

## Chart V NBAJOBS Update Effective 6/17/18

Chart V goes into effect 7/01/18, but the last payroll of FY18 (UI14, 6/17/18 – 6/29/18) will be posting in FY19. We are required to change all NBAJOBS records for active employees effective 6/17/18 to Chart V.

Please be sure someone will be available within your college/unit the last two weeks of June for Chart V mapping questions and EPAF processing.

We will run a mass EPAF process which will create a labor distribution change EPAF within NBAJOBS effective 6/17. Current chart 9 orgs as of 6/17 will be converted to the corresponding Chart V index.

Examples of situations:

- As of 6/17, Jill Robertson's NBAJOBS org is XFX009. This maps to 666999 within Chart V. UI14 payroll will post to 666999. This is great!
- As of 6/17 Joe Vandal's NBAJOBS org is XFX009. This maps to 666999. The Budget Office created Chart V index 666998 and will want UI14 to post to 666998 not 666999. Banner will not know this since XFX009 maps to 666999. A labor distribution change EPAF will be required by the department to change the index to 666998.
- As of 6/17 Jane Vandal's NBAJOBS org is IMK777 and it does not map to Chart V. An EPAF done by the department will need to be processed. You will be notified of this.

There will be an opportunity to ensure correct indexes will be used effective 6/17.

- Process EPAFs effective 6/18 on Chart V. After we run our mass EPAF process which will *tentatively* be 6/25, labor change EPAFs effective 6/18 can be processed to correct Chart V indexes for UI 14 only. We will announce when these can be processed.
  - Any corrections for UI14 6/17/18 – 6/30/18 will need to be originated *tentatively* on 6/28- 6/29 and approved by 6/29 at 3:00 pm. \*\*These dates are subject to change depending on the Chart V transition process.
  - Any corrections for mapping issues (i.e. Chart 9 does not map to a Chart V index) UI14 6/17/18 – 6/30/18 will need to be originated *tentatively* on 6/28- 6/29 and approved by 6/29 at 3:00 pm.
    - We will run a process beforehand to catch NBAJOBS records that are not mapping to Chart V. We will email you a list of employees who will need labor distribution EPAFs put on the system effective 6/18. You will need to wait and process these EPAFs until we announce we are ready. We are hoping 6/28<sup>th</sup>.

Fiscal Year Reappointments:

- FY Reappointment EPAFs for all under 9,000 .00 and .01 employees will be effective 7/01 and will be done by the Budget Office.
  - Colleges will process Post-Doc EPAFs.
- Labor change EPAFs to correct indexes after this process may be done after 7/01.
  - Effective date is 7/02/18.
- EPAFs effective 7/01 or after cannot be processed until after 7/01/18.
  - Change to new PCNs, original hires, temporary fte/salary changes, sabbaticals, and phased retirements.