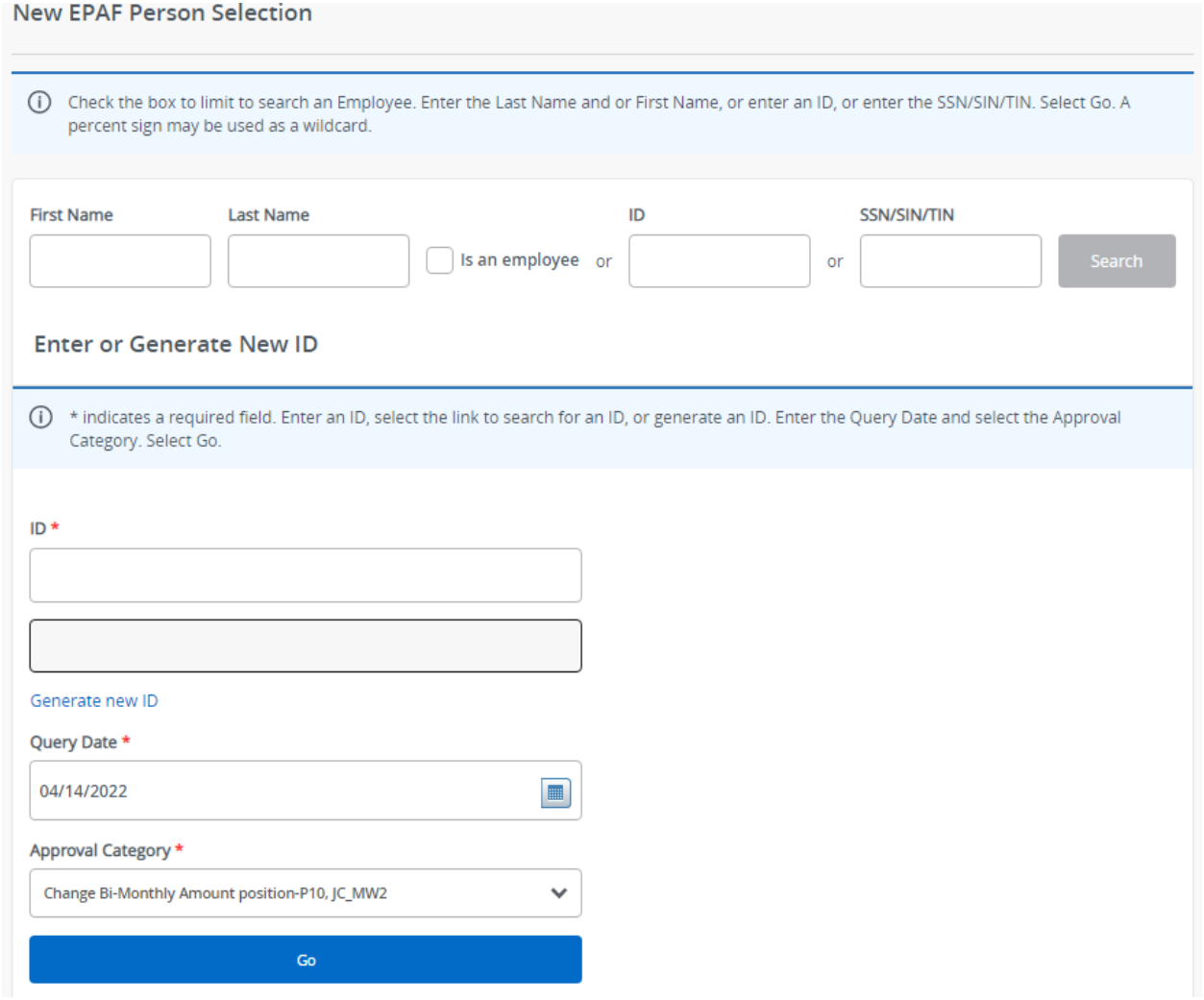
Instructions for JC_MW2

This EPAF is used for changing the lump sum payment of a WH employee (P10xxx or P07xxx). For example: An employee is currently getting $100 each pay period and you want to change it to $200. Remember that P10xx employees must record hours on a timesheet for ACA.



