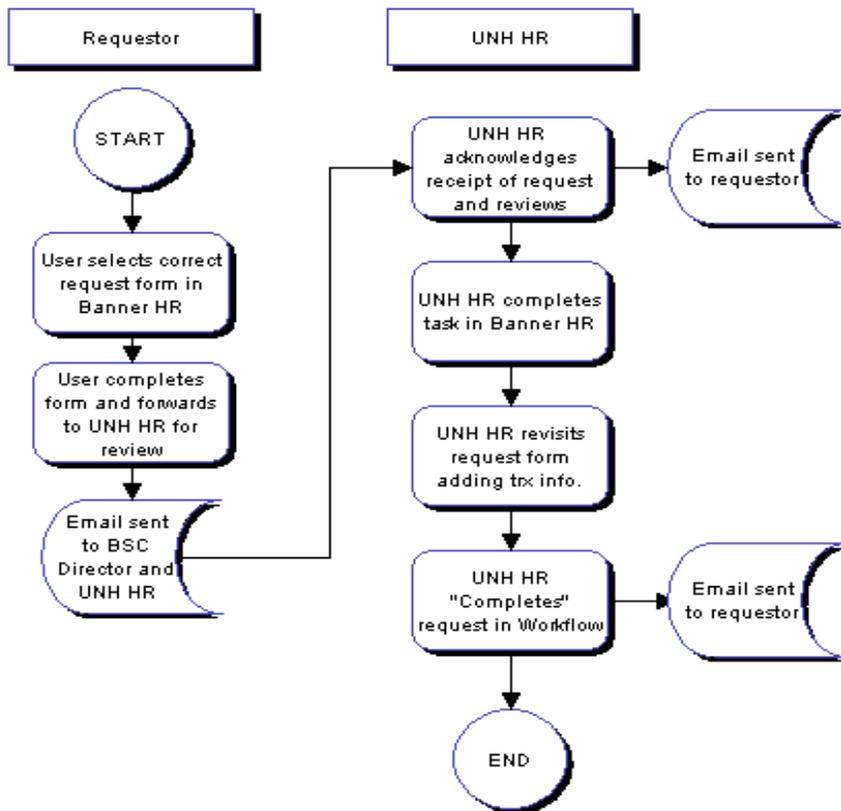


## UNH HR Request Forms for Banner HR Processing

Forms have been set up for BSC's to request transaction processing from UNH HR. The types of items and their form names are:

- Place an employee on leave: **NZALEAV**
- Return an employee from leave: **NZARTNL**
- Move an employee from one position to another: **NZARQMV**
- Move an employee into a CYA position: **NZARCYA**
- Process a bonus, vacation/ET payout or other special one time payment: **NZAPMNT**
- Request a new position to be set up in NBAPOSN: **NZANPOS**
- Request for job changes to non status exempt appointments: **NZACNEA**
- Request termination of a non-status salary appointment: **NZATNSA**
- Request list (to query existing request forms): **NZARLST**

Each of the forms is available in BPRD and can be accessed by anyone with a valid Banner HR ID and the appropriate security. It is required on each of the forms that the requestor specifies the responsible BSC so that the BSC Director is notified of any requests affecting their area. The general request flow is as follows:



**Request forms must be forwarded to UNH HR in sufficient time for the necessary transactions to be processed within Banner in order to meet payroll deadlines. You should allow for a 24 hour turnaround once all documentation is available in UNH HR. For instance, EPAF related requests for a normal pay cycle need to be forwarded to UNH HR by day-end on Thursday prior to the pay period so that the EPAF and associated approvals may be processed within Banner before the Monday AM EPAF deadline. It is also important to check the payroll calendar in case the deadlines have changed due to holidays, etc.**

This document will describe each form in detail, what the user should expect and how to check the status of a request.

