

NH_MGA: New Hire Monthly Graduate Assistant

Revised January 26, 2009

NH_MGA This EPAF is to hire new Graduate Assistants – that have never had a job at USU before. This EPAF will set up monthly payments and track encumbrances for Graduate Assistants.

Use PPAIDEN to “create” a new person-but only after completing a thorough search! **See pictorial instructions on PPAIDEN on HR website.** If the person already has an A number, still check that the information is complete and up to date on PPAIDEN.

To see if a person has an employee record in Banner:

1. Access PEAEMPL (Departments will only have query access to this screen. You cannot change any data.)
2. Enter in the persons Banner A-# example (A0001234)
3. CTRL PG Down (Next Block)
4. If they have no job the message at the bottom of the screen will read “**query caused no records to be retrieved**”. Continue using NH_MGA EPAF.
5. If they are active and have information already in PEAEMPL then use the JB_MGA EPAF.

A Graduate Assistant should be classified in one of four 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.)

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: NH_MGA

Approval Type: The Approval type will populate automatically.

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

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

Oracle Developer Forms Runtime - Web: Open > PPAIDEN - NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change Proxy For: [dropdown]

ID: A01103484 Memphis Tennessee Generate ID: [icon]

Transaction: [dropdown] Query Date: 01-MAR-2007 Last Paid Date: [text]

Approval Category: NH_MGA New Hire Monthly Grad Assist Position: [dropdown]

Approval Type: NE_PEA PEAEMPL Suffix: [dropdown]

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.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: NE_PEA PEAEMPL

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

Position:

Suffix:

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

Applied Status	Field Name	Current Value	New Value
P	Employee Class Code		GA
P	Current Hire Date		01-MAR-2007
P	Home COAS		U
P	I9 Form Indicator		R
P	I9 Date		01-MAR-2007
P	I9 Expiration Date		
P	Home Organization		DPMATH

Employee Class Code: Defaults to GA and cannot be changed.

Current Hire Date: The date of hire.

Home COAS: Defaults to U and cannot be changed.

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

I9 Date: The date the I9 was signed.

I9 Expiration Date: 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" or "UN" code i.e. DPMATH for Math Dept.

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**"

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_GAP**.

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.

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

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: JB_GAP Grad Assistant Pay Process

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

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 checked="" type="checkbox"/>	Jobs Effective Date		01-MAR-2007
<input type="checkbox"/>	Personnel Date		01-MAR-2007
<input type="checkbox"/>	Job Begin Date		01-MAR-2007
<input type="checkbox"/>	Contract Type		P
<input type="checkbox"/>	Title		General Graduate Assistant
<input type="checkbox"/>	Base Salary		1000
<input type="checkbox"/>	Timesheet Orgn		DPMATH
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Approver Action:

Queue Status:

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).

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"
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**.

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

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: JB_GAM GA Monthly Award Process

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

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-MAR-2007
<input type="checkbox"/>	FTE		.25
<input type="checkbox"/>	Units per Pay		1
<input type="checkbox"/>	Hourly/Monthly Rate		500
<input type="checkbox"/>	Pays		2
<input type="checkbox"/>	Factor		2
<input type="checkbox"/>	Job Change Reason		E1
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Approver Action:

Queue Status:

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

FTE : Defaults to .50 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 E1 (New Hire).

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"**

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_LBR**.

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

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: JB_LBR Job Labor Distribution

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

Position: P03068 Graduate Assistants

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Current Job Labor Distribution

Effective Date: 01-MAR-2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New Job Labor Distribution

Effective Date: 01-MAR-2007

Effective date must match date in EPAF

Ensure accounting information is accurate.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U	A04385	101164	E03757	617100	1010					100.00
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Percent:										100.00

Percent must equal 100

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"**

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 **JC_TRM**.

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

Applied Status	Field Name	Current Value	New Value
<input checked="" type="checkbox"/>	Jobs Effective Date		30-APR-2007
<input type="checkbox"/>	Job End Date		30-APR-2007
<input type="checkbox"/>	Personnel Date		30-APR-2007
<input type="checkbox"/>	Job Status		T
<input type="checkbox"/>	Job Change Reason		TC
<input type="checkbox"/>	Timesheet Orgn		DPMATH
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

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: The actual last day the employee worked in the assignment.

Job Status: Defaults to T for termination

Job Change Reason: defaults to A5.

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 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.

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: JC_TRM Assignment Termination Process

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

Position: P03068 Graduate Assistants

Suffix: 00

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

Originator ID: LEANNA_LAMMERT Leanna Lammert

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HHOME	20	RUSSELL_THOMPSON	Russell C Thompson	Approval	In Queue	
DHOME	25	DON_FIESINGER	Donald W Fiesinger	Approval	In Queue	
GRAD	60	BYRON_BURNHAM	Byron R Burnham	Approval	In Queue	
STUEMP	70	STUDENT_EMPL	Empl Student	Approval	In Queue	
SEAPL	94	STUDENT_EMPL	Empl Student	Apply	In Queue	

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

Oracle Developer Forms Runtime - Web: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 7.3.0.1 (ZPPRD)

Pending Change

Proxy For:

ID: A01103484 Memphis Tennessee

Transaction: 47550 Waiting

Approval Category: NH_MGA New Hire Monthly Grad Assist

Approval Type: JC_TRM Assignment Termination Process

Generate ID:

Query Date: 01-MAR-2007 Last Paid Date:

Position: P03068 Graduate Assistants

Suffix: 00

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

Created Date: 26-MAR-2007 Submitted Date: Application Date:

Originator ID: LEANNA_LAMMERT Submitter ID: Applied to Database By:

Comment: Memphis is being hired as a General Graduate Assistant for the months of March and April at \$500 a month working with Dr. Roberts. 7-1810

Date and Time: 26-MAR-2007 01:18:09 PM

Made By: LEANNA_LAMMERT

Comment:

Date and Time:

Made By:

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.)