

Business Process Review – One-Up Suffix

A focus group has completed the review of our current business practice regarding the procedure used to dictate one-up suffix assignments - a process that we have that ensures that Banner and the Comp Mod are in sync. The review was restricted to status jobs only. HR Advisory reviewed and endorsed the final recommendations and forwarded the report to Joan Tambling who has approved a change in procedure effective 1/1/2008. The report and recommendation can be found at this link: [One-Up Suffix](#)

Status Positions - JOBSCH EPAF

The change in practice calls for the creation and use of a new EPAF called **JOBSCH** (job status changes). The usage of this EPAF will be restricted to Campus/System HR Offices only. A new cheat sheet has been developed and all trappings have been reviewed and modified as appropriate. This will eliminate the need to do direct job entry in all but the most time sensitive situations. Regular reports will be run to identify differences between Banner and the Comp Mod and the necessary changes will be made manually by the USNH HR Office.

For Non Status Positions - JOBCHG EPAF

The **JOBCHG** EPAF will continue to be used for changes to non-status positions in accordance with current business practices and workflows. Note that any fields that pertain to status appointments are no longer needed. They cannot be removed from the JOBCHG EPAF but are now 'grayed out' so no data entry is allowed.