

Commonly Used Forms for Status EPAFs

NBAPBUD

– displays associated budget and labor distribution information

The Position Org listed on the “Salary Budget” window (Options > Salary Budget) should be used for status appointments as the Home Org and the Timesheet Org assignment.

NBAPOSN

– details how an established position has been defined, including:

- position status
- appropriate salary minimum or maximum values
- position classification assignment
- work schedule if appropriate.

Note: Prior to hiring an Operating Staff at less than 100%, review the position work schedule FTE to determine hours/day and hours per pay.

NBIJLST

– lists all jobs (ID/Position Suffix) records associated with an employee

Prior to EPAF processing review NBIJLST for:

- (1) any existing status jobs
- (2) the Job Type (primary, secondary, overload) to assign to an appointment, and
- (3) existing ID/Position/Suffix combinations

NOAAPSM

– form for reviewing individualized approval queues as approver or as originator

Status of transactions and required-action information is available.

Approvals may be applied directly on NOAAPSM following review.

NOAEPAF

– form for all EPAF entry.

PEAEMPL

– maintains the Employee Record, describing the employee’s current relationship within USNH with specific attention toward benefit eligibility, leave (vacation/earned time) eligibility, service dates, Home Org, and Distribution Org assignment.

PPAIDEN

– repository for person bio-demographic information including name information, address information, gender, ethnicity, citizenship, date of birth, social security number, alternate names/ID’s, Veteran information, emergency contact information.