Access **Banner SSB New EPAF Creation**

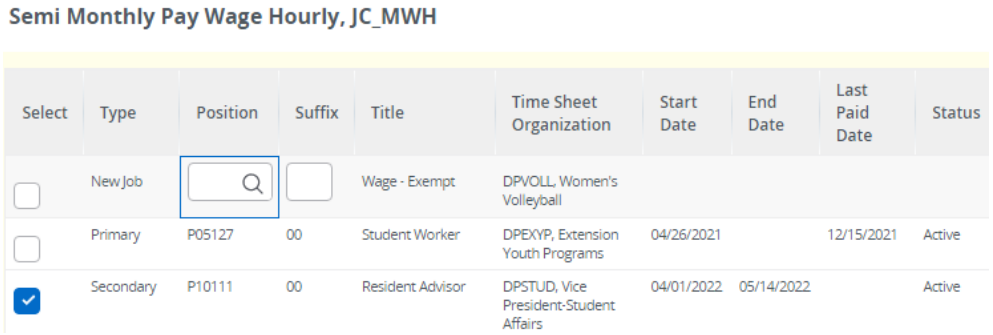
Use the **New EPAF Person Selection** search fields to find the employee's A#

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

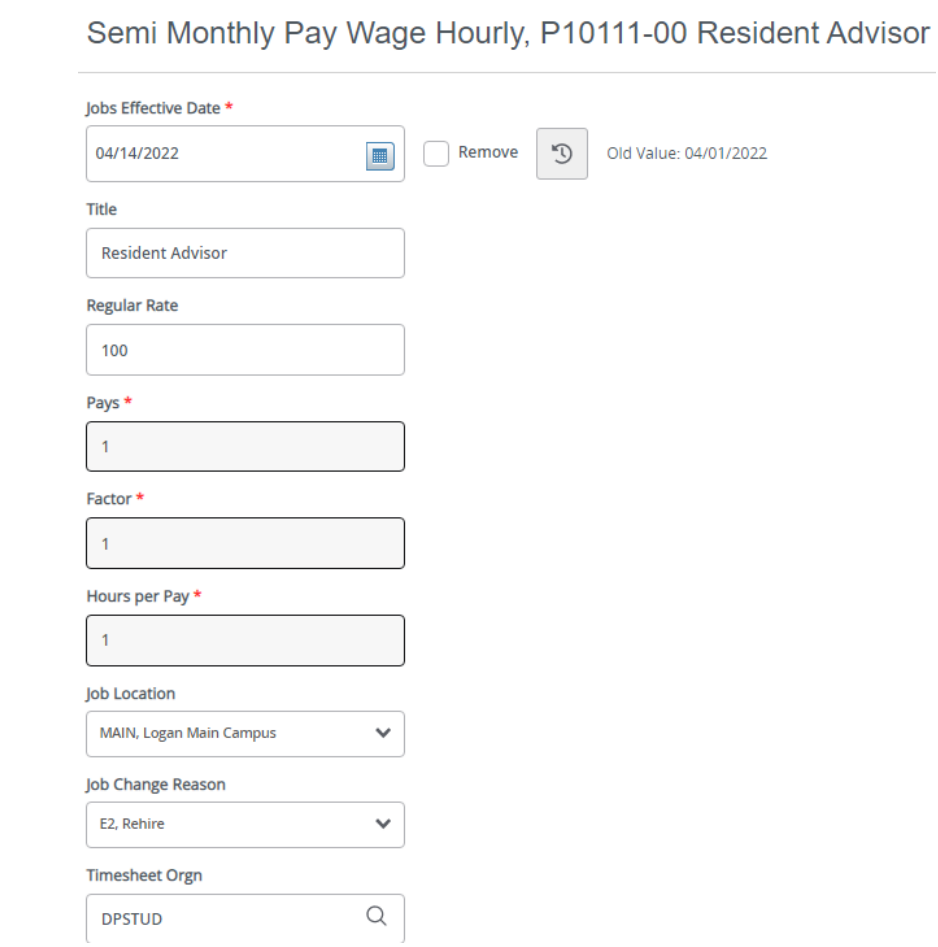
Query Date: The Query Date must be the first day of the pay period that you want the change to be made.

