- 1. Go to Sharklink: <u>https://sharklink.nova.edu/</u>
- 2. On the dashboard click on Self Service Banner

← → Ø 😨 https://	sharklink.nova.edu										
🖪 Banner - Nova Sout 🔘 Ap	plication Navigator 🛛 🔶 My Pag	geUpPeople 📘 Test Platforms	🗢 PageUp UAT	Banner Workflow 8	Banner Workflor	w 8 🖒 Sharklink	C Dashboard   Cascad	2022_Payroll_Calen	SharkTime	OHR Document Ma	
SHARKLINK	MY SITES -										
Navigation =	My NSU										
🕋 Home	My NSU / Home										
L My Account	Good Morning										
🖆 Payroll	N# ······ Ø	>							<b>\</b>		
IR Human Resources											
* Student Resources			_	_		_		_		_	
<b>L</b> NSU Compliance Hotline			$\bigcirc$			$\odot$	Job 🗶 🚺	<b>3</b> 🐵	Self SERVICE Banner		6
盒 University Resources		EMAIL	SHARKTIME	OFFICE 365	NSU CAREERS	APPCENTRAL	JOBX CAN	VAS BANNER 9	SSB	RECRUIT	
o						3122001			(112231)		

- 3. Enter your AD credentials.
- 4. Click on the "Employee" selection.

<b>NSU</b> Florid	da		-	-	
Browse	aa				
Welcome,	, t	to Self-Service	e Banner!	•	
Personal Information View or update your address(es), phone number(s), e-mail contact (or), e	Alumni Services	Student Register for classes; Display your class schedule; View your holds; Display your boy activation: Conference of the artificial classification of the artificial classification of the payments i.e., tution & fees; Pertineve Las information (1096-T); Graduation Application payment.	Financial Ald View your overall status; web avards; accept, modify, or decline award checkbedie; yew thimschall and history, view financial aid history, view financial aid over outstanding resources.	Employee View your benefits information. Errol in Benefits, View your lears that, or tv/S citors, View your Vi-4 information. Note: This informs, View your Vi-4 information is available back to January Note: This information is motion was implemented in the second second motion of the second second motion of the s	Finance Create or review financial documents, budget information, approvals.

5. Click on "Electronic Personnel Action Forms"> selections will appear> click on "Supervisor Change, Terminate Job/Employee"

Student Financial Aid	Employee	Finance	
Employee Self Service Pay Information, Benefits and Deductions, Earnings, Tax Information, Job and Employee Summary, Leave Balances	Benefits and Deductions View your retirement plans, Health insurance information and Flex s Ang accounts.	Time Off Current Balances and History	Tuition Waive Tuition Waive
University Assets This section includes those forms the are mainted by the Office of Fun occial of Bons, and are accessible by an employees.	Electronic Personnel Action Forms Submit online requests to update employee job records	Action Item Review -	Faculty Loa Compensat
<ul> <li>Supervisor Change, Terminate Job/Employee</li> </ul>	Personnel Update Formation	m Special Pay	ment Form
<ul> <li>Workflow Reports</li> </ul>	<ul> <li>Employee Urgent Dep Form</li> </ul>	rovisioning	

6. Enter employee information and select Approval Category, "Update Employee Job Location, JBLNUP"> click **GO** 

## **NSU** Florida

	Browse
$\triangleleft$	Personal Information   Alumni Services   Student   Financial Aid Employee
Ν	New EPAF Person Selection
	Home > Supervisor Change, Terminate Job/Employee
	* - indicates a required field. ID: * N
	Query Date: MM/DD/YYYY* 02/12/2024
N	Approval Category: * Update Employee Job Location, JBLNUP 🗸
	Go

- 7. Enter the New Value from the drop down and enter User Name for the Approval Level, BANUC4 (if not entered already)
- 8. Scroll up and click SAVE

<b>ISU</b> Fk	orida				
Browse					
Enter the informati	on for the EPAF a	nd either Save or Submit.			
Name and ID: Transaction: Transaction Status: Approval Category: Save	Update Employ	vee Job Location, JBLNUF	Query Date: Last Paid Date:	02/12/2024 02/02/2024	
Approval Types  Rou	ting Queue 🔳 Con	iments  Transaction History	,		
New EPAF EPAF O	iginator Summary				
Return to EPAF Menu					
Jump to Bottom	ured field				
Update Employee J	ob Location				
Item CL Location Code: * 0210	rrent Value )WE, Tower Bldg	New Value	rirtual Office	<u> </u>	
Routing Queue					
Approval Level		U	ser Name		
99 - (HR) Human Res	ources	Q	BANUC4		BANUC4 BANUC4
		Q			

9. You will see a message "Your change was saved successfully", then click Submit

## **NSU** Florida

Browse								
Personal Information   Alumni Services   Student   Financial Aid Employee   F								
Electronic Pe	ersonnel Action For	m						
Home > Electron	nic Personnel Action Form							
Your change was sa	Vour change was saved successfully.							
Name and ID:	Eileen Rodriguez, N01380313							
Transaction:	452399	Query Date:	02/12/2024					
1. saction Status:	Waiting	Last Paid Date:	02/02/2024					
Appro: ategory:	Update Employee Job Location, JBLNUP							
Save Submit	Delete							

10. You will see a message "The transaction has been successfully submitted."

<b>NSU</b> FI	orida							
Browse								
Personal Informat	ion   Alumni Services   Student   F	inancial Aid E	mployee Finance					
Electronic F	ersonnel Action For	m						
←   Home > Elect	onic Personnel Action Form							
The transaction h	The transaction has been successfully submitted.							
Enter the information for the EPAF and either Save or Submit.								
Name and ID:	Eileen Rodriguez, N01380313							
Transaction:	452399	Query Date:	02/12/2024					
Transaction Status	Approved	Last Paid Date:	02/02/2024					
Approval Category	Approval Category: Update Employee Job Location, JBLNUP							

11. Banner PEAEMPL is updated automatically. There are no notifications sent with this EPAF.