

# Banner Self Service @ UNC Charlotte-BANTEST

Look up in NBAJOBS  
 Is employee from another Department?  
 Add other Departmental Approver to EPAF

Name and ID:

Ellen S Keidel, 800207535

Transaction:

96836

Transaction Status: Voided

Job and Suffix: ESPE45-01, EPA Staff Perm Special Payment

Query Date: Mar 16, 2016

Last Paid Date:

Approval Category: Special Payment for Full Time Employee, E4SSP

Add Comment

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\* - indicates a required field.

## Create Assignment, ESPE45-01 EPA Staff Perm Special Payment

Enter Changes	Current Value	New Value
Job Begin Date: *		03/16/2016
Contract Type: *		Secondary
Jobs Effective Date: *		03/16/2016
Personnel Date: *		02/02/2016
Title: *		Workshop Presenter
Job Status: *		Active
Step: *		0
Annual Salary: *		1000
Factor: *		1
Pays: *		1
Timesheet Orgn: *		17500
Job Change Reason: *		E102

Is this the correct date for the start date?

Is this the correct date for the effective date?

Date work begins - does it match the comment?  
 Do the Personnel Dates make sense for the Salary amount?

Does the salary make sense for the Personnel Dates?

Are these the correct number of pay periods for the Job Effective Dates?

## Assignment End Date, ESPE45-01 EPA Staff Perm Special Payment

Enter Changes	Current Value	New Value
Jobs Effective Date: *		03/31/2016
Personnel Date: *		02/28/2016
Job Status: *		Terminated
Job Change Reason: *		E103

Is the "day" either 15 or the last day of a month?

Date work ends - does it match the comment?  
 Do the Personnel Dates make sense for the Salary amount?

## Funding Source, ESPE45-01 EPA Staff Perm Special Payment

**Current**

**Effective Date: 03/16/2016**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End
												Date

**New**

**Effective Date: 03/16/2016**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End
												Date

*Is this number either 911300 - non teaching or 913300 - teaching an accredited course*

1	102125	102125	15100	911300	10200					100.00		
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**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Payroll, 1	Ellen S Keidel, ESKEIDEL for Patricia Rann Bailey, PRBAILEY	FYI	Removed from Queue	Apr 12, 2016 08:14:07 AM
Department, 45	Ellen S Keidel, ESKEIDEL for Lori Marie Swift McMahon, LMMCAHO	FYI	Removed from Queue	Apr 12, 2016 08:14:07 AM
Academic Affairs, 60	Ellen S Keidel, ESKEIDEL	FYI	Removed from Queue	Apr 12, 2016 08:14:07 AM
Fund Approval, 65	Ellen S Keidel, ESKEIDEL	Approve	Removed from Queue	Apr 12, 2016 08:14:07 AM
Human Resources, 90	Ellen S Keidel, ESKEIDEL for . Appworx, BANWORX	Apply	Removed from Queue	Apr 12, 2016 08:14:07 AM

**Comments**

**Date:** Apr 12, 2016 07:59:41 AM

**Made by:** Ellen S Keidel, ESKEIDEL

**Comments:** preparation and presentation of workshop on EPAFS

Is this a detailed description of the work performed? If SHRA, EHRA-Non Faculty, or 12 month Faculty is Justification comment added?

**Transaction History**

Action	Date	User Name
Created:	Apr 12, 2016	Ellen S Keidel
Submitted:	Apr 12, 2016	Ellen S Keidel

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