Approval Category: Use drop-down menu to select **"Change Bi-Monthly Amount position-P10, JC_MW2"**

Click **Go**



Select the P10 position
Click Go



Job effective date: Must match the query date above.

Title: Only enter if changing.

Regular Rate: Enter the new amount to be paid semi-monthly.

Pays and Factor: Defaults to 1 and cannot be changed.

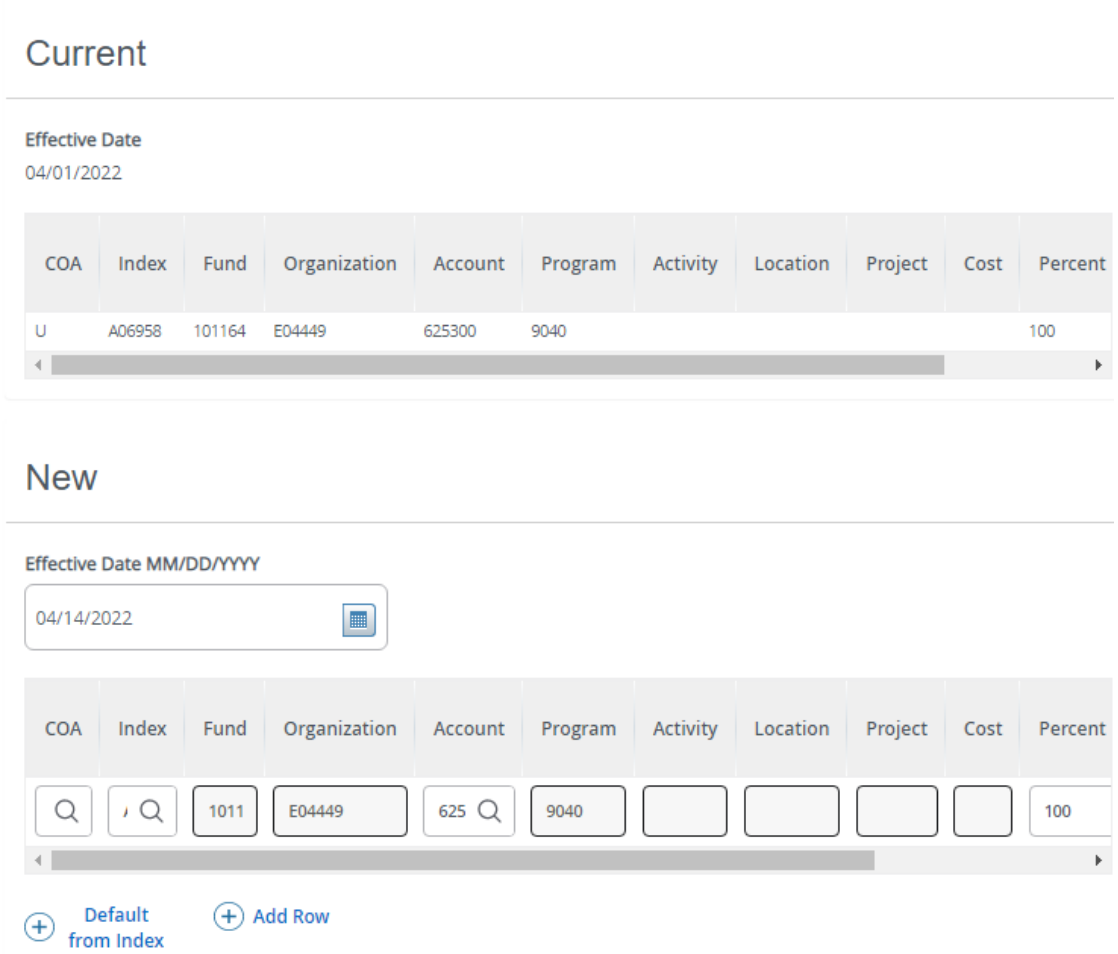
Hours per Pay: Defaults to 1 and cannot be changed.

Job Location: Enter the location for where the employee will Physically be working. If on campus please use MAIN.

