|  |  |
| --- | --- |
| **Field Name** | **Description** |
| Query Date | Is always the fist day of the pay period, based on the start date. |
| Position Number | STU070 |
| Suffix | Use the next suffix number for that position number. The same job/suffix combination can never be used twice. |
| **Employee Information** | **Creates PEAEMPL record in Banner** |
| Employee Class Code | 70, Student Wage |
| Home COAS | 1 |
| Employee Status | Active |
| Current Hire Date | Actual first day of work |
| **Create Assignment** | **Creates active NBAJOBS record in Banner** |
| Job Begin Date | Same as the Query Date |
| Contract Type | |  |  | | --- | --- | | If… | Then… | | The employee does not have a current active job during the same time period | Select “Primary” | | If they do have an active job during the same time period | Select “Secondary” | |
| Jobs Effective Date | Same as the Query Date |
| Personnel Date | Actual first day of work; Same as Current Hire Date |
| Title | Job title |
| Job Status | A |
| Step | 0 |
| Regular Rate | Hourly rate for the assignment (please review student pay scale at [https://studentemployment.uncc.edu/faculty-staff-resources/sample-position-descriptions](https://studentemployment.uncc.edu/faculty-staff-resources/sample-position-descriptions%20) ) |
| Timesheet Orgn | The organizational code of the employing department |
| Supervisor ID | UNC Charlotte ID number for the Web Time Entry Approver |
| Job Change Reason | E102 |
| FTE | Corresponding FTE that matches the hours will work per week |
| **Assignment End Date** | **Creates a terminated NBAJOBS record in Banner** |
| Jobs Effective Date | Date of the last pay period, based on the final day of work |
| Personnel Date | Actual final day of work |
| Job Status | T |
| Job Change Reason | E103 |
| **Funding Sources** | **Creates Labor distribution record on NBAJOBS in Banner** |
| COA | 1 |
| Index | Index(fund) to be used for employee payment |
| Fund | Will auto-fill to match the index number entered |
| Organization | Auto-fills based on Index number |
| Account | 915020 (915040 for research) |
| Program | Auto-fill based on index number entered |
| Percent | If split funding, percentages must total 100% |
| **Routing Queue** | **Select who to send for approval and uploading into Banner** |
| Payroll | FYI, select name listed |
| Department | Approve, select your Fund Approver or Business Officer (this depends on your departments approval process) |
| Student Employment | Approve – select name listed |
| Human Resources | Apply, .Appworx, BANWORX |
| Fund Approval | Approve, Grants & Contracts, if paying from grant account. |
| **Comment** | **Communicate what the employee will be doing and notes to approvers** |
|  | Provide a brief job responsibilities and duties. |