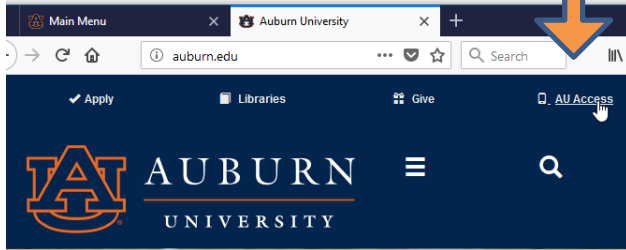


Additional Job Full-Time Employee

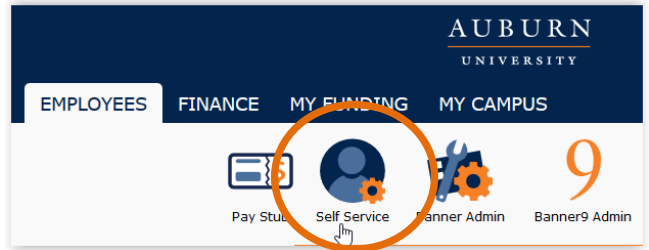
Add a NEW Z job – ADJZJ EPAF

After receiving approval from Compensation/Provost Office for an HR12/UPO-10, an EPAF may be submitted to add a NEW Z Job. A termination date is required. A recommended maximum 6 month position. The job can be re-certified/re-opened via another approval (HR12/UPO-10) from Compensation or the Provost Office, and a new EPAF submission.

1 AU Access

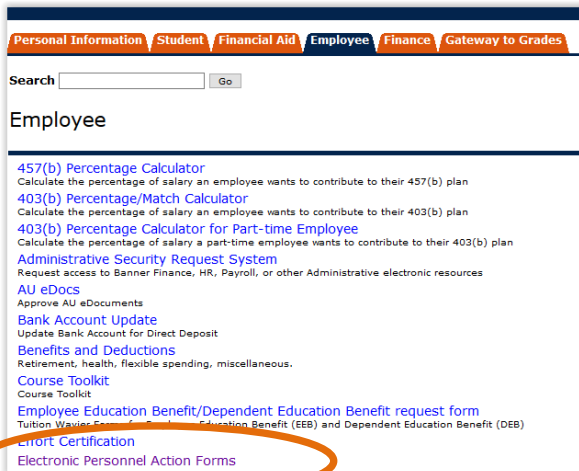


2 Employee Tab -> Self Service



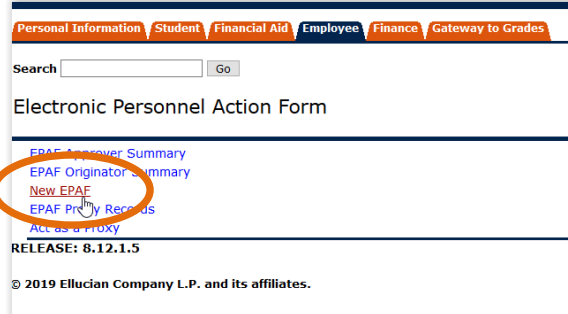
3

Employee Tab -> Electronic Personnel Action Forms



4

New EPAF



5 Enter the Banner ID number

Query Date – Will Default to Today's Date (if adding an existing position number, change the query date to beginning of time (10/05/2005) to pick up ALL jobs for the employee). ****Use the Job Begin Date****

Approval Category - Select the Add Z Job (Additional Job Full-Time Employee, ADJZJ)

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.

ID: * 902013629 Brittany Johnson Saliba

Query Date: MM/DD/YYYY* 03/03/2019

Approval Category: * Add Z Job (Additional Job Full-Time Employee), ADJZJ

Go

6 Go

7 New Job

Type in the Position Number and suffix. **The Z job should also be selected.**

ID: Brittany Johnson Saliba, 902013629
 Query Date: Mar 03, 2019
 Approval Category: Add Z job, ADJZJ

Add Z Job (Additional Job Full-Time Employee), ADJZJ

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	253000	00	Communications & Marketing ZJ	101042, Office of Communications&Marketing					⊙
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Feb 28, 2019	Active	○

All Jobs

Next Approval Type Go

8 Go

Add Z Job (Additional Job Full-Time Employee), ZJ3000-00 Communications & Marketing ZJ

1. Entering the Job Values

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		
Job End Date: MM/DD/YYYY(Not Enterable)	-	
Contract Type: *	Secondary	
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Status: (Not Enterable)	A	
Title: (Not Enterable)		
FTE:		
Job Change Reason: *	NWJOB, New Job Assignment	
Regular Rate: *		
Hours per Pay:		
Factor:	1	
Pays:	1	
Timesheet Orgn: *		
Supervisor ID:		

Add Z Job (Additional Job Full-Time Employee), ZJ3000-00 Communications & Marketing ZJ

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		03/03/2019
Job End Date: MM/DD/YYYY(Not Enterable)	-	
Contract Type: *	Secondary	
Jobs Effective Date: MM/DD/YYYY*		03/03/2019
Personnel Date: MM/DD/YYYY		03/03/2019
Job Status: (Not Enterable)	A	
Title: (Not Enterable)		
FTE:		
Job Change Reason: *	NWJOB, New Job Assignment	
Regular Rate: *	500	
Hours per Pay:	1	
Factor:	1	
Pays:	1	
Timesheet Orgn: *		HR300
Supervisor ID:		903805475

Labor Distribution Change, ZJ3000-00 Communications & Marketing ZJ

2. Labor Distribution

Current
Effective Date: 03/03/2019
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A		101001	100005	61015	6000					100.00			
Total:										100.00			

Termination (Job ONLY), ZJ3000-00 Communications & Marketing ZJ

3. Termination (TERMJB)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Status: *(Not Enterable)	T	
Job Change Reason: *(Not Enterable)	AGEND	

4. Routing Queue and Comments

Routing Queue

Approval Level	User Name
10 - (APPRV1) Approval 1	
70 - (HRCOMP) HR Comp	
96 - (HRBITW) HR Assistant	
99 - (HR) HR Apply/Superuser	
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Save and Add New Rows

Comment

Termination (Job ONLY), ZJ3000-00 Communications & Marketing ZJ

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		05/11/2019
Personnel Date: MM/DD/YYYY		05/11/2019
Job Status: *(Not Enterable)	T	
Job Change Reason: *(Not Enterable)	AGEND	

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	FULLELE Leanne Fuller	Approve
70 - (HRCOMP) HR Comp	SM0049 Shelly Jones Murray	Approve
96 - (HRBITW) HR Assistant	MCFARAL April L McFarlin	Approve
99 - (HR) HR Apply/Superuser	JOHNS43 Brittany Johnson Saliba	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

Add new Zjob
Approved per compensation

10 Save

11 Submit

Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 694879
Transaction Status: Waiting
Approval Category: Add Z Job (Additional Job Full-Time Employee)

Save Submit Delete

Employee Job Inquiry NBUJST 9.3.3 (BANPPRD)

ID: 902013629 Brittany Johnson Saliba Query Date: 03/07/2019

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
ZJ3000	00	03/03/2019	05/11/2019	Secondary

Record 2 of 2

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
03/03/2019	Active	Communicati...	PB	BW	A	HR300	NWJOB	AU
05/11/2019	Terminated	Communicati...	PB	BW	A	HR300	AGEND	AU

Record 1 of 2

12 Please check for errors!

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 694879
Transaction Status: Pending
Approval Category: Add Z Job (Additional Job Full-Time Employee), ADJZJ

Query Date