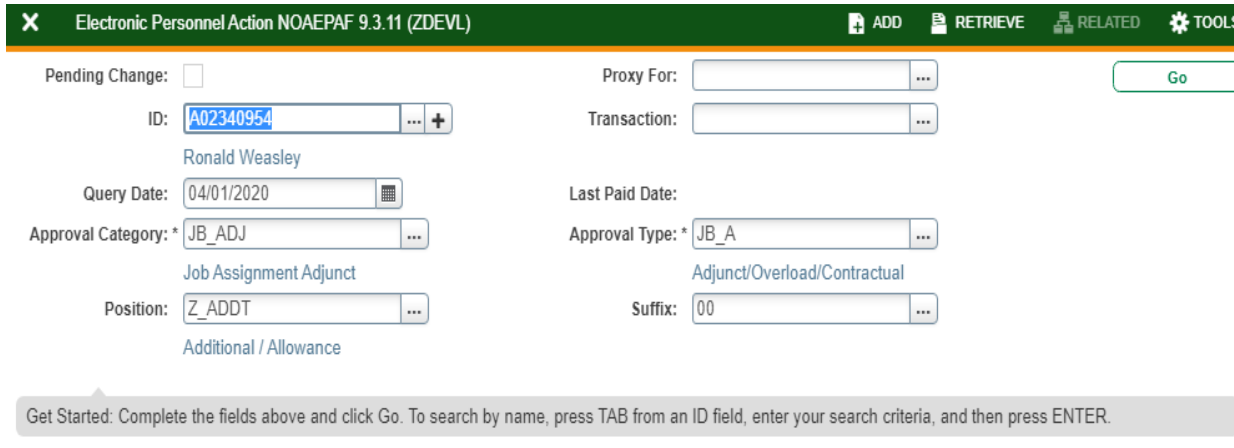


## Instructions for JB\_ADJ (Adjunct/Overload)

**Important:** When using this EPAF for Extra Contractual Service, please refer to and comply with Utah State University Policy 376. Click here for the [ESC form](#).

Go to **NOAEPAF**.



Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For:

ID:  +

Query Date:

Approval Category: \*

Position:

Proxy For:

Transaction:

Last Paid Date:

Approval Type: \*

Suffix:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

**ID:** Enter in employee's A#.

**Transaction Number:** Banner will generate the transaction number after you save the first page.

**Query Date:** The Query Date must be the first day of the month to begin payment.

**Approval Category:** Enter JB\_ADJ.

**Approval Type:** Automatically populated to JB\_A.

**Position Number:**

**P01XXX\*** for Instructional Overload (teaching for credit).

**P09XXX\*** for Non-instructional Overload.

**\*XXX=** The last three digits of the position number designate your department.

**Z\_ADDT** for Leave Settlements, Moving Expenses, and Awards/Bonuses. (PHATIME is preferred to process leave settlements and Awards/Bonuses).

**Suffix:** 00 for new assignments. 01, 02, 03...for additional assignments in the same department and position number. Check NBAJOBS and NBIJLST to ensure you are using the correct suffix. The query date will need to be 07/01/2005.

**GO** (Alt+PgDn)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Wait ✔ Saved successfully (13 rows saved)

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_A Adjunct/Overload/Contractual

Position: Z\_ADDT Additional / Allowance 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*		04/01/2020	
P	Personnel Date		04/05/2020	
P	Job Begin Date*		04/01/2020	
P	Contract Type*		O	
P	Title		Moving Allowance	
P	Salary*		4000	
P	FTE*		.25	
P	Pays*		4	
P	Factor*		4	
P	Job Location*		MAIN	
P	Job Change Reason*		A2	
P	Timesheet Orgn*		DPMATH	

\* - indicates a required field.

Record 1 of 12

**Field Name Column:** Any field with an \*asterisk is required.  
**Current Value Column:** This column should be blank. If not, you should Start Over and change the suffix. This column pulls information from Banner on the position/suffix you have chosen if it exists.  
 Enter information in **New Value** column

**Jobs Effective Date:** This date should match the Query Date and Job Begin Date which is the first day of the month the payment begins.  
**Personnel Date:** This date should reflect the actual service 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.  
**Title:** Enter the title of assignment or description of service being performed (i.e. “Teaching PSY 2000” or “Leave Settlement:” – only allowed up to 30 letters/spaces). This is NOT the employee’s primary position title.  
**Salary:** This is the amount to be paid. 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 campus) is the default but it can be changed to a different location by clicking on the ellipses (...) at the right side of the box.  
**Job Change Reason Code:** See available codes by clicking on the ellipses (...) at the right of the box. (A2: Adjunct/Overload outside Home Department).  
**Timesheet Orgn:** Department’s unique “DP” code

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL)

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_A Adjunct/Overload/Contractual

Position: Z\_ADDT Additional / Allowance 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*		04/01/2020	
P	Personnel Date		04/05/2020	
P	Job Begin Date*		04/01/2020	
P	Contract Type*		O	
P	Title		Cor	
P	Salary*		4000	
P	FTE*		.25	
P	Pays*		4	
P	Factor*		4	

Item Properties

Display ID Image

Exit Quickflow

About Banner

**OPTIONS**

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF

**Next Action**

**Save (F10)**

Click on **Tools** and select **Next Action**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting ✔ Saved successfully (1 rows saved)

