

## JC\_STC:

### Job Change Status Change for Salaried Employees

Use the JC\_STC EPAF for changes to an employee's **current 9xxxxx position**. JC\_STC is for benefit eligible non-exempt, exempt, and faculty positions. This EPAF is specifically for employee salary, FTE, Appointment percent, title, Department Code changes, change in ECLS (nonexempt to exempt or vice versa), AY to FY (or vice versa), and putting faculty on sabbatical leave.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214576

Chewie Chewbacca

Query Date: 02/01/2016

Approval Category: JC\_STC

Job Change Status Change

Position: 995021

Staff Assistant II

Proxy For: ...

Transaction: ...

Last Paid Date: ...

Approval Type: JC\_STC

Assignment Status Chg Process

Suffix: 00

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 should be the date of the change and will match the Job Effective Date in the next part of the EPAF.

**Approval Category:** JC\_STC

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

**Position Number:** Type their 99XXXX position number in the field. If you don't know the number, click on search ellipse next to the field. Click on List of Employee's Jobs.

**Suffix:** Click on the search ellipse next to the field. Click on List of Employee's Jobs. You can check with NBAJOBS and NBIJLST to ensure you are using the correct suffix.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

Pending Change:

ID: A02214570

Query Date: 01/11/2016

Approval Category: NH\_SAL

Position: 994759

Proxy For: ...

Transaction: 1065282

Last Paid Date: ...

Approval Type: JB\_S

Suffix: ...

Option List

List of Employee's Jobs (NBIJLST)

Cancel

Search ellipse

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

3. Fill in the following information in the New Values column. Required fields to submit the EPAF is marked with an asterisk (\*). All other fields will only need to be filled in if it is changing.

Approval Type: JC\_STC Assignment Status Chg Process

Position: 998685 Clinical Instructor Suffix: 00

Transaction				Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				<span>+</span> Insert <span>-</span> Delete <span>▢</span> Copy   <span>🔍</span> Filter			
Status	Field Name	Current Value	New Value				
	Jobs Effective Date*	07/01/2014	02/01/2016				
	Personnel Date	07/01/2014	02/01/2016				
	Job Status*	A	A				
	Job Change Reason*	YA-1	EF				
	FTE	1	.75				
	Appointment Percent	100	75				
	Timesheet Orgn	DPSPED	DPFCMT				
	Title	Clinical Instructor	Team Leader				
	Units per Pay	173.33	130				
	Salary	47209					

**\*Job Effective Date:** The first date of when the change is effective. The job effective date needs to match the query date above.

**\*Personnel Date:** This is the date something should have happened if different than the Effective Date. It can be a date in the past.

**Job Status:** “A” defaults and cannot be changed.

**\*Job Change Reason:** Click on the down arrow button under “New Value” and choose the correct reason.

**If making more than one change, (i.e. title, salary, FTE)...**

Commonly used Job Change Reasons

- **ET** – Change Title
- **EF** – FTE Change
- **EW** – Salary Change
- **E3** – Transfer Between Departments
- **E6** – Promotion-Competitive
- **E9** - Transfer Within Department
- **L4** - Sabbatical leave w/Full Pay
- **L5** - Sabbatical leave w/Partial Pay

**FTE:** 1 for full time and .75 for 75% time. The FTE does not affect salary but it does affect benefits rates.

**Only enter this field if FTE is changing, otherwise leave blank.**

**Appointment Percent:** Enter the appointment percent for the position. This does affect salary. Enter as 100, 75, 50, etc. The appointment percent and FTE must match. **Only enter this field if appointment percent is changing, otherwise leave blank.**

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

**Title:** ONLY enter this field if title is changing, **otherwise leave blank.** Banner Title should not include working title or requisition number. Check title spelling.

**Units per Pay:** If the FTE is changing then the Units per Pay changes. ONLY enter if the Units per Pay is changing. Below are the most common %s used with the units per pay.

