

Editing Hiring Proposal

Hiring Proposal

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Hiring Proposal

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* Required Information

Applicant Information

✓ SSN
Please enter in the following format: XXXXXXXXXX

Enter a candidate's SSN if a Banner ID does not already exist. It should be 9 digits and not contain dashes.

✓ Banner ID
Please enter the Banner ID of the candidate if one exists.

Enter a Banner ID in lieu of an SSN if one exists. Remember, Banner IDs will exist if the candidate has been a student, applied for admission, received travel reimbursement, or if they have been affiliated with ECU in the past. It should be 9 digits and begin with a capital 'B.'

✓ ✓ ✓ ✓ ✓
DOB
Last Name
First Name
Middle Name

This information is not editable and will default in from the application.

✓ Name Suffix

Enter the person's legal name suffix (if applicable).

✓ Preferred Name

Enter the candidate's preferred name (if applicable).

✓ ✓ ✓ ✓ ✓ ✓ ✓
Address1
Address2
City
State
Zip Code
Primary Phone
Email

This information is not editable and will default in from the application.

✓ These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

Citizenship Enter citizenship if known.

Sex Select sex (must be populated for processing).

Race

Hispanic or Latino

Protected Veteran Status

Disability Status

This information is not editable and will default in from the application.

These are only required if a person is moving from an existing position. For example, this could be a transfer, a promotion, or someone moving from a student or temporary position. If you do not have this information on hand, you should look it up in Banner.

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Hiring Proposal Information

If moving to a new position, enter position number of previous position Please enter in the following format: XXXXXX

If moving to a new position, enter job suffix of previous job

If moving to a new position, enter job effective end date of previous position

If moving to a new position, enter job personnel end date of previous position

This is the employee class that will end up on PEAEMPL in Banner.

Employee Class

Leave Category

This will also end up on PEAEMPL. It is not required unless the employee is earning leave at a rate different from standard rate of the employee class.

Home Department

This will also end up on PEAEMPL in the Home Org and Check Distribution fields.

Current Hire Date

This will also end up on PEAEMPL. If this is the first time a person is being hired, it will also populate the Original Hire Date, Adjusted Service Date, and Seniority Date fields on PEAEMPL.

Please enter in the following format: XXXXXX

Position Number

Classification Title

Job Suffix This entry is too long (maximum is 2 characters).

[Click here for a report on all position number and suffix combinations used based on a query date and Banner ID. Please enter in the following format: XX](#)

These should reflect the position number and suffix as they would on an EPAF. If you do not know which job suffix to use, the link below will take you to a report that will display all the position number and job suffix combinations that have been used in the past.

Job Begin Date

This is the same as would have been on an EPAF previously. It should be the same as the job effective date.

