

# NH\_MWH

New Hire Monthly Wage Hourly – Only use P10xxx Wage hourly position #

## 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 date the employment is to begin. Query date should match or be prior to the Job Effective Date and Job Begin Date in the next part of the EPAF. You may find it is easier if the Query Date, Job Effective Date and Job Begin Dates are the same.

**Approval Category:** NH\_MW2 (New Hire Monthly Wage hourly)

**Approval Type:** NE\_PEA - PEAEMPL (indicates "page" or "step" of EPAF – this will default)

**BANNER will not allow you to enter the Position Number and Suffix now.**

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

When creating a new job for an employee, your current value column should always be blank. If there is information in your current value column when you're creating a new job, you're using an incorrect epaf or suffix.

3. Enter the job information in the **New Value** column.

**Employee Class Code:** Should default to WH.

**Current Hire Date:** Employee's begin date. Should match the query date.

**Home COAS:** Defaults to U and cannot be changed.

**I9 Form Indicator:** Select (R)eceived = US Citizen; (T)emporary = Non-US Citizen; (E)xempt=a person who works outside of the US or as a volunteer.

**I9 Date:** The date the I9 was signed. (If two different signature dates, use the latest one.)

**I9 Expiration Date:** *Leave blank for US Citizens.* Date of expiration for an employee on a temporary visa. Use only for employees on a temporary visa. You must put in date if I9 Form Indicator is a (T)emporary.

**Home Organization:** Department's unique "DP" code i.e. DPMATH for Math Dept.

4. **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**.

5. Click **Tools** and select "**Next Action**" (near the bottom)

OR Click **Start Over** or press F5. Change the Approval Type Field to **JB\_H**

**Banner will now require you to enter the position number and suffix before you can continue.**

**Position Number:** Type the position number in the field. P05XXX (last three digits indicate your department).

**Suffix:** Click on the search ellipse Click Start Over (F5) and change your Query Date to 01-JUL-2005. Then click Go / Next Section (Alt+PgDn). Look to see if this person has ever had your position number before. If not, begin with suffix 00. (When creating an NH\_WH EPAF, this screen should be blank.) If they have had your position number before, delete this epaf and create a JB\_WH epaf and pick the next available suffix 01, 02, 03, etc (00 for new assignments).

6. To get back to NOAEPAF, just click the White X (top left) or Ctrl+Q.

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

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*		01/25/2016
P	Personnel Date		01/25/2016
P	Job Begin Date*		01/25/2016
P	Contract Type*		P
P	Title		Captain of Millenium Falcon
P	Mo./Hrly/SemiMo.Rate*		150
P	Job Location*		MAIN
P	Job Change Reason*		E1
P	Timesheet Orgn*		DPMATH

8. **Job Effective Date:** This date should be the same as the Query Date or a date in the future. 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)
- Title:** Use the correct title, spelled out completely using the correct data standards. Example Test Proctor
- Mo/Hrly/Semi Mo. Rate:** The amount to pay on a semi monthly basis.
- Job Location:** Main (Main campus is the default but it can be changed to different location by clicking on the arrow under “New value” at the top of the column.)
- Job Change Reason:** E1 will default for new hire reason. You can change it by clicking on the arrow beneath “New Value” to see a list of codes. Select the appropriate code and click on it to put it in the field.
- Timesheet Orgn:** This is your 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.
10. Click on the **Tools** menu and select **Next Action**.

Notice your Approval Type changing as you proceed to the next step in the EPAF

Utah State University - ZDEVL
A01965767 Sign Out ?

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)
ADD RETRIEVE RELATED TOOLS

Pending Change:

ID:  Han Solo

Query Date:

Approval Category: \*   
New Hire Semi-Monthly Wage

Position:  Wage Hourly

Proxy For:

Transaction:  Waiting

Last Paid Date:

Approval Type: \*   
Semi Monthly Pay Wage Hourly

Suffix:

Go

11. Click **Go or Next Section**.

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_MWH Semi Monthly Pay Wage Hourly  
 Position: P05123 Wage Hourly Suffix: 00

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*		01/25/2016
P	Title		Captain of Millenium Falcon
P	Mo./Hrly/SemiMo.Rate		150
P	Pays*		1
P	Factor*		1
P	Units per Pay*		1
P	Job Change Reason*		E1
P	Timesheet Orgn		DPMATH

12. **Job Effective Date:** This date should be the same as the Query Date or a date in the future.

