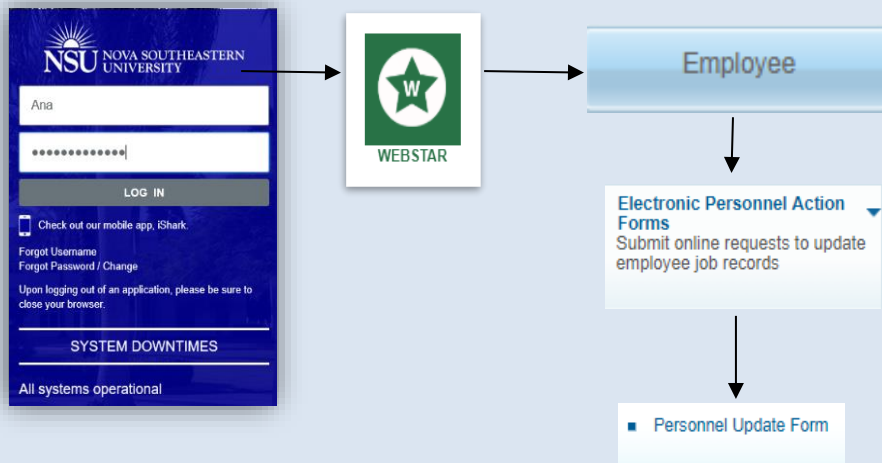


PAF- Job Reclassification - Quick reference Guide

1. Personnel Update Form access

The electronic version of the Personnel Update form is intended to streamline updates to active employee records by use of Banner Workflow/EPAF automation for regular employees, student employees, and temporary employees, and to provide status notifications to the originator from begin to end of the transaction.

Note: Google Chrome is the required browser for this form



Personnel Update Form Access:

- 1- Open Google Chrome
- 2- Go to <http://SharkLink.nova.edu>.
- 3- Type Username, Password and click the Log In button
- 4- Click on WEBSTAR
- 5- Click on the Employee button → Electronic Personnel Action Forms → Personnel Update Form:
 - a. Type the Employee NSU ID
 - b. Verify the employee name is correct
 - c. Select the Job (the employee can have more than one job) and verify the Type, Position, Suffix, Title, TS Organization Department, Start Date, End Date, Last Paid Date, Status TB, and Grade are correct
 - d. Review the Current Labor Distribution (Banner NBAJOBS)
 - e. Select Job Reclassification in the Proposed Action section

2. Fill out Job Reclassification

The Proposed Changes to Job Reclassification dynamic section is displayed when the originator checks this box in the Proposed Action(s) section.

Job Reclassification

Proposed Changes to Job Reclassification

*If this Reclassification includes Labor Distribution, Scheduled Hours, and/or Pay Rate changes, please be sure to check all the applicable checkboxes from the Proposed Action(s) section above.

*If you have not received the PRC approval email and/or the position information listed below is not correct, please contact HR Compensation team hrcompensation@nova.edu prior to submitting this request.

| | |
|---------------------------------|----------------|
| Current Scheduled Weekly Hours: | 37.5 |
| New Title: | HRIS Analyst I |
| New Grade: | 85 |
| New Table: | EX |

* I verify that all position information above is correct.

The following information is displayed directly from Banner from NBAJOBS and NBAPOSN

- 1- Current Scheduled Weekly Hours (Hours per Pay/2) - NBAJOBS
- 2- New Title - NBAPOSN
- 3- New Grade - NBAPOSN
- 4- New Table - NBAPOSN

Check the box "I verify all position information above is correct."

Remember: Before you check the box, verify that all the information is correct accordingly to the PRC approved job reclassification.

If you have not received the PRC approval email and/or the position information listed in the form is not correct; **please contact HR Compensation team hrcompensation@nova.edu prior to submitting this request.**

3. Attachments

Attachments

- * New Contract/Supporting Documentation: [Attach](#)
- * Recalc Sheet [Attach](#)
- * Signed Job Description: [Attach](#)
- * Grant Funded Agreement: [Attach](#)
- Updated Resume: [Attach](#)
- Official Transcript: [Attach](#)

For all positions:

- 1- Signed Job Description: mandatory for all job reclassifications - pdf format only
- 2- Grant Funded Agreement: mandatory if any portion of the position is grant funded – except for grades 55 or 58 - pdf format only
- 3- Updated Resume: optional - pdf format only
- 4- Official Transcript: optional - pdf format only

Additional attachments for Faculty and Administrative Faculty positions only:

- 1- New Contract/Supporting Documentation - pdf format only
- 2- Recalc Sheet – pdf or Excel format

Additional attachments for Teacher positions only:

- 1- Recalc Sheet– pdf or Excel format

4. Completing the Retroactive Changes (Details)

This is a Dynamic grid, and only displays when the user (originator) enters a retroactive New Effective Date (new effective date is on or before the employee's Last Paid Date).