These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

✓	Jobs Effective Date	<input type="text" value="09/01/20801"/>	This is the same effective date as was previously on an EPAF. It is the first date that the employee's new job will run through payroll. It is constrained by the payroll calendar and EPAF deadlines.
✓	Jobs Personnel Date	<input type="text" value="08/13/2018"/>	This is the same personnel date as was previously on an EPAF. This is the actual date that this hiring action takes place and should reflect the true date of the employee's first day. This date is not constrained by the payroll calendar and EPAF deadlines.
✓	Job Employee Class Code	<input type="text" value="EA - Faculty FT Perm 9mo 100"/>	This is the employee class that will end up on NBAJOBS. It is typically the same as the employee class entered earlier in the hiring proposal.
✓	Timesheet Org	<input type="text" value="560401 - AAH Health Education and Promotion"/>	This is the timesheet org that will end up on NBAJOBS. It dictates where the employee's job will show up in Kronos. It does not have to be the same as the home department (entered earlier) but can be. It does not drive anything other than timesheet routing and display in Kronos.
✓	Supervisor Banner ID	<input type="text"/>	Enter the Supervisor's Banner ID. It should be 9 digits and begin with a capital 'B.'
✓	Job Location	<input type="text" value="560401 - AAH Health Education and Promotion"/>	This is the job location that will end up on NBAJOBS. Typically the same as the home department or timesheet org.
✓	Job Change Reason	<input type="text" value="PA044 - New Hire Permanent"/>	This is the job change reason that will end up on NBAJOBS. It is critical that the appropriate reason be selected as it is used in the integration to determine how to transfer the information to Banner. The wrong selection will cause the entire record to error out during the integration.
✓	Annual Salary	<input type="text"/>	This is the annual salary that will end up on NBAJOBS. It should be entered if the job will be on the SM payroll and should only include numbers. <i>Please enter as a whole number (without symbols or commas) in the following format: XXXXXXX</i>
✓	Hourly Rate	<input type="text"/>	This is the hourly rate that will end up on NBAJOBS. It should be entered if the job will be on the TS payroll and should be in this format: XX.XX <i>Please enter in the following format: XXXXX</i>
✓	FTE	<input type="text" value="1.0"/>	The FTE that will end up on NBAJOBS. It should be in the following format: X.X or .XXX (for example 1.000 or .875 or .500). <i>This entry requires 3 decimal places. Please enter in the following format: XXXXX</i>
✓	Hours Per Pay	<input type="text"/>	
✓	Hours Per Day	<input type="text" value="8-5pm"/>	
✓	Posting and HP Type	<input type="text" value="EHRA Faculty"/>	This information is not editable and will default in.
✓	Hiring Proposal Number	<input type="text"/>	
✓	Contract Type	<input type="text" value="P - Primary"/>	This will end up on NBAJOBS. Only one primary job can be active at a time.
✓	Mailstop	<input type="text" value="505 - College of Health Human Perfor"/>	The mailstop code that will end up on PEAEMPL.
✓	Applicant Reviewer	<input type="text"/>	
✓	Initiator		
✓	Pays	<input type="text" value="24"/>	The pays and factor that will end up on NBAJOBS. Only enter if the employee is not going to receive pay for all pay periods during the year (for example, temporary faculty or summer school appointments). <i>Please enter in the following format: XX</i>
✓	Factor	<input type="text" value="24"/>	

Contract Number



Job Effective End Date

If the employee's appointment is finite in nature (temporary, student, time-limited, etc.), enter job effective end date. It is the last date that the employee's new job will run through payroll. It is constrained by the payroll calendar and EPAF deadlines.



Job Personnel End Date

If the employee's appointment is finite in nature (temporary, student, time-limited, etc.), enter the actual job end date. It is not constrained by the payroll calendar and EPAF deadlines.



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EPAF Comments

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Budget

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Budget Comments

Budget Comments

Effective Date

Labor Dist Effective Date

09/01/2018

Budget Details

Fund Code

111101

Fund Org

56

Acct Code

60150 - EHRA Faculty Salaries

Prog Code

0000

Please enter in format: XXXX

Activity Code

56HEP

Location Code

Project Code (FTE)

1.0

Percent

100

Please enter in format: XXXXX

Remove Entry?

Add Budget Details Entry

The date that the funding of the new job takes effect. This should be the same as the effective date and job begin date entered in the previous section.

The fund component of the FOAPAL. This should be 6 digits in the format XXXXXX.

The org component of the FOAPAL. This should be between 2 and 6 digits. It is not necessarily the same as the home org, timesheet org, or job location orgs. This is driven by Finance and drives how salary dollars are expensed.

The account component of the FOAPAL. Select from the drop-down list.

The program component of the FOAPAL. This should always be 0000.

The activity component of the FOAPAL. This is used on some areas of campus and not others.

The location component of the FOAPAL. This is not currently used at ECU.

The FTE associated with this budget source. It should be in the following format: X.X or .XXX (for example 1.0 or .875 or .500).

* This entry is not a decimal.

The percentage of the total funding represented by this budget source. It should be in the following format: XXX.XX or XX.XX (for example 100.00 or 86.67 or 50.00). All budget sources must add to exactly 100.00.

Use this to add an additional FOAPAL entry if split funded.

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