





NOAEPAF – Work-Study Renewal (WSREN)

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 [POIDEN](#).*
 - a. **Transaction**: Leave Blank
 - b. **Query Date**: Date of information desired (last day of the job that you want to renew)
 - c. **Approval Category**: WSREN (Work-Study Renewal)
 - d. **Approval Type**: WSREN1 (Work-Study Renewal)
 - e. **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 [NOAEPAF](#) form.
 - f. **Suffix**: Defaults for the desired position.

4. **Next Block** (or **Ctrl/PgDn**).
5. The first row should be the **Job Effective Date**
6. Under the last column, with the heading **NEW VALUE**, Key in the Effective Date for the Work-Study Renewal
 - a. **Note - Effective date must be greater than the Last Paid Date AND some day after the end date of the previous Work-Study job.**
7. The second row is **Job Status** and will be pre-filled.
 - a. A (Active)
8. The next row to fill out should be the **Regular Rate**
 - a. If salary is **IS NOT** changing, type the **Current** salary in **New Value** column.
 - b. If salary **IS** changing, type in the **New** salary, in the **New Value** column.
- 9.
10. The fourth row is **Job Change Reason** and will be pre-filled.
 - a. WSR (Work-Study Renewal)
11. The next two rows (Job Begin and End Date) are for information only and WILL NOT need to be filled in.
12. **Save** ( or **F10**).

13. Click Options>Next Action.
14. **Next Block** (or **Ctrl/PgDn**).
15. **Note: Select appropriate query date.** Last day of the job that you want to renew works for most cases. If you are trying to use an index, which is new, then use the effective date of the index code.
16. You can now make a change to Labor Distribution for the renewal (see Labor Distribution cards for instructions)
 - i. Note – Labor Distribution effective must be the same as Work-Study Renewal effective date
17. **Save** ( or **F10**).
18. Click Options>Submit Transaction
 - b. If the Electronic Approvals Error Message (NOIEMSG) form comes up, Hit next block
 - i. You should now see the error(s) that has occurred with this transaction
 - ii. Contact HR operations if you don't understand the error(s)

*NOTE – If error occurs transaction is **NOT** complete*