

**JB\_MGA: Job Assignment: Graduate Student**  
Revised January 26, 2009

A Graduate Assistant should be classified in one of three ways:

**GI**     **Graduate Instructor**  
**GTA**   **Graduate Teaching Assistant**  
**GRA**   **Graduate Research Assistant**  
**GGA**   **General Graduate Assistant**

When an employee is both a research and teaching assistant, he or she should be classified in the position which will occupy most of his or her time.

An employee who has multiple assignments where it is impossible to identify the predominant position or the position changes from semester to semester may be classified as a GGA, General Graduate Assistant.

(Ref: USU Graduate Assistant Positions Approved by the Graduate Council 10/15/1999.)

This EPAF will set up monthly payments and track encumbrances for Graduate Assistants.

**Important Information:**

1. If the Grad Assistant quits or changes departments before the termination date in this EPAF, please notify the Graduate office and Human Resources. Please email HRBanner@usu.edu and copy Susan Cooper (susan.cooper@usu.edu) for the termination date. This change could affect the Student's Financial Aid. A new JB\_MGA EPAF may need to be processed if a department change is done.
2. To change the monthly payment amount, go to PHATIME.
  - To decrease payment, change the defaulted "1" to the percent of time worked. If the employee worked half of the time, enter .5 instead of 1, etc
  - To increase payment, change to defaulted "1" to 1.xx. If the employee worked 25% extra hours, enter 1.25 instead of 1, etc.
  - Hours cannot be zero or negative. Banner will not recognize a "0" in PHATIME.

**NOAEPAF:** Access this form by typing NOAEPAF in the "Go To..." Box

**ID:** Enter the employee's A-Number

**Query Date:** The Query Date should be the date of the employment action 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 an employee starts on a day other than the first of the month.

**Approval Category:** JB\_MGA

**Approval Type:** The Approval type will populate automatically.

**Transaction Number:** This number will populate as you move through the form.

**Position Number:** P03XXX (last three digits indicate your department). Example: P03068 is Math

**Suffix:** 00 for new assignments

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

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

**Next Block:** Move to the next block of information by pressing control page down, or clicking on the "Next Block" icon, or selecting "Next" in the "Block" pull-down menu

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options **Block** Item Record Query Tools Help

HR Electronic Personnel Action NOAEPAF 7.2.0.1 (ZDEVL)

Pending Change

Proxy For: [ ]

ID: A00993246 Good Dude

Transaction: [ ]

Approval Category: JB\_MGA Job Assgn GA Monthly Award Pmt

Approval Type: JB\_GAP Grad Assistant Pay Process

Generate ID:

Query Date: 17-OCT-2006

Position: P03068 Graduate Assistants

Suffix: 00

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

Alternate Logon Verification Form GUAUIPW 7.0 (ZDEVL)

Alternate User ID: LIZ\_KEFAUVER

Alternate Password: \*\*\*\*\*

Verify

Before you can continue, you will be asked to provide your password. Although it asks for an alternate password, your normal Banner password will work.

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		01-NOV-2006
P	Personnel Date		01-NOV-2006
P	Job Begin Date		01-NOV-2006
P	Contract Type		P
P	Title		Graduate Instructor
P	Base Salary		3000
P	Timesheet Orgn		DPMATH

**Job Effective Date:** This date should be the same as the Query Date. This date must match 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:** Defaults to P (Primary) but can be changed to S (Secondary)

**Title:** Use the correct Graduate Assistant title, spelled out completely using the correct data standards. (See top box in these instructions.)

**Base Salary:** The total financial award amount or the total amount the employee will receive for the term of employment. For example, a semester assignment from September to December at \$1000 per month, the Base Salary will be \$4000.

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

**Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

Click on the **Options** menu and select "**Next "Action"**" and click on **next block icon** OR **Rollback** by clicking on the round arrow or pressing Shift F7.

Double click in the arrow box next to the Approval Type Field and select **JB\_GAM**.

