How to Update the TKL and/or Dlevel listed in PEAEMPL (Banner)

Basic Instructions:

• First, ensure that your NTRROUT (in Banner) is set-up correctly

ser ID:	FNTLP4	Terra Lea Preslan		
pproval Category:	EMPORG	Employee Org Update		
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evel Code		Level	User ID	Required Action

- UAOnline \rightarrow Employee Services \rightarrow Electronic Personnel Action Forms \rightarrow New EPAF
- **Query Date: MM/DD/YYYY**... Look at the Last Paid Date in NBAJOBS, use the next day for transitions that you wish to make effective as soon as possible.
 - Please note: Transitions only apply the Monday following Payroll "Key Week." That is to say, they apply once every two weeks when Banner has finished the last pay cycle.
- Approval Category: Select UAF Update Employee Org Information, EMPORG

Unfortunately the EmpOrg (PJP) Paperless Job Process does not have constraints which help to error check or validate the information that you insert into UAOnline... And to add to the dilemma, different terminology is used. All this creates the potential for incorrect data to be inserted into PEAEMPL. But it's absolutely critical that we keep this data as clean as possible.

This print screen \downarrow demonstrates the type of data that should be inserted into each of the three **New Value** fields when processing this particular EPAF.

Update Employee Orga	anization				
Item	Current Value	New Value		D-Levelie	'DSPS'
Home COAS: (Not Enterable) B	в			0010
Home Organization:	D5PS, Human Resource	is Q			
Distribution Orgn:	T330, Personnel Service	es Q	▲		'T220'
District Code:	09, Fairbanks	Not Selected	•		1330
Routing Queue				Dist-Div. i.e.	'09'
Approval Level	User	Name			Required Action
98 - (APPLY) HR Application	Q, FN	IJMB24		Jevone M Baca	Apply
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This chart \downarrow will help to correlate the different terminology used between UAOnline and PEAEMPL, and what their contents should be.

UAOnline (EMPORG)	PEAEMPL	Value	Make sure you
Home Organization	Home Department	D-Level	key an upper-case D
Distribution Orgn	Check Distribution	Time Keeping Location (TKL)	key an upper-case T
District Code	District or Division	Geographic location code of the employee's primary work location	Examples: 09 Fairbanks 03 Anchorage 15 Juneau, etc.