FTE

Pays



Old Value: 8

Factor



Old Value: 8

Supervisor ID

Job Location



Job Change Reason \*



Old Value: E2, Rehire

Timesheet Orgn



## Job Change Graduate Assistant:

Any field with an \*asterisk is required.

**Job effective date:** Must match the Query Date.

**Personnel Date:** Same as the effective date unless the change should have happened on a previous date.

**Title:** Only enter if changing.

**Regular Rate:** Enter the new semi-monthly rate if changing.

**FTE:** Change to the appropriate FTE if changing.

**Pays:** Change to the remaining pay periods for payments. **Only enter when making a semi-monthly salary change.**

**Factor:** Must match Pays field.

**Supervisor ID:** Enter the supervisor's A# if changing.

**Job Location:** Change if needed.

**Job Change Reason:** A5 is the default.

**Time sheet Org:** Enter in Home Department's DPCode (ie. DPMATH) It is not required.

Current

Effective Date  
08/26/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
U	A04385	101164	E03757	617100	1010					100	

New

Effective Date MM/DD/YYYY

10/16/2024 

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
U 	A04385 	101164	E03757	617100 	1010					100		

 Default from Index

 Add Row

**Labor Distribution Process (P\_LABR):**

**Current:**

Auto populated with current payroll information.

**Effective Date (under the New Job Labor Distribution):** This date defaults from the query date which is the effective date.

**Index:** It defaults to the index the position was created with. You can change it by typing over it and/or you can insert a second index.

**Fund, Organization, and Program:** Default when index number is entered.

**Account Numbers:**

**617100** – For employees eligible for subsidized insurance.

**617200** – For employees who are NOT eligible for subsidized insurance.

**Total Percent:** Must equal **100.00**.

\*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.) Click on the trash can to delete a row (far right).

# Set Amount GA Term Process, P03068-00 Graduate Assistants

Jobs Effective Date \*

08/26/2024   Remove

Job End Date

12/03/2024   Remove

Title

Graduate Research Assistant

FTE

.5

Regular Rate

1200  Old Value: 1000

Pays

4  Old Value: 8

Factor

4  Old Value: 8

Job Change Reason

A5, Grad Assistant Job Change   Old Value: E2, Rehire

## Assignment Termination Process:

**Jobs Effective Date** and **Job End Date:** Last day of work. (Must be at least the last day of finals for the NR Waiver.) These dates you should not change.

**Title:** Enter the new title if changed.

**FTE:** Enter the new FTE if changed.

**Regular Pay:** Enter the new semi-monthly rate.

**Pays:** Change to the remaining pay periods for payments. **Only enter when making a semi-monthly salary change.**

**Factor:** Must match Pays field.

**Job Change Reason:** A5 is the default

## Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Department Head/Dir	Not Selected	Approve	
60 - (GRAD) Graduate School	Not Selected	Approve	
80 - (HR) HR Office	Not Selected	Approve	
95 - (APPLY) Applier_HR Office	Not Selected	Apply	

## Comments

Add Comment

Remaining Characters : 4000

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

**Approval Levels:** Automatically populated with necessary approval levels

(HHOME) Home Department Head/Dir

(GRAD) Graduate School

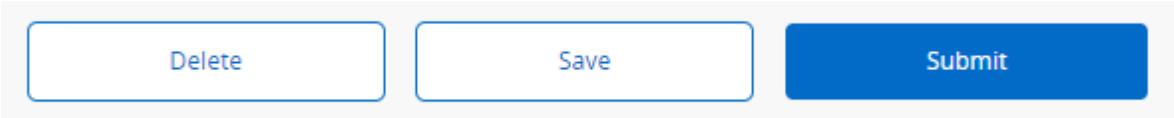
(HR) HR Office

(APPLY) Applier\_HR Office

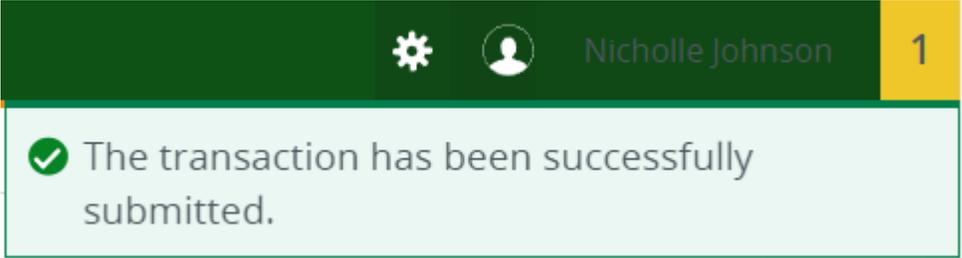
**User Name:** Click on field and select/enter approver's A#. If unsure, you can use the magnifying glass to search for approver's name. If approver is not in the drop-down options, email [HR@usu.edu](mailto:HR@usu.edu) or call 797-0122 to have them added.

**Comments:** Every EPAF needs comments explaining why it is being submitted. Copy the comments from the Graduate Assistantship Calculation Tool spreadsheet.

Click **Save**



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.