Move to the **next block** by pressing control page down or clicking on the icon or the Block menu.

The screenshot shows the Oracle Developer Forms Runtime interface. The main form is titled "HR Electronic Personnel Action: NOAEPAF 7.2.0.1 (ZDEVL)". It contains several fields: "Pending Change" (checkbox), "Proxy For:" (text), "ID:" (A00993246), "Transaction:" (29530), "Approval Category:" (JB\_MGA), and "Approval Type:" (JB\_GAP). The "Approval Type:" field is circled in red. A dialog box titled "Valid Approval Type Codes for Category Code" is open, showing a table of approval types. The "JB\_GAM" row is highlighted in blue and circled in red.

Type C...	Description	Sequence No
JB_GAP	Grad Assistant Pay Process	1
JB_GAM	GA Monthly Award Process	2
JB_LBR	Job Labor Distribution	3
JC_TRM	Assignment Termination Process	4

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

HR Electronic Personnel Action NOAEPAF 7.2.0.1 (ZDEVL)

Pending Change

Proxy For: [ ]

ID: A00993246 Good Dude

Transaction: 29530 Waiting

Approval Category: JB\_MGA Job Assgn GA Monthly Award Pmt

Approval Type: JB\_GAM GA Monthly Award Process

Generate ID:

Query Date: 17-OCT-2006

Position: P03068 Graduate Assistants

Suffix: 00

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

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Jobs Effective Date		01-NOV-2006
<input type="checkbox"/>	FTE		.5
<input type="checkbox"/>	Units per Pay		1
<input type="checkbox"/>	Hourly/Monthly Rate		1000
<input type="checkbox"/>	Pays		3
<input type="checkbox"/>	Factor		3
<input type="checkbox"/>	Job Change Reason		E2
<input type="checkbox"/>			
<input type="checkbox"/>			

Approver Action: [ ]

Queue Status: [ ]

Enter new value.

Record: 8/8

start | Document1 - Microsof... | Mozilla Firefox | Utah State University... | Oracle Developer For... | 4:36 PM

**Job Effective date** must match the date you put on the previous block.

**FTE** : Defaults to .5 and can be changed to .25.

**Units per Pay** defaults to 1. This cannot be changed.

**Hourly/Monthly Rate**: monthly amount (total payment divided by the number of months)

**Pays and Factors** are the number of months of payments. Pays must be the same as Factors.

**Job Change Reason Code**: Defaults to E2 (Rehire) and cannot be changed.

**Save**: Press F10, click on the save icon or click on Save in the File pull-down menu.

Click on the **Options** menu and select "**Next Action**" and click on **next block icon** OR **Rollback** by clicking on the round arrow or pressing Shift F7.

Double click on the arrow box next to the Approval Type field and select **JB\_LBR**

Move to the **next block** by pressing control page down or clicking on the icon or the Block menu.

**Current Job Labor Distribution**

Effective Date: 17-OCT-2006

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent

**New Job Labor Distribution**

Effective Date: 01-NOV-2006

Ensure accounting information is accurate.

Effective date must match date in EPAF

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A04385	101164	E03757	617100	1010					100.00

Percent must equal 100 Total Percent: 100.00

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 1/1 | ... | List of Valu... | <OSC>

This is the index(es) that 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.

The account code on this form will default to 617100 for students eligible for subsidized insurance. Change it to 617200 if the student is NOT eligible for subsidized insurance.

**Effective Date:** This date will populate from the Query Date.

**Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

Click on the **Options** menu and select "**Next Action**" and click on **next block icon** OR **Rollback** by clicking on the round arrow or pressing Shift F7.

Click in the Approval Type Field and select **JC\_TRM**.

Move to the **next block** by pressing control page down or clicking on the icon or the Block menu.

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		31-JAN-2007
P	Job End Date		31-JAN-2007
P	Personnel Date		31-JAN-2007
P	Job Status		T
P	Job Change Reason		A5
P	Timesheet Orgn		DPMATH

**Job Effective Date and Job End Date:** The last day of the month of the job assignment. Termination dates refer to dates the job assignment ENDS. Remember that Banner prorates so if you want to pay a full month amount, put the last day of the month for the job to end.

