

No Pay Epafs - P08XXX

This EPAF is used for all people who volunteer and receive NO PAY. This includes all emeriti, adjuncts for dissertations, and all other positions with no pay or for secondary titles, i.e. CE Research Instructor, etc. The appropriate position number to use is P08XXX.

Visiting Scholars used to be set up with IT Access through NP EPAFs however this is no longer the case. Visiting Scholar must set up access through this form now:

https://www.usu.edu/registrar/ou-files/publications/publication/pub_7362109.pdf

Electronic Personnel Action NOAEPAF 9.2.1 (ZPPRD)

Pending Change:

Proxy For:

ID: A02237245

Transaction:

Timothy Pickel

Query Date: 11/21/2016

Last Paid Date:

Approval Category: JB_NP

Approval Type: JB_S

Job Assignment NoPay/Volunteer

Salary Job Process

Position: P08068

Suffix: 00

Volunteers (unclassified)

Go

1. Access NOAEPAF screen

ID: Enter in person'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 labor changes will go into effect.

Approval Category: NH_NP (If person has never held a position on campus) JB_NP (If a person has held a position on campus).

Approval Type: The Approval type will populate automatically.

Number and Suffix: Banner will require you to enter the position number and suffix before you can continue.

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

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

Job Effective Date: The first day of the appointment date. This must be equal to or later than the Query Date.

Personnel Date: The date something should have happened if different than the effective date, can be a past or future date.

Job Begin Date: Must be the same as the Job Effective Date and Query Date.

Contract Type: Defaults to S (Secondary).

****Title:** Enter the title of the position. **

Per audit requirements the title must indicate the purpose of the EPAF if the purpose of the EPAF is for IT Services the title of the EPAF should be "IT Services" or "IT Opt In" Etc. If a faculty title is needed the Epaf must be routed through the Dean's Office and Provost's Office for approval.

Volunteer cannot be in the title of the EPAF, it is a red flag in an audit

FTE: Enter .25

Appointment Percent: Defaults to .25

Base Salary: Defaults to 0 for no pay and cannot be changed.

Job Location: Main (Main campus is the default but it can be changed to CONT ED by clicking on the arrow under "New value) at the top of the column.

Job Change Reason: E2 is an appropriate code for this EPAF.

Timesheet Org is the home department "DPCODE"

Save: Press F10, click on the save icon

Pending Change: Proxy For: ID: A02237245 Timothy Pickel Transaction: 1119024 Waiting
 Query Date: 11/21/2016 Last Paid Date:
 Approval Category: JB_NP Job Assignment NoPay/Volunteer Approval Type: JB_S Salary Job Process
 Position: P08068 Volunteers (unclassified) Suffix: 00

Start Over

| Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments |
|----------------|----------------------|------------------------|------------|--------------------------------|
| TRANSACTION | | | | |
| Applied Status | Field Name | Current Value | New Value | Re |
| P | Jobs Effective Date* | | 11/21/2016 | |
| P | Personnel Date | | 11/21/2016 | |
| P | Job Begin Date* | | 11/21/2016 | |
| P | Contract Type* | | S | |
| P | Title | | IT Opt in | |
| P | FTE | | .25 | |
| P | Appointment Percent* | | 25 | |
| P | Salary* | | | 0 |
| P | Job Location* | | MAIN | |
| P | Job Change Reason* | | E2 | |
| P | Timesheet Orgn* | | DPMATH | |

3. Click on the Routing tab.

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. **If a faculty title is needed the Epaf must be routed through the Dean's Office and Provost's Office for approval.**

Pending Change: Proxy For: ID: A02237245 Timothy Pickel Transaction: 1119024 Waiting
 Query Date: 11/21/2016 Last Paid Date:
 Approval Category: JB_NP Job Assignment NoPay/Volunteer Approval Type: JB_S Salary Job Process
 Position: P08068 Volunteers (unclassified) Suffix: 00

Start Over

| Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments | | |
|---------------|---------------------------|------------------------|-----------------|--------------------------------|--------------|-------------|
| ROUTING | | | | | | |
| Originator ID | A02218937 Wendy E Glackin | | | | | |
| Level Code * | Level | User ID | Name | Required Action * | Queue Status | Action Date |
| HHOME | 20 | A00016703 | David T Cowley | Approval | In Queue | |
| DHOME | 25 | A00015826 | Kenneth L White | Approval | | |
| EXEC | 50 | PROVOST_OF... | Office Provost | Approval | | |
| HR | 80 | HR_OFFICE | Office HR | Approval | In Queue | |
| APPLY | 95 | HR_OFFICE | Office HR | Apply | In Queue | |

4. Click on the Other Information and Comments tab.

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.

5. Save: Press F10 or click on the save icon.

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