

# Add/Change Job Supervisors – SUPVR EPAF NBAJOBS

Description: Add or Change Job Supervisor

**1 AU Access**

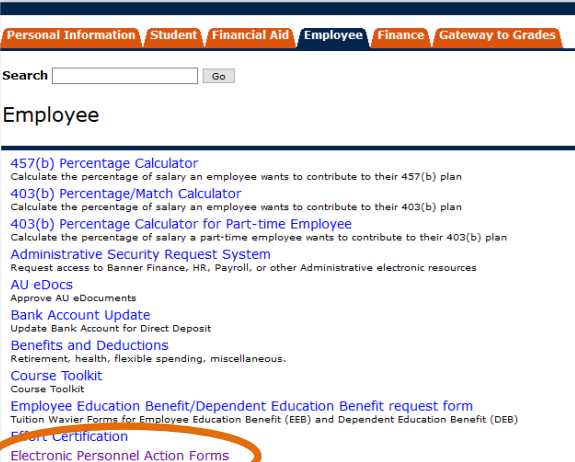


**2 Employee Tab -> Self Service**




**3 Employee Tab -> Electronic Personnel Action Forms**

**3**



**4 New EPAF**

**4**



**5 Enter the Banner ID number**

Query Date – Will Default to Today's Date  
**\*\*TIP Use the beginning of pay period\*\***

Approval Category – Add/Chg Job Supervisor

**6 Go**

**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: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

**Employee Job Assignments**

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Jun 30, 2019	Active

# 7 Select the Job

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:** Brittany Johnson Saliba, 902013629  
**Query Date:** Jul 01, 2019  
**Approval Category:** Add/Chg Supervisor Banner ID, SUPVR

**Add/Chg Job Supervisor, SUPVR**

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="text"/>						<input type="radio"/>
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Jun 30, 2019	Active	<input checked="" type="radio"/>

# 8 Go

## Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

**Name and ID:** Brittany Johnson Saliba, 902013629  
**Transaction:** **Query Date:** Jul 01, 2019  
**Transaction Status:** **Last Paid Date:** Jun 30, 2019  
**Approval Category:** Add/Chg Job Supervisor, SUPVR

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

[Jump to Bottom](#)

\* - indicates a required field.

Add/Chg Job Supervisor, 160511-00 Mgr, Employee Records&Sys Mgmt, Last Paid

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/03/2019	<input type="text" value="07/01/2019"/>
Job Change Reason: *	FT/PT	<input type="text" value="SUPV, Supervisor add/chg"/>
Supervisor ID: *	903805475	<input type="text" value="903900143"/>

**1. Enter the Effective Date (Beginning of Pay Period, if possible!)**

**2. Enter the Supervisor's Banner ID Number**

### Routing Queue

Approval Level	User Name	Required Action
99 - (HR) HR Apply/Supruser	<input type="text" value="JOHNS43"/> Brittany Johnson Saliba	<input type="button" value="Apply"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>

# 9 Submit and 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 **Job and Suffix:** 160511-00, Mgr, Employee Records&Sys Mgmt  
**Transaction:** 712154 **Query Date:** Jul 01, 2019  
**Transaction Status:** Approved **Last Paid Date:** Jun 30, 2019  
**Approval Category:** Add/Chg Job Supervisor, SUPVR