NOAEPAF – Timesheet ORG Change (ORG)

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.
   b. Transaction: Leave Blank
   c. Query Date: Date of information desired
      i. Note – you can use today’s date as a default.
   d. Approval Category: ORG (ORG Change)
   e. Approval Type: ORGTS (Timesheet ORG Change)
   f. 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 the NOAEPAF form.
   g. Suffix: Defaults for the desired position.
4. Next Block (or Ctrl/PgDn).
5. The first row is the Jobs Effective Date.
6. Under the last column, with the heading NEW VALUE, key in the Effective Date for the Timesheet ORG change.
   a. Note – effective date must be the beginning of a pay period (10th or 25th).
7. The second row is the Timesheet Orgn.
8. Under the last column, with the heading NEW VALUE, key in the new Timesheet ORG that this employee will now belong to.
9. Save ( or F10).
10. Click Options>Submit Transaction.