




NOAEPAF – Timesheet ORG Change (ORG)

1. Log in to Banner.
2. Key **NOAEPAF** in the Go To box and press **Enter**.
3. **Enter**/select the following in the Key block:
 - a. **ID**: Enter the **V-id** of the desired employee.
 - i. If the V-id is not known, use the **Search** function ( drop-down arrow) on the right-hand side of the ID field. *See separate instructions for person searching on [POIIDEN](#).*
 - b. **Transaction**: Leave Blank
 - c. **Query Date**: Date of information desired
 - i. *Note – you can use today's date as a default.*
 - d. **Approval Category**: ORG (ORG Change)
 - e. **Approval Type**: ORGTS (Timesheet ORG Change)
 - f. **Position**: Desired Position for the employee
 - i. Click on the Position search function ( drop-down arrow).
 - ii. Click List of Employee's Jobs ([NBIJLST](#)).
 - iii. Double-click the desired position number to return to the [NOAEPAF](#) form.
 - g. **Suffix**: Defaults for the desired position.

4. **Next Block** (or **Ctrl/PgDn**).
5. The first row is the **Jobs Effective Date**.
6. Under the last column, with the heading **NEW VALUE**, key in the Effective Date for the Timesheet ORG change.
 - a. **Note – effective date must be the beginning of a pay period (10th or 25th).**
7. The second row is the **Timesheet Orgn**.
8. Under the last column, with the heading **NEW VALUE**, key in the new Timesheet ORG that this employee will now belong to.
9. **Save** ( or **F10**).
10. Click Options>Submit Transaction.