## Request for Leave EAPAF – NZALEAV

This form is used to initiate a leave in the Banner HR system for the following circumstances:

- **Leave of absence from department** - Leave of Absence from the Department is by policy definition a leave without pay normally not to exceed a year wherein the employee maintains their position.
- **Leave of absence for Interim Disability** - Leave of Absence for Interim Disability is by policy definition a leave with pay provided to exempt employees or OS who are in the traditional vacation/sick leave program when they are unable to work due to a medical condition that may meet or exceed six months. See USNH Policy. Because the employee retains full pay during the leave, the NBAJOBS status will remain “active.”
- **Leave of absence from Institution** - Leave of Absence from the Institution is by policy definition a jobs termination that provides the employee with re-employment rights but not a return to their former position. See USNH Policy.
- **Leave of absence for professional development – full salary** - Leave of Absence for Professional Development - Full Salary may be offered to qualified staff. Please see USNH policy for further information. Because the employee retains full pay during the leave, the NBAJOBS status will remain “active.”
- **Leave of absence for professional development – half salary** - may be offered to qualified staff. See USNH policy for further information.
- **Leave of absence for sabbatical – full salary** – may be offered to qualified faculty. Please see USNH policy for further information.
- **Leave of absence for sabbatical – half salary** – may be offered to qualified faculty. Please see USNH policy for further information.
- **Leave of absence – medical reason, paid, including FMLA** – employee is using accrued earned time, vacation, and/or sick leave or a qualified medical need. May also include employees’ use of accrued vacation or earned time to care for a spouse/dependent under provision of FMLA. Please see USNH policy for further information.
- **Leave of absence – medical reason, unpaid, including FMLA** – employee is on leave for a qualified medical need that DOES NOT qualify for interim disability and is without accrued leave and is therefore without pay. May also include employee leave to care for a spouse/dependent under provision of FMLA. See USNH policy for further information.

The form is presented as follows. Yellow fields are required.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Request for Leave EAPAF - NZALEAV 5.0 (BTST) form. The form is divided into several sections:

- Requestor Information:** Includes fields for Requestor (DRPROULX), Phone, BSC, and Director. There are also fields for Request No., Request Status, Trans No., Date, and Processed By.
- Employee Information:** Includes fields for Employee ID, Supervisor, Type of Leave, Appr Cat, Leave Type, Job Chng Reason, and Accrue Leave.
- Position Information:** Includes fields for Position, Suffix, Actual Date Leave Begins, and Anticipated Date of Return.
- Comments:** A large text area for entering comments.

Yellow highlighting is used to indicate required fields, including Phone, BSC, Employee ID, Position, Suffix, Actual Date Leave Begins, and Anticipated Date of Return. A "Forward to HR" button is located at the bottom right of the form area.

**Form instructions:**

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director’s name will be populated based on the BSC selected.
4. Enter the employee’s ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee’s last name and first name. You will be presented with all active position and suffix combinations. Select the one that the employee will be put on leave from.
5. Enter employee supervisor (optional)
6. Select the type of leave – see the list in the opening paragraph
7. Select the terms of the leave only if type of leave selected is “LOA from the department” :
  - **Leave without pay with full benefits** – employee is on leave from the department but will be retaining his/her benefits during that period
  - **Leave without pay without benefits** – employee is on leave from his/her position to assume a Current Year Adjustment (CYA) appointment or has been granted an extended leave from the department and has opted to waive benefits during the leave period.
8. Answer Yes or No to the question “Of Benefit to the Institution” if LOA from the Department type of leave is selected
9. Answer Yes or No to the question “Is leave to care for spouse/dependent” if LOA for Medical Reason type of leave options are selected.
10. The position and suffix default when you select the employee. This should be equal to the position/suffix the employee is going on leave from. If not, override with the correct values.
11. Type in the actual effective date of the leave
12. Type in the anticipated return date of the leave
13. Enter any comments that may assist UNH HR in processing the EPAF or any information that you would like reflected in the transaction comments of the EPAF.
14. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to “Pending”. The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for Return From Leave EPAF – NZARTNL

This form is used to request an employee to be returned from leave from Current Year Adjustment (CYA) or other leaves, excluding worker's comp, in the Banner HR system.

