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.