**Hourly/Monthly Rate:** This is the amount you want to pay the employee semi monthly.

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

**Job Change Reason:** E1 will default for new hire reason. You can change it by clicking on the arrow beneath "New Value" to see a list of codes. Select the appropriate code and click on it to put it in the field.

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

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

14. Click on the **Tools** menu and select **Next Action**.

15. Click **Go or Next Section**.

Approval Type: \* P\_LABR Labor Distribution Process  
 Position: P05123 Wage Hourly Suffix: 00

COA *	Index	Fund *	Organizatio...	Account *	Program *	Activity	Location	Project	Cost	Percent *	Enc End Date
U	A05289	100219	E01826	625300	3030					100.00	
<b>Total Perc...</b>										0.00	

16. 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.

- 17. **Save** by clicking F10 or clicking on the save icon on the bottom of the page on the right hand side.
- 18. Click on the **Tools** menu and select **Next Action**.

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

- 19. Click **Go** or **Next Section**.

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_TRM Assignment Termination Process  
Position: P05123 Wage Hourly Suffix: 00

Applied Status	Field Name	Current Value	New Value
	Jobs Effective Date*		01/29/2016
	Job End Date*		01/29/2016
	Personnel Date*		01/29/2016
	Job Status*		T
	Job Change Reason*		TC
	Timesheet Orgn*		DPMATH

- 20. **Job Effective Date:** Date employment will end.

**Personnel Date:** This date typically matches the job effective date, but can be different if it needs to indicate date of actual termination (for example, employee is leaving 12/24/13, but is being paid through the end of the month).

**Job End Date:** This must be the same as the job effective date.

**Job Status:** Defaults to T (terminated) and should not be changed.

**Job Change Reason:** Defaults to TC (termination, appointment complete). You can change it by clicking on the arrow beneath “New Value” to see a list of codes. Select the appropriate code and click on it to put it in the field.

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

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

- 22. Click on the **Routing** tab.

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_TRM Assignment Termination Process  
Position: P05123 Wage Hourly Suffix: 00

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20		Steven M Clark	Approval	In Queue	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

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."

**HHOME:** Select your department head/director.

**STUEMP and SEAPL:** These are routed to STUDENT\_EMPL.

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

24. Click on the **Other Information and Comments** tab.

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_TRM Assignment Termination Process  
Position: P05123 Wage Hourly Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	01/25/2016	Originator ID	
Submitted Date		Submitter ID	
Application Date		Applied to Database By	

COMMENTS Insert Delete Copy Filter

Comments: Han Solo is being hired to smuggle supplies to rebel forces on Jan 25th 2016 to Jan 29th 2016. He will receive a semi-monthly salary of 150.  
Wendy 7/5652

**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. Include your name and phone number in case anyone has questions.

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

26. 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) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Pending Change:  Proxy For: ID: A02214575 Han Solo Transaction: 1065321 Waiting

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

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_TRM Assignment Termination Process

Position: P05123 Wage Hourly Suffix: 00

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

TRANSACTION

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*		01/29/2016
P	Job End Date*		01/29/2016
P	Personnel Date*		01/29/2016
P	Job Status*		T
P	Job Change Reason*		TC
P	Timesheet Orgn*		DPMA

1 of 1 | 10 Per Page

\* - indicates a required field.

Search

ACTIONS

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

OPTIONS

- Transaction
- Submit Transaction

27. **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.

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Pending Change:  Proxy For: ID: A02214575 Han Solo Transaction: 1065321 Pending

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

Approval Category: NH\_MWH New Hire Semi-Monthly Wage Approval Type: JC\_TRM Assignment Termination Process

Position: P05123 Wage Hourly Suffix: 00

Transaction submitted.

28. If it does not change to Pending, there is something keeping your EPAF from submitting. An Errors screen will come up. If you cannot figure out why it won't submit, contact the HR Banner Help Desk.