



NOAEPAF – Grad Asst. Renewal (GREN)

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.*
 - a. **Transaction**: Leave blank.
 - b. **Query Date**: Date of information desired.
 - c. **Approval Category**: GREN (Grad Asst. Renewal).
 - d. **Approval Type**: GREN1 (Grad Asst. 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 Grad Asst Renewal.
 - a. **NOTE - Effective date must be greater than the Last Paid Date AND some day after the end date of the previous Grad Asst job.**
 7. Job Status and Change reason will be defaulted.
 8. The next row to fill out should be the **Annual Salary**.
 - a. If salary is **IS NOT** changing, enter **Current** salary in **NEW VALUE** column.
 - b. If salary **IS** changing, enter **New** salary in **NEW VALUE** column.

9. The next two rows are PAYS and FACTOR.
- a. You have two options:
 - i. If the length of employment is the same as the previous length of employment, fill out pays and factor to be the same as the information that is in the current value column.
 - ii. If the length of employment is different than the previous length, fill out pays and factor to correspond with the new length of employment.
 - b. PAY and FACTOR will always be the same.
 - iii. I.E. Pay 9/ Factor 9.
10. The next two rows (Job Begin and End Date) are for information only and DO NOT need to be filled in.

11. **Save** ( or **F10**).

12. Click Options>Next Action.
13. **Next Block** (or **Ctrl/PgDn**).
14. The first row should be the **Job Effective Date**.
15. Under the last column, with the heading **NEW VALUE**, key in the Effective Date for the termination of the Graduate Assistant appointment.
16. Job Status and Change reason will default.
17. The next two rows (Job Begin and End Date) are for information only and DO NOT need to be filled in.
18. Click Options>Next Action.
19. 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 Grad Asst Renewal effective date.



20. **Save** ( or **F10**).

21. 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.*