Retroactive Change(s) Details

Based on the Effective Date you entered, a retroactive change is required.

Enter comments for Payroll.*

For Retroactive Labor Redistribution(s) only:

Attach redistribution spread instructions for Payroll (include all affected pay periods): [Attach](#)

“IMPORTANT” Enter end date only if the proposed changes to labor distribution end before the current pay period. If no end date is entered, the proposed changes will affect the current and future payrolls.

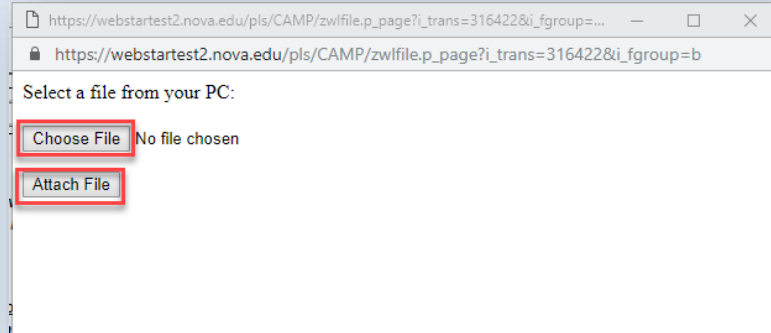
Labor Redistribution End Date:

For Retroactive Labor Redistribution(s) only:

Attach redistribution spread instructions for Payroll (include all affected pay periods) [Attach](#)

[bannershortcutkeysquickreference.pdf](#)

[View](#) [Delete](#)



All retroactive distributions are manually handled by the Payroll Department after the regularly scheduled payroll is processed and a separate email notification is sent out to the originator upon completion.

Section 1: Enter comments for Payroll field

This is a mandatory field that should include special instructions needed for Payroll to process the request correctly; including pay #s, org #s along with corresponding percentages, etc.

Section 2: For Retroactive Labor Redistribution(s) only

This section allows the originator to attach an excel spread sheet detailing what the spread should be if the effective date of the retroactive request begins and/or ends in the middle of a pay period.

Payroll is unable to set the spread by day, so the spread needs to be calculated for the entire pay period.

Sample Labor Redistribution spread:

For example, the spread information should look like for the pay period if the changes do not start at the beginning and or does not continue to the end of a pay period.

| | |
|-------------------|---|
| Pay #: 4 | Index # & %: 331XXX-50%/333XXX 50% |
| Pay #: 5-7 | Index # & %: 331XXX-100% |

How to attach a document:

- 1- Click on the Attach button (next to Attach redistribution spread instructions for Payroll)
- 2- Click on the Choose File button (another window opens)
- 3- Select the file from your computer
- 4- Click on the Attach File button

5. Completing the Changes to Home and/or Check Distribution Org/s

- 1- **The Employee's Home Org** controls the employee's location in SharkTalent
- 2- **The Employee's Check Distribution Org** controls the employee's location in SharkTime
- 3- **The Employee's Job Location** indicates the physical work location of the employee

Remember: avoid using orgs that start with a 3* as they often expire.

Changes to Home and/or Check Distribution Org(s)

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Controls the employee's location in SharkTime. Please avoid using orgs that start with a 3* as they often expire.

| Item | Current value | New Value |
|---|-------------------|-----------|
| Employee's Home Org (SharkTalent) | 113406 | |
| Employee's Check Distribution Org (SharkTime) | 113406 | |
| Employee's Job Location | 02TOWE-Tower Bldg | |

****IMPORTANT**** Enter end date only if the proposed changes to labor distribution end before the current pay the current and future payrolls.