The form is presented as follows. Yellow fields are required.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Request for Return from Leave EPAF NZARTNL 5.0 (BTST)

Requestor Information

Requestor DRPROULX

Phone

BSC

Director

Request No

Request Status

Trans No

Date

Processed By

Employee Information

Employee ID

Supervisor

Return from Current Year Adjustment (CYA) Leave?  Yes  No

Effective Date Of Return

Position Returning To

Position

Suffix

CYA Position Returning From

Comments

Forward to HR

Record: 1/1

<OSC>

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director's name will be populated based on the BSC selected.
4. Enter the employee's ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee's last name and first name. You will be presented with all active position and suffix combinations. Select the one that the employee was on leave from.
5. Enter the employee's supervisor (optional)
6. Select Yes or No – Return from Current Year Adjustment (CYA) Leave?
7. Enter the Effective Date of the return from leave. NOTE: For AY Faculty returning from leave Semester II or full year leave, the return from leave date is the beginning of the next AY appointment.
8. The position and suffix to which the employee is returning defaults based on your selection under the Employee Information section. Override if the default is incorrect.
9. If a CYA return, enter the CYA position number and suffix in the CYA Position Returning From box.
10. Enter any comments that may assist UNH HR in processing the EPAF or information that you would like reflected in the transaction comments of the EPAF.
11. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to "Pending". The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for Move EPAF: NZARQMV

This form is used to request an employee move from their current job (position/suffix combination) to a new job (position/suffix) on a permanent basis in the Banner HR system. The specific instances where moves would occur are:

- Promotion for staff (Note: Faculty Promotions are processed through NWACOMP because they are similar to reclassifications where the employee occupational type remains the same)
- Transfers
- Demotions
- Change in FTEBS, which consequently will require a new position to be established
- Permanent increase in percent time
- Permanent decrease in percent time
- Reclassifications resulting in a change in occupational type (i.e., such as reclassification from OS to PAT) which consequently will require a new position to be established
- Change in Contract Dates
- Change in Position Number (i.e., term position becomes permanently funded)
- Change in Work Schedule (Operating Staff only)

The form is presented as follows. Yellow fields are required.

Oracle Developer Forms Runtime - Web

Request for Move EPAF: NZARQMV 5.0 (BTST)

Requestor Information

Requestor: DRPROULX

Phone: [Yellow field]

BSC: [Yellow field]

Director: [Yellow field]

Request No: [Yellow field]

Request Status: [Yellow field]

EPAF

Trans No: [Yellow field]

Date: [Yellow field]

Processed By: [Yellow field]

Employee Information

Employee ID: [Yellow field]

Supervisor: [Yellow field]

Type of Apprmt Moving to: [Yellow field]

Appr Cat: [Yellow field]

Job Change Reason: [Yellow field]

Term: [Yellow field]

New: [Yellow field]

Old position

Position: [Yellow field]

Suffix: [Yellow field]

New position

Position: [Yellow field]

Salary/Rate: [Yellow field]

Fund: [Yellow field]

Suffix: [Yellow field]

Timesheet Org: [Yellow field]

Org: [Yellow field]

First Day: [Yellow field]

FTE: [Yellow field]

Account: [Yellow field]

Less Than Full FY Appt?  Yes  No

Worksched Code: [Yellow field]

Program: [Yellow field]

Activity: [Yellow field]

New Operational Title: [Yellow field]

New Campus Address: [Yellow field]

Comments: [Yellow field]

Forward to HR

Record: 1/1

<OSC>

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director's name will be populated based on the BSC selected.
4. Enter the employee's ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee's last name and first name. You will be presented with all active position and suffix combinations. Select the position/suffix that the employee is moving from.
5. Enter Employee Supervisor (optional)
6. Select the type of appointment the employee is moving to. Options are:

- Operating Staff (100%)
  - Operating Staff (Less than 100%)
  - Exempt Staff (100%)
  - Exempt Staff (Less than 100%)
  - Academic Year Faculty
  - Fiscal Year Faculty
7. Select the Job Change Reason for the move. Options are:
    - Promotion for staff
    - Transfer
    - Voluntary demotion
    - Demotion for cause
    - Change in FTEBS
    - Permanent Increase/Decrease in %
    - Reclassification to new occupational type
    - Change in contract dates
    - Change in position number
    - Change in work schedule (OS only)
  8. The old position and suffix default based on the selection you made under the Employee Information section. Override with the correct one if the default is not the one the employee is moving from.
  9. Enter the new position number and suffix. If one has not been established, type in NEW
  10. Enter the effective date of the move in the First Day field
  11. Answer Yes or No to the question “Less than Full FY Appt”. Answer ‘Yes’ if the appointment is scheduled for less than a full fiscal year (an example is a staff who works during the academic year only). Answer No if the appointment is normally a full fiscal year – 7/1-6/30.
  12. If the answer to the question “Less than Full FY Appt” is Yes then enter the last day of the year the employee is scheduled to work in this appointment.
  13. Enter the annual salary if non OS or the hourly rate if OS for the new position in the Salary/Rate field
  14. Enter the time sheet org of the new position
  15. Enter the FTE value of the new position
  16. Enter the workschedule code if OS for the new position
  17. Enter the foapal – fund, org, account, activity for the new position
  18. Enter the new operational title if appropriate
  19. Enter the new campus address if different from the old position
  20. Enter any comments that may assist UNH HR in processing the EPAF or information that you would like reflected in the transaction comments of the EPAF.
  21. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to “Pending”. The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for CYA EPAF: NZARCYA

This form is used to request an employee be moved from a status position into a Current Year Adjustment (CYA) position. CYA positions are used in the following instances:

- The employee is assuming a temporary upgrade that meets or exceeds 6 months
- The employee is assuming an interim role that meets or exceeds 6 months
- The employee is assuming a temporary reduction in percent time that meets or exceeds 6 months
- The employee is assuming a temporary increase in percent time that meets or exceeds 6 months

The form is presented as follows. Yellow fields are required.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'Request for CYA EPAF: NZARCYA 5.0 (BTST)' form. The form is divided into several sections: Requestor Information, Employee Information, Old position, and New position. The Requestor Information section includes fields for Requestor (DRPROULX), Phone, BSC, and Director. The Employee Information section includes Employee Id, Supervisor, Type of Appntmnt Moving to, Appr Cat, Job Chng Reason, Leave Reason, Leave Type, and CYA Reason. The Old position section includes Position, Suff, and Salary/Rate. The New position section includes Position, Suffix, First Day, Anticipated Ret Date, Salary/Rate, Timesheet Org, FTE, Worksched Code, Fund, Orgn, Account, Program, and Activity. A 'Forward to HR' button is located at the bottom right. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director’s name will be populated based on the BSC selected.
4. Enter the employee’s ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee’s last name and first name. You will be presented with all active position and suffix combinations. Select the position/suffix that the employee is moving from.
5. Enter Employee Supervisor (optional)
6. Select the type of appointment the employee is moving to. Options are:
  - Academic Year Faculty – AAUP
  - Academic Year Faculty/Librarians
  - Fiscal Year Faculty – AAUP
  - Fiscal Year Faculty/Librarians
  - Operating Staff (100%)
  - Operating Staff (Less than 100%)
  - Exempt Staff (100%)
  - Exempt Staff (Less than 100%)

7. Select the Job Change Reason for the move. Options are:
  - Interim Appointment (greater than or equal to 6 months in duration)
  - Temporary Increase in Percent Time (greater than or equal to 6 months in duration)
  - Temporary Decrease in Percent Time (greater than or equal to 6 months in duration)
  - Temporary Upgrade (greater than or equal to 6 months in duration)
8. The old position and suffix default based on your selection under the Employee Information section. Override with the correct one if the default is not the one the employee is moving from.
9. Enter the new position number and suffix. The position number should begin with UA as the first two characters designating a CYA position. If one has not been assigned, type in NEW
10. Enter the effective date of the move in the First Day field
11. Answer Yes or No to the question “Less than Full FY Appt”. Answer ‘Yes’ if the appointment is scheduled for less than a full fiscal year (an example is a staff who works during the academic year only). Answer No if the appointment is normally a full fiscal year – 7/1-6/30.
12. If the answer to the question “Less than Full FY Appt” is Yes then enter the last day of the year the employee is scheduled to work in this appointment.
13. Enter the anticipated last day of the temporary assignment in the Anticipated Return Date field.
14. Enter the annual salary if non OS or the hourly rate if OS for the new position in the Salary/Rate field.
15. Enter the time sheet org of the CYA position
16. Enter the FTE value of the CYA position
17. Enter the workschedule code if OS for the CYA position
18. Enter the foapal – fund, org, account, activity for the CYA position
19. Enter the new operational title if appropriate
20. Enter the new campus address if different from the old position
21. Enter any comments that may assist UNH HR in processing the EPAF or information that you would like to have reflected in the transaction comments of the EPAF.
22. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to “Pending”. The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for One Time Payment: NZAPMNT