Job Change Reason: Click on the ellipses (**…**) to pull up the Job Change Reasons Menu.

Timesheet Org: Enter in Home Department's DPCode (ie. DPMATH)

Labor Distribution Process, P10111-00 Resident Advisor



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

Current: This section will show you the employee's current job labor distribution.

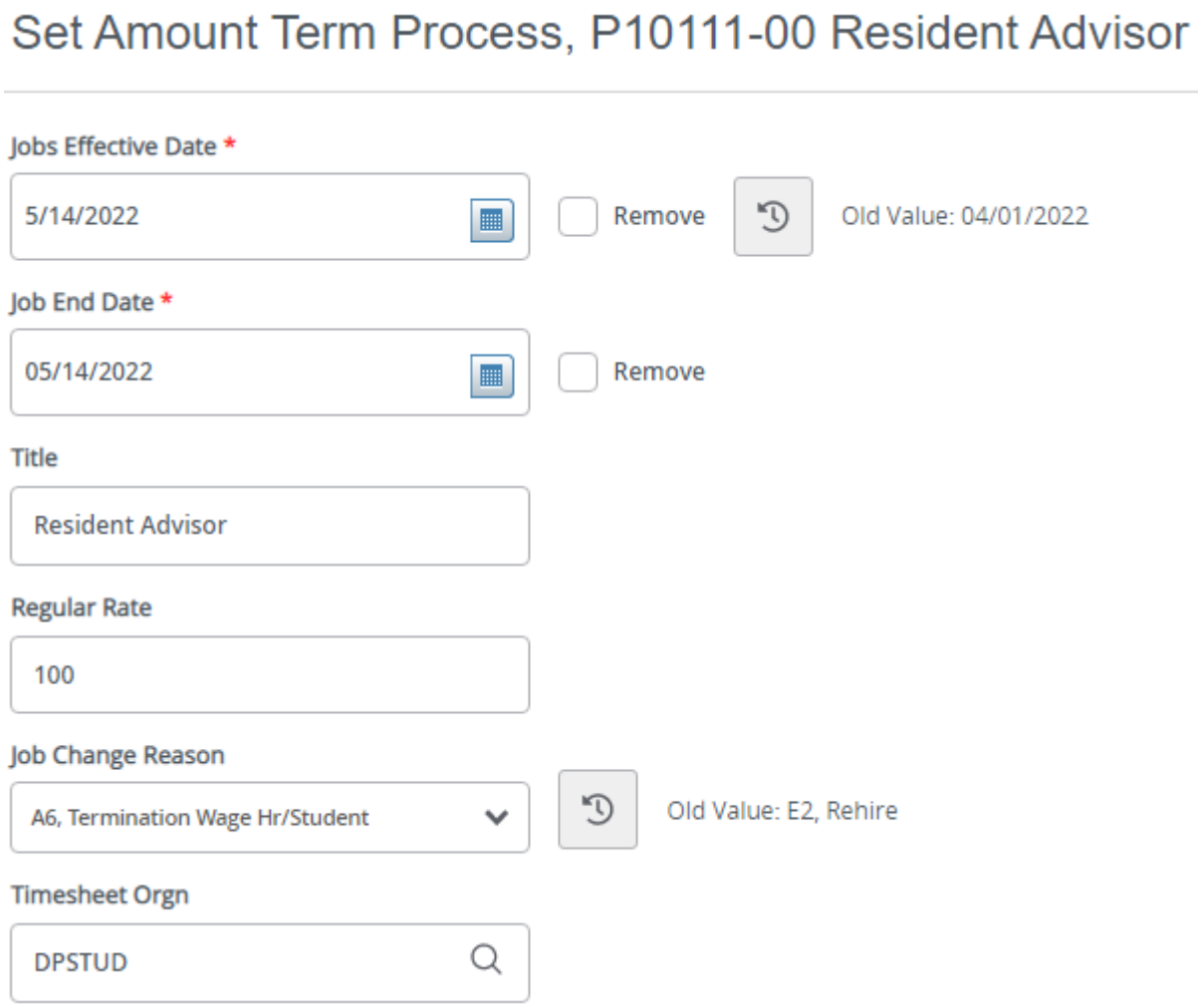
Effective Date (under the New Job Labor Distribution): This date defaults from the query date which is the effective date.