Labor Redistribution End Date:

Changes to Home and/or Check Distribution Org

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Please avoid using orgs that start with a 3* as they often expire.

| Item | Current value | New Value |
|---|-------------------|-----------|
| Employee's Home Org (SharkTalent) | 113406 | |
| Employee's Check Distribution Org (SharkTime) | 113406 | |
| Employee's Job Location | 02TOWE-Tower Bldg | |

01ADMS - Administrative Services Bldg
 01ASLI - Sherman Library Bldg
 01CCCR - Ctr for Collaborative Research
 01COMM - The Commons Res Hall Bldg
 01CSUP - Campus Support Bldg
 01DAUE - USchool Dauer Bldg (Middle)
 01DENT - Dental Medicine Bldg
 01DESA - Carl DeSantis Bldg
 01DTUC - Don Taft Univ Center Bldg
 01EPST - Epstein Arts Bldg
 01F100 - Family Center Bldg 100
 01F200 - Family Center Bldg 200
 01HORV - Horvitz Bldg
 01HPD1 - HPD Assembly 1 Bldg
 01HPD2 - HPD Assembly 2 Bldg
 01HPDA - HPD Auditoriums Bldg
 01LGOO - Leo Goodwin Hall Bldg
 01LILA - HPD Library/Lab Bldg
 01LOWE - USchool Lower Bldg

The **Current Value** in Banner is displayed for all three fields. To update this information, please enter/select from a drop-down the updated information in the **New Value** column:

- 1- Enter new value for Employee's Home Org (SharkTalent)
- 2- Enter new value for Employee's Check Distribution Org (SharkTime)
- 3- Select Employee's Job Location

6. Position Funds Transfer (PFT) Approval Information

This dynamic section is displayed for any personnel updates unless the current and proposed changes to labor distribution are 100% funded by orgs that start with the number 3.

If a PFT form is required, it must be submitted and approved prior to submitting a personnel update request, as in the current paper process.

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted?

Enter Approved PFT# (Approved thru the PFT Workflow)

OR, Enter Transfer Effective Date of Budget Approved PFT (If approved outside the PFT Workflow)

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted?

A PFT was not submitted so this request will be routed to the Budget Office for their review. Please enter a comment: *

Initially, the user is asked whether a PFT was submitted: **Was a PFT submitted? Y/N**

Then, the user (Originator) should select one of the following answers:

- If **Yes** is selected, the form displays two fields, one of them being mandatory to complete:
 - **Enter Approved PFT # (Approved thru the PFT Workflow)** – information will be automatically validated against the PFT Workflow (**once in Production**)
 - **OR, enter Transfer Effective Date of Budget Approved PFT (If approved outside the PFT Workflow)** – enter the Transfer Effective Date from your paper PFT once approved by Budget
- If **No** is selected, the form displays a mandatory field and the request is routed to the Budget Office for their approval:

A PFT was not submitted so this request will be routed to the Budget Office for their review. Please enter a comment:

7. Office of Sponsored Programs Policy Attestation

This dynamic section is displayed in the form, when any Sponsored Program orgs are involved in the request (orgs have “CAG” in their Location field in Banner).

Office of Sponsored Programs Policy Attestation.

This change affects a Sponsored Program. Per the Office of Sponsored Programs Policy: "It is the responsibility of the College/Center to obtain and maintain documentation of Principal Investigator/Project Director review and approval prior to forwarding to the Office of Human Resources".

* I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity.

1- Check the attestation Check box **“I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity. “**

8. Submit and Cancel button



Remember: If you submit the form before selecting options or checking the sponsored programs attestation box the system will display a warning pop-up and not allow you to submit the Personnel Update form

9. Informational/Task Notification Emails



The Personnel Update form/workflow sends **informational emails** along the process to the **originator** every time the request is approved or denied, and once the process is completed.

The emails contain the following subject lines:

- 1- Submitted: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
- 2- Update: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #
- 3- Processed: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

All emails contain all the information supplied in the Personnel Update form by the originator.

The Personnel Update form/workflow will also send **task notification emails** to each **approver** requesting their review and approval.

The emails contain the following subject line:

- 1- Action Required: PAF LD Update for Center XX – last name, first name (N#) - Effective dd/mm/yyyy – Position #-Suffix #-EX or NE Grade #

Remember: if a task is denied by error, the request will be terminated, and the originator will need to submit a new Personnel Update Form to start the process again