This form is used to request a one time payment to a UNH employee. One time payments are defined as follows:

- **Vacation Payouts** are provided to employees who are terminating a status appointment that has accrued exempt employee vacation. The employee may be ending service to USNH or simply moving from one occupational type that earns vacation to one that doesn't, (i.e., PAT moving to AY Faculty).
- **Earned Time/Traditional Vacation Payouts** are provided to employees who are terminating a status appointment that have accrued earned time or traditional vacation through their Operating Staff appointment. The employee may be ending service to USNH or simply moving from one occupational type that earns earned time/traditional vacation to one that doesn't, (i.e., OS moving to PAT).
- **Bonuses** are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment, or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information. Bonuses can be awarded against the employee's base position if it is deemed that full benefits should be awarded against the payment, otherwise against a RC unit's non status exempt position.
- **Awards** to status employee are one-time payments processed for status employees who receive an "Award" such as annual Distinguished Teacher awards at the campuses.
- **Separation Incentive Program (SIP) Payments** are provided to employees who are terminating their service from USNH under a formal separation agreement.
- **Additional Retirement Contribution (ARC) Payments** are processed by [the System Benefits Office](#) for those terminating employees who have elected the ARC benefit as opposed to retiree medical and qualify for a lump sum payment under the ARC guidelines.
- **Retroactive Payments** are one time payments to compensate the employee for retroactive longevity, shift premium and regular earnings. These appointments are processed against the employee's base position.

The form is presented as follows. Yellow fields are required.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the form 'Request for Special Payment EPAF NZAPMNT 5.0 (BTST)'. The form is organized into several sections:

- Requestor Information:** Includes fields for Requestor (DRPROULX), Phone (yellow), BSC (yellow), and Director.
- Request Details:** Includes Request No., Request Status, Trans No., Date, and Processed By.
- Employee Information:** Includes Employee ID (yellow), Supervisor, Expected Paycheck Date (yellow), Special Payment Type (yellow), Appr Cat, Position, and Earn Code.
- Position Information:** Includes Position (yellow), Suffix (yellow), and Payment Amount (yellow).
- FOAPAL:** Includes Fund (yellow), Org (yellow), Account (yellow), Program, and Activity (yellow).
- Other Fields:** Includes New Forwarding Address and Comments.

A 'Forward to HR' button is located at the bottom right of the form area. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

**Form instructions:**

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director’s name will be populated based on the BSC selected.
4. Enter the employee’s ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee’s last name and first name. You will be presented with all active position and suffix combinations. Select the position/suffix that the special payment should be applied against.
5. Enter the employee’s supervisor (optional)
6. Enter the desired check date of the one time payment in the Expected Paycheck Date field
7. Select the Special Payment Type by clicking on the down arrow
8. The employee’s position and suffix default when you select the employee. Override with the correct one if the default is not employee’s primary status position
9. Enter the value of the one time payment – how much (in dollars) is due to the employee.
10. Enter the new forwarding address if known and if the employee is no longer maintaining a campus address.
11. Enter any comments that may assist UNH HR in processing the EPAF or information that you would like reflected in the transaction comments of the EPAF.
12. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to “Pending”. The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**Supporting documentation instructions:**

- When requesting a vacation/ET payout for those employees whose leave time is not maintained in Banner, the time and attendance record needs to be sent to UNH HR. The EPAF will be processed once this record is received by UNH HR.
- If the ET payout is the result of an OS transferring to a PAT position and there are excess hours after the hours are converted to days, then a completed ET to Vacation Time Conversion Form needs to be forwarded to UNH HR. The EPAF for the payout will be processed upon receipt of this form.
- Bonuses that are separate from USNH salary guidelines require written approval from the AVP HR. This written approval may be in the form of a letter or email.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for New Position: NZANPOS

This form is used to request a new position to be set up in NBAPOSN. This request is only necessary for positions that are not resulting from the classification process.

