

New employees must be entered into Banner before you can assign them a job. If your new employee has never worked at ISU before, contact HR to get their name entered into Banner. Then you can follow the steps in this handout to assign them a job.

1. Log into **BengalWeb** and click on **Employees** (left), then **EPAFs**.
2. Click on **Create New PAF**
3. Enter the Employee ISU ID #. (If you don't know their ID #, click the magnifying glass search icon (far right). Enter First and Last name or use the wildcard % and enter a partial name, i.e. Benny Bengal = Ben% Beng%.) The employee's name will appear, along with their Banner ID #.
4. In the **Query Date** field, enter the effective date of the transaction (not necessarily today's date). Format the date as MM/DD/YYYY.
 - **The EFFECTIVE DATE should be the date the employee actually begins work.**
 - All pay periods begin on a Sunday.
5. In **Approval Category**, choose **STASNJ, WSASNJ, or CPASNJ** to assign the employee an additional job,
OR
Choose **ST1STJ, WS1STJ, or CP1STJ** to assign employee a first job.
Then click **Go**.
6. On the **New Job** line (top of table), click in the empty box under **Position**, then enter the Position Number. Tab to the **Suffix** box and enter the Suffix. (First job in this position: 00, second job in this position 01, third 02, etc.) The Title and Time Sheet Organization lines should auto fill. Click on **Go**.

<i>Student/Temporary Assian a New Job to an Existing Employee, STASNJ</i>					
Search	Type	Position	Suffix	Title	Time Sheet Organization
🔍	New Job			STU Housing Custodial HSCUST	830003, Housing Custodial
	Primary	S20097	00	STU Housing Custodial HSCUST	T331, University Housing Custodial Servic
	Overload	S20097	01	Stu Housing Custodial	T331, University Housing Custodial Servic
	Overload	S20752	00	STU Housing Maintenance Sr	T332, University Housing Maintenance
	Overload	T30095	00	T30095-00 TMP Hous Conf HSCONF	T331, University Housing Custodial Servic

7. When next page appears, click the **Save** button to assign a transaction number (required if you call HR for assistance).
8. Fill in the blank fields under **New Value** (see next page).

a. **Job Begin Date:**

Same as Effective Date, above.

b. **Contract Type:**

Leave as default; change if you get an error.

c. **Effective Date:**

Same as Effective Date, above.

d. **Personnel**

Date: Same as the Effective Date, above.

e. **Regular Rate:**

Hourly rate

f. **Title:** Enter STU, TMP, CWS, or IDWS, then position description; end with Index .

g. **Timesheet Orgn:** Type in the correct TOrg, starting with a T (i.e. T123).

h. **Time Entry Method:** Choose **Employee Time Entry via Web** if Employee will use BengalWeb to enter their time. Choose **Department Time Entry with Approvals** if someone in the Department will enter their time in Banner.

i. **Location Code:** Choose the location where the employee will be physically working. Click **Save** before moving on to next section.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Job Status: *(Not Enterable)		A
FTE: *(Not Enterable)		.01
Job Change Reason: *(Not Enterable)		HIRE
Salary Group: *(Not Enterable)		2018
Step: *(Not Enterable)		0
Factor: *(Not Enterable)		1
Pays: *(Not Enterable)		1
Regular Rate: *		<input type="text"/>
Assign Salary:		<input type="text"/>
Annual Salary:		<input type="text"/>
Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Time Entry Method: *		<input type="text"/>
Location Code: *		<input type="text"/>

9. The **Approval Levels** appear under Routing Queue. Click on the magnifying glass to look up the name of each person you are assigning to each spot in the queue. **Do NOT choose** one person for more than one Approval Level, since it causes errors.

10. If you wish to add additional Approval Levels, click on the dropdown arrow in the first **Not Selected** field and choose the approval level you wish to add. Then assign someone to that level as explained in Step 9. Under **Required Action** choose **FYI** if they only need to be able to view this transaction or **Approve** if they are to approve this transaction.

11. Click **Save**.

12. Add comments to the **Comment** section. Make sure your comments are relevant and professional. All comments in this section are a permanent part of the Banner record.

13. Review the data. If correct, click **Save**, then **Submit**. You can also save the transaction for submission at a later date OR delete the action if it is incorrect.

14. If no Errors appear you are finished. The EPAF will now go to the next person in the queue. (Do not be concerned about Warnings.)

If Error messages appear, you *must* fix the errors before you can submit the EPAF.

NOTE: this request should be completely approved by Friday prior to the end of the pay period.