Index: It defaults to the index the position was created with. You can change it by typing over it. You can also add additional indexes by selecting "Add Row."

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

Account Number: 625950

Total Percent: Must equal **100.00**



Job effective date: Must match the job's end date.

Job end date: Same as date above.
****Important Note:** You can't change the termination date with this EPAF. You will want to contact hr@usu.edu if you want to do an early termination.

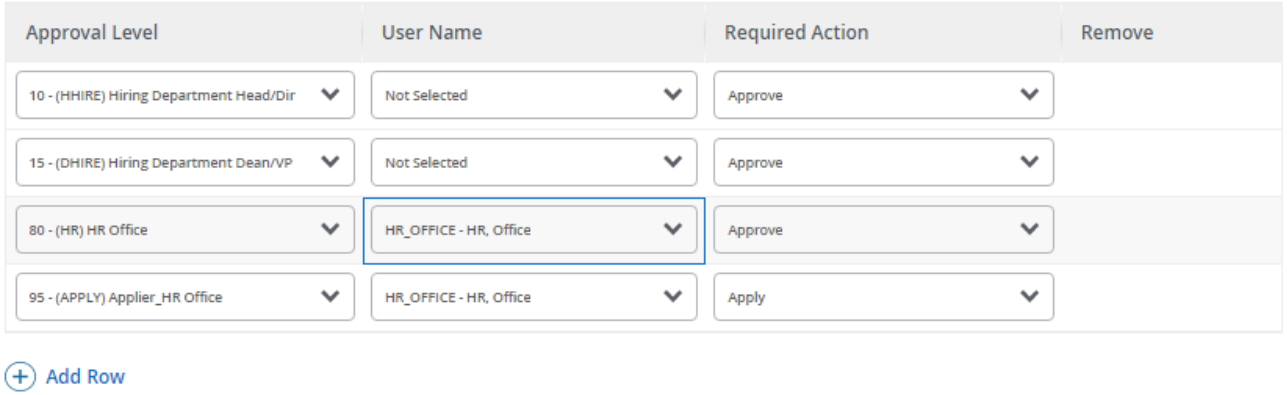
Regular Rate: Same as the rate amount entered previously.

Title: This does not change unless it changed on the first approval type page.

Job Change Reason: A6 is the default.

Timesheet Org: Enter the Home Department's DPcode.

Routing Queue



Comments



Routing: 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

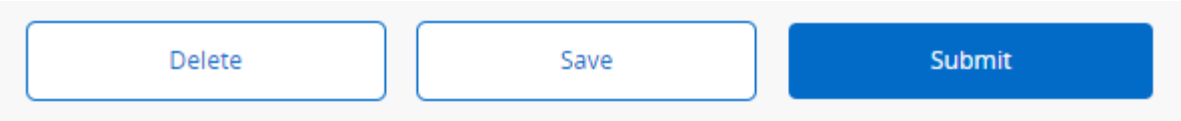
(DHOME) Hiring Department Dean/VP

(HR) HR Office

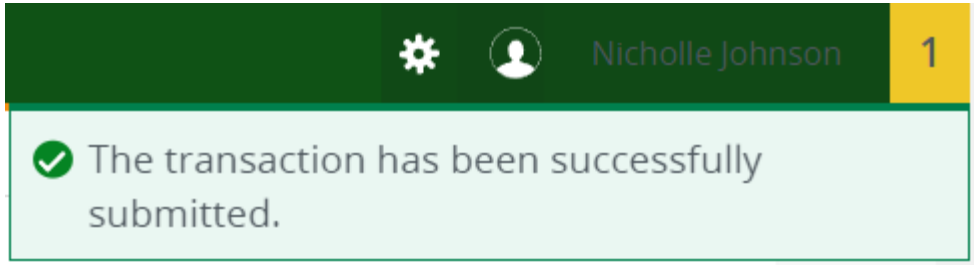
(APPLY) Applier_HR Office

User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down 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.



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.