**Personnel Date:** REQUIRED The actual last day the employee worked in the assignment.

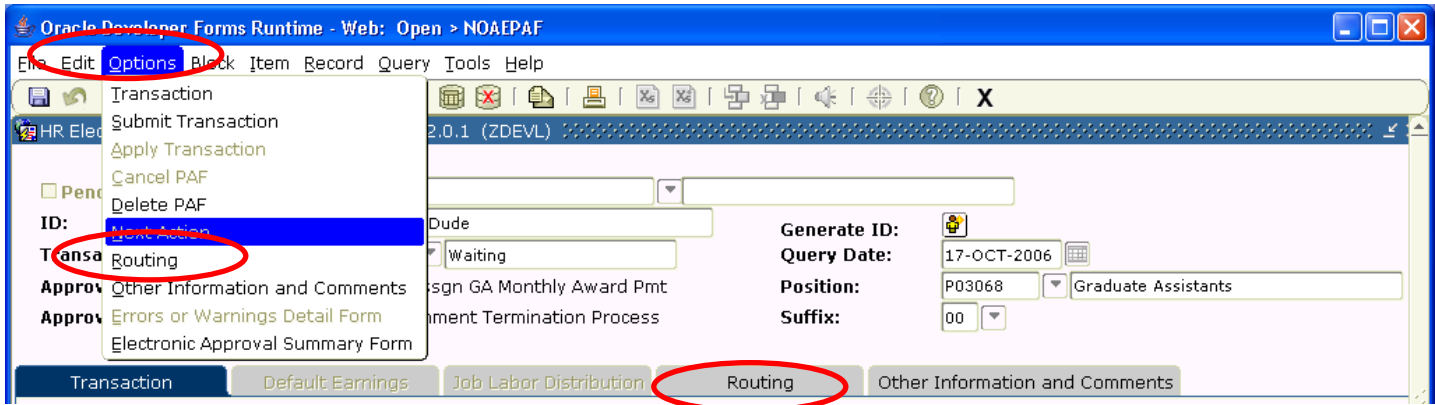
**Job Status:** Defaults to T for termination

**Job Change Reason:** defaults to A5 and cannot be changed.

**Timesheet Orgn:** Rollback by clicking on the round arrow or pressing Shift F7.

**Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

Click on Options and select **Routing** or click on the Routing tab.



Fill in each approver by inserting each username, or click on the arrow box under User ID to see choices for each level.  
**Save** by pressing F10 or clicking on the save icon.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HHOME	20	BYARD_WOOD	Byard D Wood	Approval	Approved	12-JAN-2009
DHOME	25	HARVARD_HINTON	Harvard Scott Hinton	Approval	Approved	12-JAN-2009
GRAD	60	BYRON_BURNHAM	Byron R Burnham	Approval	Approved	13-JAN-2009
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	Approved	13-JAN-2009
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	Applied	14-JAN-2009

Click on the next tab (Other Information and Comments) or select it from the Options Menu.

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

Created Date: 17-OCT-2006 Submitted Date: Application Date:  
 Originator ID: LIZ\_KEFAUVER Submitter ID: Applied to Database By:

Comment: Good Dude is being hired as a Graduate Instructor in Math from November 1 2006 until January 31 2007. He will be paid \$1000 per month for three months. 797-3333 Date and Time: 17-OCT-2006 04:48:28 PM Made By: LIZ\_KEFAUVER

Add comments here. Explain what you are doing with this EPAF. Provide information that the approvers might need in order to make a decision. Include your phone number.  
**Save:** Press F10, click on the save icon or click on Save in the File pull-down menu.

To finish the EPAF, click on any other tab other than the comments tab and then click on **Options** and select **Submit Transaction**. (For some reason, you can't see the "submit transaction" under the comments tab.)