

JB_ADJ:

Job Assignment Adjunct/Overload

Important: When using this EPAF for Extra Contractual Service or Consulting Leave, please refer to and comply with Utah State University Policies 376 and 377. The form for these services is on the HR website.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214570

Knew Gai

Query Date: 02/01/2016

Approval Category: JB_ADJ

Job Assignment Adjunct

Position: P01050

Instructional Extra Svs Comp

Proxy For:

Transaction:

Last Paid Date:

Approval Type: JB_A

Adjunct/Overload/Contractual

Suffix: 01

Go

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 must be the **first day of the month** and should match the Job Effective Date and Job Begin Date in the next part of the EPAF.

Banner will automatically prorate the monthly payment if the query date and other dates are a day other than the first of the month.

Approval Category: Enter JB_ADJ.

Approval Type: The Approval type will populate automatically.

Position Number: The last three digits of the position number designate your department.

- P01XXX for Instructional Overload (teaching for credit).
- P09XXX for Non-instructional Overload
- Z_ADDT for Leave Settlements, Overtime, Moving Expenses, and Awards/Bonuses etc. (*PHATIME is an easier way to process leave settlement and overtime*).

Suffix: 00 for new assignments.

01, 02, 03...for additional assignments in the same department and position number.

Each new overload position held by a single employee will have a new suffix.

Check with NBAJOBS and NBIJLST to ensure you are using the correct suffix.

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

Transaction		Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
<div style="display: flex; justify-content: space-between; align-items: center;"> TRANSACTION <input type="button" value="+ Insert"/> <input type="button" value="- Delete"/> <input type="button" value="Copy"/> <input type="button" value="Filter"/> </div>					
is	Field Name	Current Value	New Value		
	Jobs Effective Date*		02/01/2016		
	Personnel Date		02/01/2016		
	Job Begin Date*		02/01/2016		
	Contract Type*		O		
	Title		Teaching Lightsaber 101		
	Salary*		4000		
	FTE*		.25		
	Pays*		4		
	Factor*		4		
	Job Location*		MAIN		
	Job Change Reason*		A2		
	Timesheet Orgn*		DPMATH		

Job Effective Date: This date should match the Query Date and 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: This defaults to “O” for Overload but can be changed to “S” for Secondary.

Title: Enter title of assignment or description of service being performed (i.e. “Teaching PSY 2000” or “Leave Payout” – 30 letters or fewer). This is **NOT** the employee’s primary position title.

Base Salary: This is the amount to be paid for this monthly assignment only. This is NOT the base salary for the primary position. If the person is going to be paid \$1000 for four months, this amount would be \$4000.

FTE: The FTE defaults to .25 and cannot be changed.

Pays and Factors: These numbers must match. They indicate how many monthly payments will be made. For example, if the base salary is \$4000, and the Pays and Factors are 4, the employee will receive four payments of \$1000.

Job Location: **Main** – Main Logan Campus; **CONT E** – Continuing Education; **CEU** – Price Campus;

SJUAN – San Juan Campus; **UINTAH** – Uintah Basin Campus.

Job Change Reason Code: See available codes by clicking on the arrow box beneath “New Value” at the top of the column. (A2: Adjunct/Overload outside Home Department).

Timesheet Orgn: This is your home department “DPCODE” (example DPMATH).

3. **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**.

4. Click **Tools** and select “**Next Action**” (near the bottom) **OR** Click **Start Over** or press F5. Change the Approval Type Field to JB_LBR

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214570

Knew Gai

Query Date: 02/01/2016

Approval Category: * JB_ADJ
Job Assignment Adjunct

Position: P01050
Instructional Extra Svs Comp

Proxy For:

Transaction: 1065327
Waiting

Last Paid Date:

Approval Type: * JB_LBR
Job Labor Distribution

Suffix: 01

Go

5. Click **Go** / Next Section (Alt+PgDn).

Approval Type: * JB_LBR Job Labor Distribution

Position: P01050 Instructional Extra Svs Comp Suffix: 01

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 * 02/01/2016

COA *	Index	Fund *	Organizat...	Account *	Program *	Activity	Location	Project	Cost	Perce...	Enc End Date
U	A03436	101164	E03907	616800	1010					100.00	
Total Pe...										100.00	

1 of 1 Per Page Record 1 of 1

The **Job Labor Distribution** This is the account that will pay for this position. A position may be paid for from more than one Index. Ensure that the accounting information is correct. Please ensure the percent equals 100. The Account will default to 616800, but will disappear if you change the Index. Please use correct account number – 616800.

