

Oct 2009 Banner 8 My info EPAF changes



Personal Information Student Services **Employee Services** Communications

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New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

<b>ID:</b> *	<input type="text" value="-01790550"/>	<input type="text" value="Mumfred A Moose"/>
<b>Query Date:</b> MM/DD/YYYY *	<input type="text" value="10/12/2009"/>	
<b>Approval Category:</b> *	<input type="text" value="Not Selected"/>	<input type="button" value="v"/>
<input type="button" value="Go"/>		

**Oct. 2009 Change:** The query date defaults to the current date. Please be sure to enter a date equal to or prior to the effective date you will be entering in the Job Detail

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If you have trouble clicking in the Position box try the tip below



Personal Information Student Services Employee Services Communications

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### New EPAF Job Selection

**i** Instructions:

- Select a job by clicking the button in the "Select" column (Click "All Jobs" to see inactive jobs) OR
- Select the "New Job" row and use the search function or enter the position number
- Enter the suffix (non-workstudy student = S1, other = 00)
- Select C

Tip: click in the suffix box first then "shift +tab" to enter the position

**Oct. 2009 Change:** Select a current or past job or choose to enter a new job by selecting the button in the 'select' column

**ID:**  
**Query Date:** Oct 12, 2008  
**Approval Category:** BZ temp hour job (4T posn), BZTHJB

*Job detail \*date format- mm/dd/yyyy \*do not use \$ or ,, STADJB*

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="button" value="C"/>
	Primary	4S6411	S1	STU - Library	418001, Library	Jan 09, 2008	May 31, 2009	May 31, 2009	Active	<input type="button" value="C"/>

**Oct 2009 Change:** The 'create' button is now says "Go". Click this after you have selected a job or entered a new job

Note the Start Date, End Date and Last Paid Date.

# Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

<b>Name and ID:</b>	Adrianna Marie Astrow
<b>Transaction:</b>	86628
<b>Transaction Status:</b>	Waiting
<b>Approval Category:</b>	Temp hourly or student (less than 6 cr) 4T position#, BZTHJB

**Query Date:** Oct 12, 2008

**Oct 2009 Change:** Job info in title bar.  
**Reminder:** Effective Date cannot be prior to the Last Paid Date

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

## Job detail \*date format- mm/dd/yyyy \*do not use \$ or ,, 4S6411-S1 STU - Library, Last Paid Date: May 31, 2009

Instructions:

1. Enter Job begin date. This should be the same as the "Current Value" or if no "Current Value" the same as the Effective Date
2. Enter Job Effective Date. This is the date of job change or addition (for Student jobs it is the 1st day of the pay period)
3. Select Contract Type - "Primary" or "Secondary" (1st or only job is "Primary", all other jobs are "Secondary")
4. Enter Regular Rate. This is the hourly wage
5. Enter Title. Non-student temp hourly jobs must match the [classification chart](#)
6. Enter Timesheet Orgn. This is the org number where the timesheet/card is delivered for this job
7. Select Job Change Reason from pull-down menu (New Hire, Rehire, Salary increase, etc.)

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	01/09/2008	<input type="text"/>
Contract Type:	Primary	Primary
Jobs Effective Date: MM/DD/YYYY	09/01/2008	09/01/2009
Regular Rate:	7.1	<input type="text"/>

**Job detail \*date format- mm/dd/yyyy \*do not use \$ or ,, 4S6411-S1 STU - Library, Last Paid Date: May 31, 2009**

**Instructions:**

1. Enter Job begin date. This should be the same as the "Current Value" or if no "Current Value" the same as the Effective Date
2. Enter Job Effective Date. This is the date of job change or addition (for Student jobs it is the 1st day of the pay period)
3. Select Contract Type - "Primary" or "Secondary" (1st or only job is "Primary", all other jobs are "Secondary")
4. Enter Regular Rate. This is the hourly wage
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6. Enter Timesheet Orgn. This is the org number where the timesheet/card is delivered for this job
7. Select Job Change Reason from pull-down menu (New Hire, Rehire, Salary increase, etc.)

