

JOBSCH Cheat Sheet

Status Job Change

To be used by System and HR offices only!

To be used for changing a status employee’s job information. To be used carefully as there are few error trappings against the EPAF. Only fill in those Optional fields that need to be modified. Do not change the suffix.

Access NOAEPAF	
Enter Keyblock Information	
Name/ID	
Querydate	Set to the Effective Date or the change.
Approval Category	JOBSCH
Approval Type	Will automatically populate from Approval Category Selection (JOBSCH)
Position/Suffix	Enter Position. Suffix will automatically populate from Position. Do not change the suffix.
JOBCHG	Job Change Coding
Jobs Detail Eff Date	Enter as effective date of the change.
Personnel Date	Enter as actual effective date of change
Contract Begin Date	Optional
Contract End Date	Optional
Job Change Reason	Select the appropriate job change reason from the list
Job Type	Optional
Timesheet Orgn	Optional
FTE	Optional
Pays	Optional
Factors	Optional
Hrs/Units per Day	Optional
Hrs/Units per Pay	Optional

Banner: HR – EPAF Usage – Cheat Sheets

Workers Comp Code	Optional
Supervisor ID	Optional
Job Status	Optional
Contract Number	Optional
JOBS ECLS	Informational only; No changes allowed
Sub-Classification	Optional
Comple Pos Info	Optional
Annual Salary	Optional
Deferred Pay Code	Optional
Salary Grade	Optional
	Save, Routing Information
	Transaction Comments, Save
	Submit