



*Banner: HR – EPAF Usage – Cheat Sheets*

**Contract Change for Kronos**

	<b>Field</b>	<b>Description of action</b>
Access <b>NOAEPAF</b>		
<b>TYPE</b> individual's <b>ID</b>		
<b>TAB</b> to Query Date and <b>TYPE</b> date		First day the change is effective
<b>TAB</b> to <b>Approval Category</b> and <b>TYPE</b> the appropriate code		<b>CONCHG</b>
<b>TAB</b> to <b>Position</b> and <b>TYPE</b> position number		e.g. UN*NSH, UB****, etc.
<b>TYPE Suffix Number</b>		00 - 99; use the suffix of job to be changed
<b>Next Block</b>	Approval type: CONCHG	
	Jobs Detail Eff Date	First day the change is effective; same as query date
	Contract Number	<ul style="list-style-type: none"> <li>• Enter the contract code associated with this appointment. If the job is the employee's HOME job, enter an "H" followed by 3000 or the 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.).</li> <li>• If the employee already occupies an active Kronos job; code begins with a space followed by 4 digit code from the Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.)</li> </ul>
<b>Save</b>		
<b>Options &gt; Transaction Comments</b>		As appropriate, type transaction comments. Include your initials and date.
<b>Save</b>		
<b>Options &gt; Routing Information</b>		<ul style="list-style-type: none"> <li>• As appropriate, use the flashlight to update User ID info for each required action</li> <li>• Default valuse may be established in NTRROUT</li> <li>• See Cheat Sheet.</li> </ul>
<b>Save</b>		
<b>Options &gt; Submit Transaction</b>		Transaction Status = pending