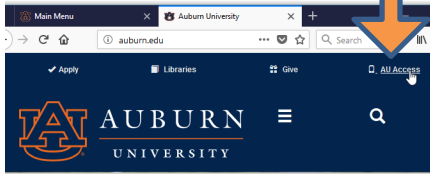


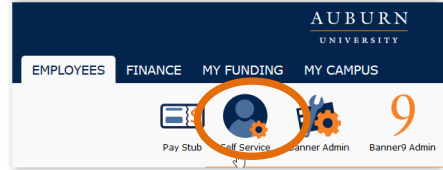
Additional Job Full-Time Employee Re-certifying a Z job – ADJZJ EPAF

Prior to re-certifying or re-opening an existing terminated Z job, another approval (HR12/UPO-10) from Compensation or the Provost Office is required. After receiving approval, the department may submit the EPAF.

1 AU Access

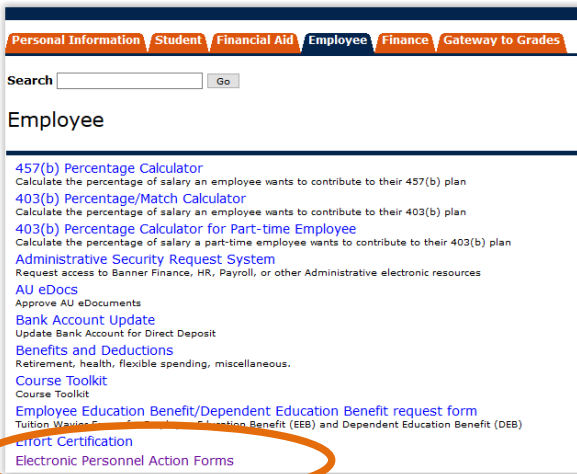


2 Employee Tab -> Self Service



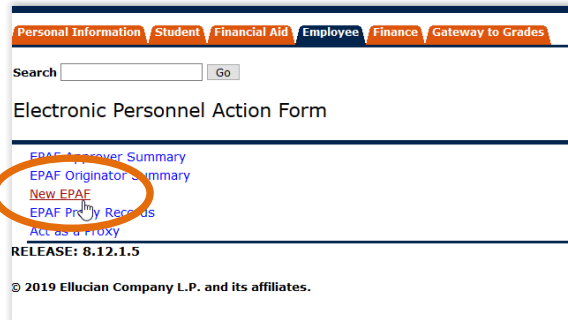
3

Employee Tab -> Electronic Personnel Action Forms



4

New EPAF



5

Enter the Banner ID number

Query Date – In this example, I changed the query date to the future, because I wanted to re-open an existing Z job.

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 * 03/10/2019

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

Go

6 Go

New EPAF Job Selection

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

ID: Brittany Johnson Salba, 902013629
 Query Date: Mar 10, 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	Z33000	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

7

New Job

Type in the Position Number and suffix.
 The Z job should also be selected.
 Type in the pre-existing position number.

8

Go

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	<input type="text" value="03/03/2019"/>
Job End Date: MM/DD/YYYY(Not Enterable)	03/03/2019	<input type="text"/>
Contract Type: *	Secondary	Secondary <input type="button" value="v"/>
Jobs Effective Date: MM/DD/YYYY*	03/09/2019	<input type="text" value="03/10/2019"/>
Personnel Date: MM/DD/YYYY	03/09/2019	<input type="text"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Title: (Not Enterable)	Communications & Marketing ZJ	<input type="text"/>
FTE:	1	<input type="text"/>
Job Change Reason: *		NWJOB, New Job Assignment <input type="button" value="v"/>
Regular Rate: *	25	<input type="text" value="25"/>
Hours per Pay:	1	<input type="text" value="1"/>
Factor:	1	<input type="text" value="1"/>
Pays:	1	<input type="text" value="1"/>
Timesheet Orgn: *	HR300	<input type="text" value="HR300"/>
Supervisor ID:	903805475	<input type="text" value="903805475"/>

1. Entering the Job Values

TIP! Enter your values and then **SAVE** the EPAF.

The Job Begin Date **MUST** match the ORIGINAL Job Begin Date. If you save your EPAF before submitting, the Job Begin Date in the CURRENT VALUE will be populated.

NBAJOBS will also show the JOB BEGIN DATE

Labor Distribution Change, ZJ3000-00 Communications & Marketing ZJ

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

2. Labor Distribution

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

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Job Status: *(Not Enterable)	T	<input type="text"/>
Job Change Reason: *(Not Enterable)	AGEND	<input type="text"/>

3. Termination (TERMJB)

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	<input type="text"/>	Approve
70 - (HRCOMP) HR Comp	<input type="text"/>	Approve
96 - (HRBIW) HR Assistant	<input type="text"/>	Approve
99 - (HR) HR Apply/Supervisor	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

4. Routing Queue and Comments

Comment

10 Save

11 Submit & 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 **Query Date:** Mar 10, 2019
Transaction: 694880
Transaction Status: Pending
Approval Category: Add Z Job (Additional Job Full-Time Employee), ADJZJ

NBAJOBS (Banner ADMIN) will show the BEGIN Date that is required to re-certify or re-open a terminated job.

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

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date
160511	00	02/03/2019	
ZJ3000	00	03/03/2019	04/11/2019

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organizati
03/03/2019	Active	Communications & Marketing ZJ	PB	BW	A	HR300
03/09/2019	Terminated	Communications & Marketing ZJ	PB	BW	A	HR300
03/10/2019	Active	Communications & Marketing ZJ	PB	BW	A	HR300
04/11/2019	Terminated	Communications & Marketing ZJ	PB	BW	A	HR300