



Eastern Kentucky University

PENGUIN

Training Guide: Job Edits & Terms

Contents

Job Edit.....	3 – 7
Job Termination/Cancellation.....	8 – 10
Definitions.....	11

Edit a Job

Once a job is approved, it will be stamped as Imported and show the position with the suffix.

To change a current job, use the Edit Job button.

The screenshot displays a web interface titled "Approval Queue". It contains a list of four items:

- 1. Submitter: Mulan - Submitted - 4/20/2021
- 2. Financial Aid: Belle - Approved - 4/20/2021
- 3. Human Resources: Ariel - Approved - 4/20/2021
- 4. Banner: - Imported - 4/20/2021 (FEDWKS - 01) ←

Below the list is a yellow message box: "This application is finished. If you need to edit it click the Edit button." Underneath are three buttons: "Terminate Job" (green), "Edit Job" (blue), and "Delete" (red). A black arrow points to the "Edit Job" button.


Edit a Job

Add the Effective Date (the date you want these changes to begin).



Enter the date that you want this change to become effective.

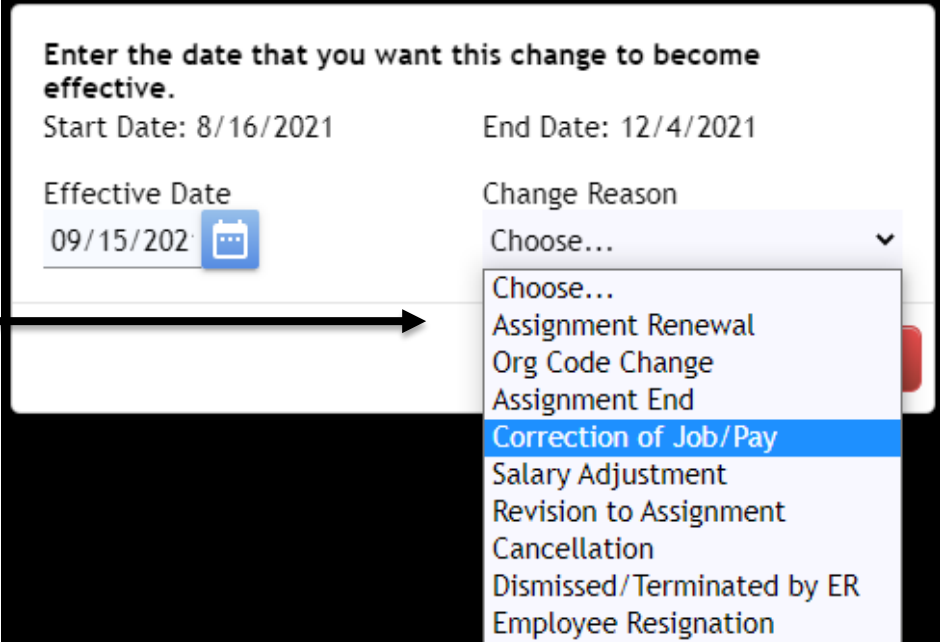
Start Date: 8/16/2021 End Date: 12/4/2021

Effective Date 

Change Reason 


Edit a Job

Choose the type of edit you are making.




Enter the date that you want this change to become effective.

Start Date: 8/16/2021 End Date: 12/4/2021

Effective Date: 09/15/2021 

Change Reason

Choose... 

- Choose...
- Assignment Renewal
- Org Code Change
- Assignment End
- Correction of Job/Pay**
- Salary Adjustment
- Revision to Assignment
- Cancellation
- Dismissed/Terminated by ER
- Employee Resignation

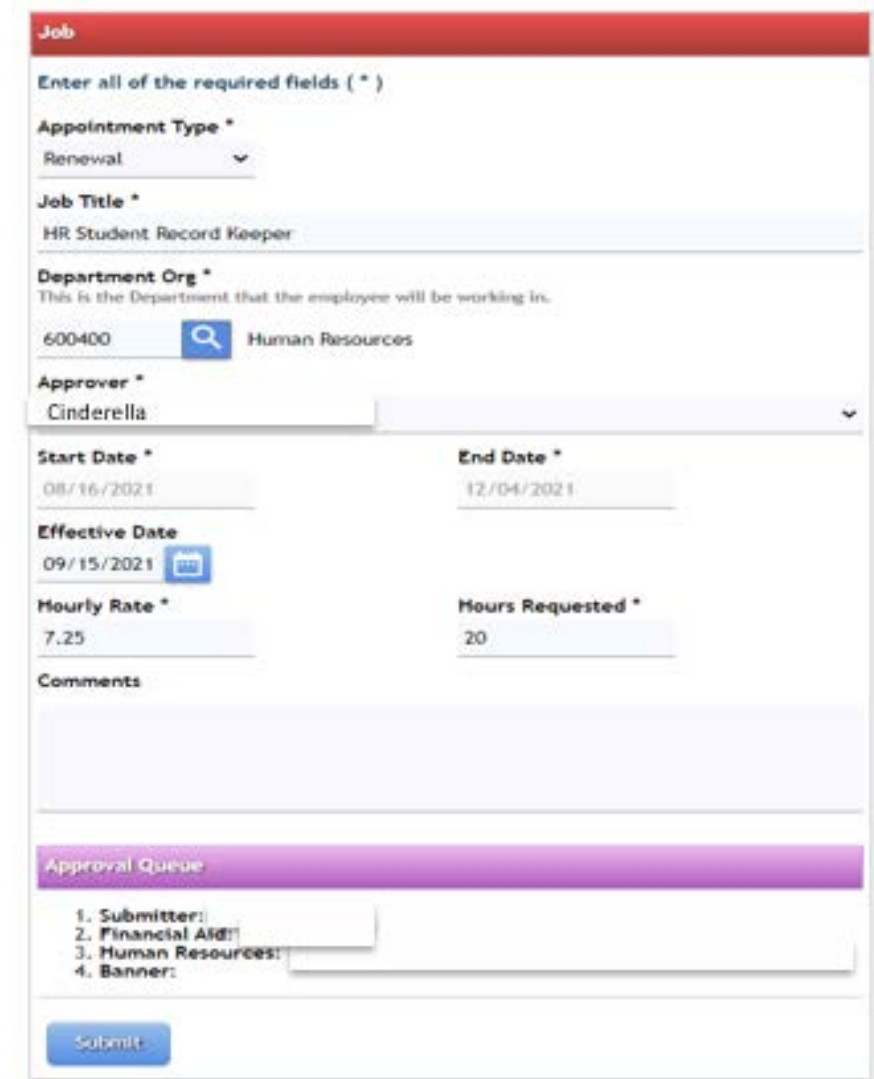
An arrow points from the text 'Choose the type of edit you are making.' to the 'Change Reason' dropdown menu.