The form is presented as follows. Yellow fields are required.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'Event Function Form NZANPOS 5.0 (BPRD)'. The form is divided into sections: Requestor Information, Position Information, and Comments. The Requestor Information section includes fields for Requestor (NGASKILL), Phone, BSC, and Director. The Position Information section includes fields for Position, Category, Home Org, Effective Date, Position Class, Title, Classification Number, Employee Class, and Workschedule Code. There are also radio buttons for 'This is' with options: Kronos Position (3K), FAMIS position (3F), and Non Kronos/FAMIS position. A 'Forward to HR' button is located at the bottom right of the form. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director's name will be populated based on the BSC selected.
4. In the Position Information section, select the type of position being requested by clicking on the down arrow in the Position Category field.
5. The Category Code will populate based upon the Position Category selected.
6. Enter the Home Org in which the position is to be assigned. You may search for valid values by double clicking in the field.
7. Enter the first day the position should be in effect. This date needs to be at least the day before the person's first day of work.
8. Enter the Position Class Code. Valid codes may be found by double clicking in the field.
9. Enter the Title of the new position (maximum of 30 characters)
10. Enter the appropriate Employee Class (ECLS). Valid values may be searched by double clicking in the field.

11. If applicable, enter the workschedule code. You may obtain a list of valid values by double clicking in the field. Details of the workschedule may be found on NTRWKSH. If you do not find an appropriate workschedule code, contact Payroll to request that one be established.
12. Identify whether this is a Kronos, Famis, or Non Kronos/Famis position by clicking on the appropriate radial button.
13. Enter any comments that may assist UNH HR in creating this position.
14. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to "Pending". The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and create the new position.
2. UNH HR will log into the form and note the position number, processing date and who created the position.
3. UNH HR will then "Complete" the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the position reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for Job Change to Non-status Exempt Appointment: NZACNEA

This form is used to request changes to an existing non-status exempt job. Please note that changes to non-status **hourly** jobs, excluding college work study, are processed by the BSC, not UNH HR.

The form is presented as follows. Yellow fields are required.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Request for Job Changes to Non-status Exempt Appointments NZACNEA 5.0 (BPRD)

Requestor Information

Requester NGASKILL

Phone

BSC

Director

Request No

Request Status

Trans No

Date

Processed By

Employee Information

Employee ID

Position

Suffix

Change Information

Effective Change Date

Job Change Reason

Change Reason Code

Job Type

Job Status

Title

Timesheet Org

Supervisor Id

Contract Begin Date

FTE

Job ECLS

Contract End Date

Sub-classification

Daily Rate

Contract Number

Workers Comp Code

Comments

Forward to HR

Record: 1/1

<OSC>

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director’s name will be populated based on the BSC selected.
4. Enter the employee’s ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee’s last name and first name. You will be presented with all active position and suffix combinations. Select the one that needs the job change.
5. The position and suffix default based on your selection under the Employee Information section. Override if the default is incorrect.
6. Type in the actual effective date of the change
7. Select the Job Change Reason by clicking on the pull-down arrow and clicking on the appropriate reason for the change.
8. Enter the **new value** of **only** the fields that are changing. You may view a list of values for those fields that are highlighted in blue.
9. Enter any comments that may assist UNH HR in processing the EPAF or any information that you would like reflected in the transaction comments of the EPAF.

10. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to "Pending". The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then "Complete" the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Request for Termination of Non-status Salary Appointment: NZATNSA

This form is used to request that a job (position/suffix) be terminated for a non-status salary appointment.