- P01 and P09 – **616800**
- Z_ADDT – Moving Allowance: **618605** - Leave Settlement and Awards: **615300**
- **DO NOT** use default Index **A06728**

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

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

Notice your approval type. This screen looks similar to the first step of the epaf, but the approval type **JC_TRM** is referring to the end of the position.

Approval Category: JB_ADJ Job Assignment Adjunct Approval Type: JC_TRM Assignment Termination Process

Position: P01050 Instructional Extra Svs Comp Suffix: 01

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Field Name	Current Value	New Value		
Jobs Effective Date*		05/31/2016		
Job End Date*		05/31/2016		
Personnel Date*		05/31/2016		
Job Status*		T		
Job Change Reason*		A3		
Timesheet Orgn*		DPMATH		

Job Effective Date and Job End Date: Last day of the month to be paid or assignment end date. Remember that Banner prorates so if you want employee to receive full month's pay you must put the last day of the month.

Personnel Date: Date of the actual termination, if different from the Effective Dates.


Job Status: T (termination) defaults automatically.

Job Change Reason: A3 (termination of Adjunct/Overload) defaults automatically.

Timesheet Org is the home department "DPCODE" (example: DPMATH).

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

Click on the **Routing** tab.

Approval Category: JB_ADJ Job Assignment Adjunct Approval  JC_TRM Assignment Termination Process

Position: P01050 Instructional Extra Svs Comp Suffix: 01

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments		
ROUTING						
Originator ID	Steven M Clark					
Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Dat
HHIRE	10		BrandE Faupell	Approval	In Queue	
DHIRE	15		David T Cowley	Approval	In Queue	
HHOME	20		David H Olsen	Approval	In Queue	
DHOME	25		David T Cowley	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

Fill in the Approvers by typing their usernames or clicking on the arrow box under "User ID" to see a list of valid choices. This will tell Banner where to send the EPAF for approval.

HHIRE: Head of department paying employee for extra service.

DHIRE: Dean/VP of department paying employee for extra service.

HHOME: Head of employee's home department.

DHOME: Dean/VP of employee's home department.

HR: HR_OFFICE.
APPLY: HR_OFFICE.

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 **Other Information and Comments** tab.

Approval Category: JB_ADJ Job Assignment Adjunct Approval Type: JC_TRM Assignment Termination Process
Position: P01050 Instructional Extra Svs Comp Suffix: 01



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

OTHER INFORMATION + Insert - Delete Copy | Filter

COMMENTS + Insert - Delete Copy | Filter

Comments Base salary: \$79,721.33
20% of base: \$15,944.27
To date payment: \$4000.00 (This EPAF)

Overload payment for teaching Lightsaber 101, Spring 2016. \$4000.00 to be paid in increments of \$1000 for 4 months.

ESC form has been completed and sent to HR

Wendy 7/5652

1 of 1 | 10 Per Page Record 1 of 1

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.

For this EPAF, include the **base salary, 20% of base, the primary job, all overload payments to date including this EPAF, and the reason** this extra assignment has been made. Base Salary information can be seen in NBAJOBS. Provide information that the approvers might need in order to make a decision. **Include your phone number.** Also note if employees ESC form has been completed and has been sent to HR.

12. **Save:** Press F10 or click on the save icon.
13. To finish to EPAF, go back to the Transaction tab (or Tools > Transaction) and click on **Tools > Submit Transaction.**

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change: Proxy For: ID: A02214570 Knew Gai Transaction: 1065327 W

Query Date: 02/01/2016 Last Paid Date:

Approval Category: JB_ADJ Job Assignment Adjunct Approval Type: JB_A Adjunct/Overload/

Position: P01050 Instructional Extra Svs Comp Suffix: 01

Field Name	Current Value	New Value
Jobs Effective Date*		02/01/2016
Personnel Date		02/01/2016
Job Begin Date*		02/01/2016
Contract Type*		0
Title		Teacher
Salary*		4000
TE*		.25
Days*		4
Factor*		4
Job Location*		MAIN

ACTIONS

- Refresh F5
- Export Shift+F1
- Print
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image

OPTIONS

- Transaction
- Submit Transaction**

14. 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.

We suggest you monitor your EPAFs to ensure they make it through all approvals before the SA EPAF deadline.