**Formula:** 173.33 x % of effort = Units per pay. If any questions, please call HR ext 71805

For example:  $173.33 \times .75 = 129.99$  or 130

100% - 173.33  
95% - 164.66  
91.67% - 158.90  
90% - 155.97  
85% - 147.33

83.33% - 144.43  
80% - 138.66  
75% - 130.00  
70% - 121.33  
65% - 112.66

60% - 104.00  
55% - 95.33  
50% - 86.6

**Salary:** Leave blank if not changing salary. The monthly amount an employee will be paid times 12.

Example: Jane is paid \$3000/month.  $12 \times 3000 = \$36$  K.

FTE calculations - Hint: if you are changing FTE and appointment percent and units per pay above, leave this field blank and Banner will do the math for you of what the new salary will be.

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

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments							
CURRENT JOB LABOR DISTRIBUTION											
NEW JOB LABOR DISTRIBUTION											
Effective Date * 01/11/2016											
COA *	Index	Fund *	Organizat...	Account *	Program *	Activity	Location	Project	Cost	Perce...	Enc End Date
U	A01148	101164	E00007	625900	...	1010				100.00	
Total Pe...										100.00	

7. The **Job Labor Distribution** tab indicates which index(s) 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. Index numbers will be provided by your Business Officers. Fund, Organization, and Program numbers default when Index number is input. For the list of HR Account codes, click [HERE](http://hr.usu.edu/files/banner/hraccountcodes.pdf) (<http://hr.usu.edu/files/banner/hraccountcodes.pdf>).

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

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

Approval Category: NH\_TN2 New Hire Teaching No Benefits Approval Type: NE\_PEA PEAEMPL Position: Suffix:

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

ROUTING + Insert - Delete Copy | Filter

Originator ID: A01965767 Steven M Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A01965767	Steven M Clark	Approval	In Queue	
DHOME	25	A01965767	Steven M Clark	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

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Routing indicates who must approve this EPAF before it is applied. The Level Codes will default for you, but you must fill in the approvers. (For help in making your approvers default as well, contact the HR Banner Help Desk.)

**User ID:** If you don't know the A numbers of your approvers, you must search for them by clicking search button under "User ID."

- 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: NH\_TN2 New Hire Teaching No Benefits Approval Type: NE\_PEA PEAEMPL

Position: Suffix:

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

OTHER INFORMATION + Insert - Delete Copy | Filter

COMMENTS + Insert - Delete Copy | Filter

Comments: Hiring Chewie Chewbacca as the co-pilot of Millennium Falcon for the spring 2016, 1/11/2016 to 5/15/2016. 9 payments of 150 for a total of 1350. Wendy 7/5652

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- 12. **Add comments:** Include information about what and why the change is taking place and any other information that will be helpful to the approvers. *For Sabbatical Leave please use the following template for comments. "Requesting sabbatical leave for the Academic year 2006-2007 at (80)% time to Go to China and count ants."* The comments are what approvers rely on to know what an EPAF is for, so put all the information you can into the comments. Include your name and phone number in case anyone has questions.

13. **Save:** Press F10 or click on the save icon.

14. To finish to EPAF, go back to the Transaction tab (or Tools > Transaction) and click on **Tools > Submit Transaction**.

The screenshot shows the 'Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)' window. At the top right, a gear icon is highlighted with a red box and a blue arrow pointing to it. Below the header, the 'Transaction' tab is selected. The 'Transaction' table has one entry with 'Id Name' 'Employee Class Code\*' and 'Current Value' 'WH'. The 'Transaction' field is highlighted with a red box and a blue arrow. The 'Submit Transaction' button is also highlighted with a red box and a blue arrow.

Id Name	Current Value	New Value
Employee Class Code*		WH
Start Hire Date		01/11/2016
Home COAS*		U
Form Indicator*		R
Effective Date*		01/08/2016
Expiration Date		
Home Organization*		DPMATH

15. **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.

The screenshot shows the 'Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)' window. The 'Transaction' field is highlighted with a red box and contains the value '1065325' and the status 'Pending'. The 'Go' button is visible at the bottom right.

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.