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_LBR Job Labor Distribution

Position: Z\_ADDT Additional / Allowance Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments						
CURRENT JOB LABOR DISTRIBUTION										
Effective Date 04/01/2020										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
										Record 1 of 1
NEW JOB LABOR DISTRIBUTION										
Effective Date * 04/01/2020										
COA *	Index	Fund *	Organization *	Account *	Program *	Activity	Location	Project	Cost	Percent *
U	A06728	101165	E05813	615300	1060					100.00
										Total Percent 100.00
										Record 1 of 1

**Approval Type:** Automatically changed to JB\_LBR. Click Go (Alt+PgDn).

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

**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 and/or you can insert a second index.

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

**Account Numbers:**

**P01 and P09 – 616800**

**Z\_ADDT – Moving Allowance: 618605**

**Leave Settlement and Awards: 615300**

**Total Percent:** Must equal 100.00

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting ✔ Saved successfully (6 rows saved)

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JC\_TRM Assignment Termination Process

Position: Z\_ADDT Additional / Allowance Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	Remove
P	Jobs Effective Date*		07/31/2020	
P	Job End Date*		07/31/2020	
P	Personnel Date*		07/15/2020	
P	Job Status*		T	
P	Job Change Reason*		A3	
P	Timesheet Orgn*		DPMATH	
* - indicates a required field.				
Record 1 of 6				
APPROVER				
Approver Action	None	Queue Status		

Click on **Tools** and select **Next Action**.

**Approval Type:** Automatically changed to JC\_TRM. Click Go (Alt+PgDn).

**Jobs Effective Date and Job End Date:** Last day of the month to be paid.

**Personnel Date:** Last date of service, if different from the Effective Dates.

**Job Status:** Defaults to T (termination).

**Job Change Reason:** Defaults to A3 (termination of Adjunct/Overload).

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

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting Saved successfully (4 rows saved)

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_A Adjunct/Overload/Contractual

Position: Z\_ADDT Additional / Allowance Suffix: 00

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

ROUTING Insert Delete Copy Filter

Originator ID A02167631 Sarah Mae Clark

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHIRE	10	A00014896	David H Olsen	Approval	In Queue	
DHIRE	15	A00015826	Kenneth L White	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

Record 1 of 4

Click on **Routing** tab (next to the “Job Labor Distribution” tab). Routing indicates who must approve this EPAF.

**Level Code:** This default based on the EPAF category.  
**User ID:** Enter approvers A#. You can search for them by clicking on the ellipses (...) after clicking in the field.

**HHIRE:** Department Head

**DHIRE:** Dean/VP

**HR:** HR\_OFFICE

**APPLY:** HR\_OFFICE

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS 1

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting Saved successfully (1 rows saved)

Query Date: 04/01/2020 Last Paid Date:

Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_A Adjunct/Overload/Contractual

Position: Z\_ADDT Additional / Allowance Suffix: 00

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

OTHER INFORMATION Insert Delete Copy Filter

Created Date	03/09/2020	Originator ID	A02167631
Submitted Date		Submitter ID	
Application Date		Applied to Database	By

COMMENTS Insert Delete Copy Filter

Comments Ron is getting a moving allowance of \$1000 a month for 4 months for a total of \$4000. He will be moving form out of state and would like the allowance broken up into 4 parts.  
 Snape 7-7777

Click on **Other Information and Comments**

**Comments:** Every EPAF needs comments explaining why the EPAF is being submitted. These comments are vital for approvers. Provide information that the approvers might need in order to make a decision. Include your name and phone number.

For **Extra Compensation EPAF’s** with P01XXX and P09XXX position numbers, include in the comments the following information: **base salary, 20% of base salary, dates of service, payment for this EPAF, all overload payments to date including this EPAF, and description of services to be performed.**

Save (F10)

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: ID: A02340954 Ronald Weasley Transaction: 1251763 Waiting  
 Query Date: 04/01/2020 Last Paid Date:  
 Approval Category: JB\_ADJ Job Assignment Adjunct Approval Type: JB\_A Adjunct/Overload/Contractual  
 Position: Z\_ADDT Additional / Allowance 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*		04/01/2020
P	Personnel Date		04/05/2020
P	Job Begin Date*		04/01/2020

Item Properties  
 Display ID Image  
 Exit Quickflow  
 About Banner  
 OPTIONS  
 Transaction  
 Submit Transaction

Click on **Transaction** tab  
 Click on **Tools** and select **Submit Transaction**.

Electronic Personnel Action NOAEPAF 9.3.11 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Pending Change:  Proxy For: ID: A02340948 Harry James Potter Transaction: 1251731 Pending Query Date: 02/25/2020 Last Paid Date: Start Over

Approval Category: NH\_WH New Hire Hourly Approval Type: NE\_PEA PEAEMPL Position: Suffix:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

TRANSACTION Insert Delete Copy Filter

**Check for a Pending Status** (next to the Transaction ID at the top of the EPAF). Pending means that the EPAF is now pending in the first approver's queue.

Electronic Approvals Error Message NOIEMSG 9.3.3 (ZDEVL) ADD RETRIEVE RELATED TOOLS

Proxy For:  Transaction Number:  Go

ID: A02340948 Originator: A01643366  
 Harry James Potter  
 Category: NH\_WH Errors:   
 New Hire Hourly  
 Warnings:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

**Errors:** If there is something missing or incorrect from the EPAF this page will pull up.

Click **Go** to see the listed errors.

Once errors are fixed in the EPAF submit the transaction again and check for a **Pending Status**.