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	01/09/2008	<input type="text" value="01/09/2008"/>
Contract Type:	Primary	<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY	09/01/2008	<input type="text" value="09/01/2009"/>
Regular Rate:	7.1	<input type="text" value="7.10"/>
Title:	STU - Library	<input type="text" value="TH-"/>
Timesheet Orgn:	418001	<input type="text" value="418001"/>
Job Change Reason:	REHIR	<input type="text" value="NEWHR, New Hire"/>
Job Status: (Not Overrideable)	Active	<input type="text" value="A"/>
Employer Code: (Not Overrideable)	BZ	<input type="text" value="BZ"/>
Step: (Not Overrideable)	0	<input type="text" value="0"/>
Factor: (Not Overrideable)	12	<input type="text" value="12"/>
Salary Group: (Not Overrideable)	2009	<input type="text" value="2010"/>

**CHANGE:** More selections in dropdown menu.  
Tip: you will want to continue to use NEWHR or REHIR

**Job Labor Distribution**

**Instructions:**

1. To change labor distribution enter only INDEX, ACCOUNT, and PERCENT
2. Press 'Save'
3. Banner validates index

# Electronic Personnel Action Form

**Transaction was not submitted. Please review errors.**

Enter the information for the EPAF and either Save or Submit

**Name and ID:** Adrianna Marie Afe...

**Transaction:** 86628

**Transaction Status:** Waiting

**Approval Category:** Temp hourly or student (less than 6 cr) 4T position#, BZTHJB

[Approval Types](#) | [Account Distributio](#)

**Oct 2009 Change:** Warnings are no longer hidden.

**TIP:** only look for the Errors. Warnings do not prevent the EPAF from being Submitted

### Errors and Warning Messages

Type	Message Type	Description
Job detail *date format- mm/dd/yyyy *do not use \$ or ,	ERROR	*ERROR* New effective date must be greater than last date of 01-JAN-2009.
Job detail *date format- mm/dd/yyyy *do not use \$ or ,	ERROR	*ERROR* Effective must be greater than Last Paid Date of 31-MAY-2009.
Job detail *date format- mm/dd/yyyy *do not use \$ or ,	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.

**Job detail \*date format- mm/dd/yyyy \*do not use \$ or ,, 4S6411-S1 STU - Library, Last Paid Date: May 31, 2009**

Instructions:

1. Enter Job begin date. This should be the same as the "Current Value" or if no "Current Value" the same as the Effective Date
2. Enter Job Effective Date. This is the date of job change or addition. (for Student jobs it is the 1st day of the pay period)

### Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

NOTE: Transaction submitted successfully. Warnings remain. <THIS IS OK>

**Name and ID:** Ryan Russell  
**Transaction:** 86629  
**Transaction Status:** Pending  
**Approval Category:** Temp hourly or student (less than 6 cr) 4T position#, BZTHJB

**Query Date:** Oct 01, 2009

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [T](#)

Most EPAFs may contain warnings. Please disregard these.

#### Errors and Warning Messages

Type	Message Type	Description
Job detail *date format- mm/dd/yyyy *do not use \$ or ,	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.
Job detail *date format- mm/dd/yyyy *do not use \$ or ,	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.

#### Job detail \*date format- mm/dd/yyyy \*do not use \$ or ,, 4T6114-S1 STU-Research Technician

Instructions:

1. Enter Job begin date. This should be the same as the "Current Value" or if no "Current Value" the same as the Effective Date
2. Enter Job Effective Date. This is the date of job change or addition (for Student jobs it is the 1st day of the pay period)
3. Select Contract Type - "Primary" or "Secondary" (1st or only job is "Primary", all other jobs are "Secondary")
4. Enter Regular Rate. This is the hourly wage

The basic functionality of the EPAF stays the same.