The form is presented as follows. Yellow fields are required.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Request for Termination of Non-status Salary Appointment EPAF NZATNSA 5.0 (BPRD)

Requestor Information

Requestor NGASKILL

Phone

BSC

Director

Request No

Request Status

EPAF

Trans No

Date

Processed By

Employee Information

Employee Id

Termination Information

Position

Suffix

Termination Date

Comments

Forward to HR

Record: 1/1

<OSC>

### Form instructions:

1. Your username defaults when you access the form.
2. Type in your work phone number so that UNH HR can contact you if there are questions.
3. Select the BSC you are making the request for – the BSC Director’s name will be populated based on the BSC selected.
4. Enter the employee’s ID or select the employee ID by clicking on the flashlight. In the window you can type in the employee’s last name and first name. You will be presented with all active position and suffix combinations. Select the one that the employee will be terminating from.
5. The position and suffix default based on your selection under the Employee Information section. Override if the default is incorrect.
6. Enter the Termination Date, which should be the last day the employee will be working in that job.
7. Enter any comments that may assist UNH HR in processing the EPAF or information that you would like to have reflected in the transaction comments of the EPAF.
8. Click on the Forward to HR button. When the Forward to HR button is clicked a message box will appear telling the user that the request was saved and forwarded for approval. A request number is then assigned and the Request Status changes to “Pending”. The requestor, responsible BSC Director and UNH HR receive email messages notifying them of the request.

**UNH HR Processing:**

1. After receiving the email notification, UNH HR will review the request form and process the EPAF including an FYI to the requesting BSC Director on the EPAF routing.
2. UNH HR will log into the form and note the EPAF number, processing date and who processed the EPAF on the original request form.
3. UNH HR will then “Complete” the request which sends email notification to the requestor and the responsible BSC Director notifying them that the action has been completed.

**Please Note:** If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information, no changes to the Request Form can be made once it has been forwarded to UNH HR.

## Checking the Status of a Request

There are a couple of ways to check the status of a request. The requestor and BSC Director will receive confirmation emails informing them of receipt and completion by the UNH HR Office. In addition, the user can go into the individual request form, enter in the request number you are checking the status on, click Next Block. The Request Status will either show Pending if it is currently being worked on by UNH HR or Completed if the EPAF has been processed by UNH HR. If you do not know the specific request form ID and need to search the database, use the Look Up Form, NZARLST.

## Look Up Form: NZARLST

This form is used to search the system for a request form that has already been entered. The form is helpful in identifying the status of a particular request.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

List of Lookup Tables NZARLST 5.0 (BPRD)

List of requests

BSC

Last changed

By User  Timestamp

Processing

Trans No  Date

By

Request ID	Request Type	Request Status	Requested By	Phone

Error Msg

Comments

Open request

Record: 1/1 ... <OSC>

### Form instructions:

1. Select Query Enter (F7) BEFORE entering any information into the form
2. To search, enter in a value in the field(s) you would like to base your search on. You may use the percent sign (%) as a wildcard if you do not know the entire value of the field(s). The more values you enter, the more you will narrow your search.
3. Or, you may search by Request Type or Request Status by clicking on the arrows to the right of those fields and then clicking on your selection.
4. To display results, select Query Execute (F8).
5. Once the results are displayed, if you would like to see the actual Request Form, double click on the applicable line containing the form you would like to see. Or, you may select Open Request while your cursor is on the line containing the form you would like to view.

6. To execute another search, select Query Enter (F7) to receive a blank form and repeat steps 2 through 5.

Note: If you receive the message: "Field is protected against update" try selecting Query Enter (F7) before entering in the field.

### **Changing or Canceling a Request:**

If the form has been submitted to UNH HR and the initiator or BSC director needs to either cancel the request or make changes to it, an email should be sent to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu). Other than the EPAF reference information and the comments field, no changes to the Request Form can be made once it has been forwarded to UNH HR.

### **Needing Assistance with Processing a Request**

If you need assistance with these forms, contact the Banner HR Help Desk by completing the Web form at [http://www.unh.edu/helpdesk/banner/howto\\_bannerhr.html](http://www.unh.edu/helpdesk/banner/howto_bannerhr.html) or call 862-4242. If you would like to follow up with your request, send an email to [Banner.HR.Office@unh.edu](mailto:Banner.HR.Office@unh.edu).