Edit a Job

Edit any fields necessary.

Effective date will appear here.

Click Submit when all edits have been made.



The screenshot shows a web form titled "Job" with a red header. The form contains several fields and sections:

- Appointment Type ***: A dropdown menu with "Renewal" selected.
- Job Title ***: A text input field containing "HR Student Record Keeper".
- Department Org ***: A text input field containing "600400" and a search icon, with "Human Resources" displayed next to it. Below this is a note: "This is the Department that the employee will be working in."
- Approver ***: A dropdown menu with "Cinderella" selected.
- Start Date ***: A date input field with "08/16/2021".
- End Date ***: A date input field with "12/04/2021".
- Effective Date**: A date input field with "09/15/2021" and a calendar icon.
- Hourly Rate ***: A text input field with "7.25".
- Hours Requested ***: A text input field with "20".
- Comments**: A large, empty text area.
- Approval Queue**: A purple header section containing a list of approvers:
 1. Submitter:
 2. Financial Aid:
 3. Human Resources:
 4. Banner:
- Submit**: A blue button at the bottom of the form.

Edit a Job

Once the edited form has gone back through the approval queue, it will be marked as finished.

- All changes will be imported automatically with the effective date listed.

Approval Queue

1. Submitter: - Submitted - 4/20/2021
2. Financial Aid: - Approved - 4/20/2021
3. Human Resources: - Approved - 4/20/2021
4. Banner: - Imported - 4/20/2021 (FEDWKS - 01)

This application is finished. If you need to edit it click the Edit button.

Terminate a Job

If you need to terminate a job before the End Date listed on the original submission, click the **Terminate Job** button.

Approval Queue

1. Submitter: Mulan - Submitted - 4/20/2021
2. Financial Aid: Belle - Approved - 4/20/2021
3. Human Resources: Ariel - Approved - 4/20/2021
4. Banner: - Imported - 4/20/2021 (FEDWKS - 01)

This application is finished. If you need to edit it click the Edit button.

→ [Terminate Job](#)

[Edit Job](#)

Terminate a Job

Use the calendar button to choose a date between the Start and End dates listed for the termination.

Click out of the date field and click **Terminate Job**.

Enter the End Date of the Job.
Start Date: 8/16/2021 End Date: 12/4/2021

→ 

Cancel

Enter the End Date of the Job.
Start Date: 8/16/2021 End Date: 12/4/2021

11/15/202 

→ **Terminate Job** **Cancel**

Terminate a Job

Once you click Terminate, the changes will update the form and the job in Banner.

You will not need to click Terminate again once you see the End Date field is updated.

The screenshot shows the 'Job' form in the Banner HR system. The form is titled 'Job' and has a red header. Below the header, it says 'Enter all of the required fields (*)'. The form contains several fields: 'Appointment Type *' (Renewal), 'Job Title *' (HR Student Record Keeper), 'Department Org *' (600400 Human Resources), 'Approver *' (Cinderella), 'Start Date *' (08/16/2021), 'End Date *' (11/15/2021), 'Hourly Rate *' (7.25), and 'Hours Requested *' (20). A black arrow points to the 'End Date' field, indicating it has been updated. Below the form is an 'Approval Queue' section with a purple header, listing four steps: 1. Submitter: Mujan Belle (Submitted - 4/20/2021), 2. Financial Aid: Belle (Approved - 4/20/2021), 3. Human Resources: Cogsworth (Approved - 4/20/2021), and 4. Banner: - Imported (Approved - 4/20/2021 (FEDWKS - 01)). At the bottom, there is a yellow box with the text 'This application is finished. If you need to edit it click the Edit button.' and two buttons: 'Terminate Job' (green) and 'Edit Job' (blue).

Definitions

GA: Graduate Assistant

IWS: Institutional Work Study

FWS: Federal Work Study

PENGUIN: Pogatshnik Employment for Graduate and Undergraduate Information Network