

Supervisor Maintenance – NOAEPAF Instructions

Important: Have your employee and supervisor ID, Position Number and suffix available before you begin this update.

1. Login to Banner.
2. Go to Banner Form **NOAEPAF**.
3. ID: Input employee ID number
(Skip Transaction Field or delete previous transaction number).
4. Query Date: Use Effective Date of Supervisor Change (date must be after last paid date).

Electronic Personnel Action Form NOAEPAF 8.12.1.1 [UO.1] (PROD)

Pending Change Proxy For:

ID: Jennifer Generate ID:

Transaction: Query Date: Last Paid Date:

Approval Category: Supervisor Update Position: Sr HR Programs Coordinator

Approval Type: Supervisor Update Suffix:

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approver Action: Queue Status:

Supervisor Maintenance – NOAEPAF Instructions (continued)

5. Approval Category and Type (use the drop down menu):

Input SUPER (Supervisor Update).

6. Position & Suffix: Input or select employee position number and suffix by clicking the black triangle and selecting “List of Employee’s Jobs (NBIJLST)”.

7. Control Page Down or Click the “Next Block” button which puts you into the Transaction tab. Enter information into the Supervisor fields which are the three bottom rows.

8. Supervisor: Add ID Number, B9 Position, and Suffix for the new Supervisor.

The screenshot shows the 'Transaction' tab of the NOAEPAF system. At the top, there are several input fields: 'Proxy For' (empty), 'ID' (950), 'Jennifer' (text), 'Generate ID' (button), 'Transaction' (empty), 'Query Date' (01-JUL-2016), 'Last Paid Date' (31-JUL-2016), 'Approval Category' (SUPER), 'Supervisor Update' (dropdown), 'Position' (B9), 'Sr HR Programs Coordinator' (text), 'Approval Type' (SUPER), 'Supervisor Update' (dropdown), and 'Suffix' (00). Red arrows point to the ID field, the 'Supervisor Update' dropdown, the 'Query Date' field, the 'Position' dropdown, and the 'Suffix' dropdown.


Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Jobs Effective Date*	01-JAN-2016	01-JUL-2016
<input type="checkbox"/>	Personnel Date*	01-JAN-2016	01-JUL-2016
<input type="checkbox"/>	Job Change Reason*	PMERT	HSUPU
<input type="checkbox"/>	Supervisor ID*		
<input type="checkbox"/>	Supervisor Position*		
<input type="checkbox"/>	Supervisor Suffix*		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

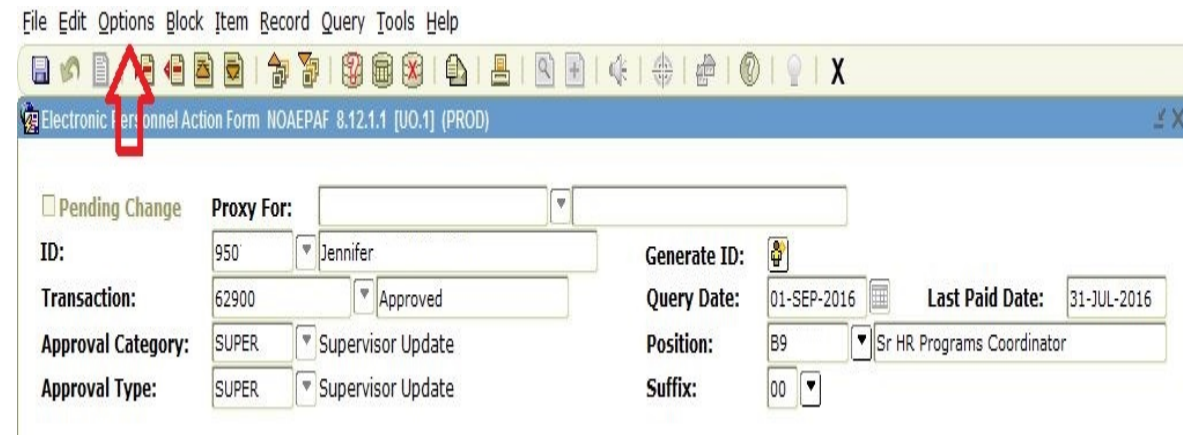
* - indicates a required field. Press LIST for valid codes.

Approver Action: None

Queue Status:

Supervisor Maintenance – NOAEPAF Instructions (continued)


9. Save Record by clicking  or click on the menu item “File” then “Save”.
10. Click on the menu item “Options” and then click “Submit Transaction”.
11. Transaction Status will be updated to “approved” once it has been submitted.
12. This personnel action will be updated daily.
13. If you need any assistance, please contact Cathy Denver at 6-3148 or Shelby Cooper at 6-3092.



File Edit Options Block Item Record Query Tools Help

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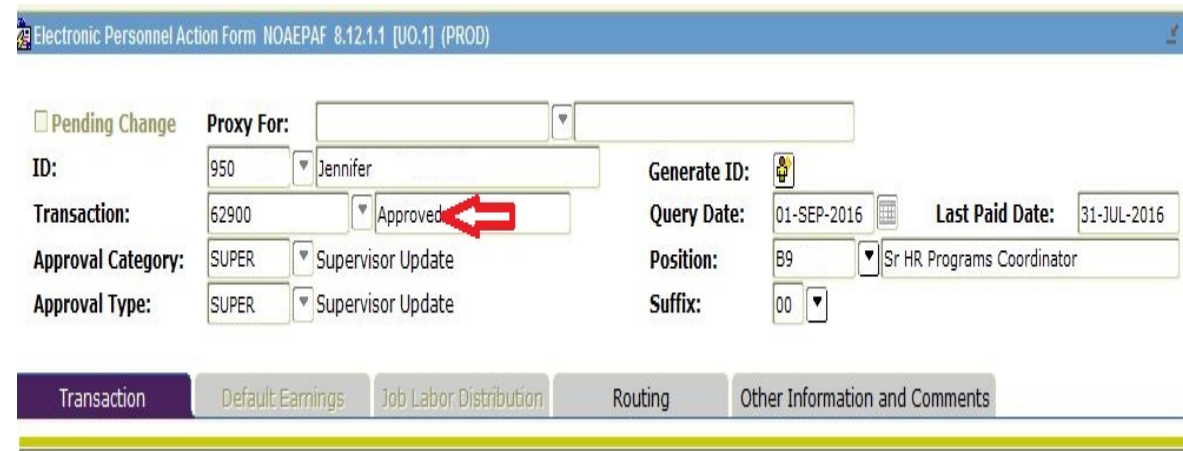
Pending Change Proxy For:

ID: 950 Jennifer Generate ID: 

Transaction: 62900 Approved Query Date: 01-SEP-2016 Last Paid Date: 31-JUL-2016


Approval Category: SUPER Supervisor Update Position: B9 Sr HR Programs Coordinator

Approval Type: SUPER Supervisor Update Suffix: 00



Electronic Personnel Action Form NOAEPAF 8.12.1.1 [UO.1] (PROD)

Pending Change Proxy For:

ID: 950 Jennifer Generate ID: 

Transaction: 62900 Approved Query Date: 01-SEP-2016 Last Paid Date: 31-JUL-2016

Approval Category: SUPER Supervisor Update Position: B9 Sr HR Programs Coordinator

Approval Type: SUPER Supervisor Update Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments