

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

- **UAOnline** → **Employee Services** → **Electronic Personnel Action Forms** → **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 ↓ demonstrates the type of data that should be inserted into each of the three **New Value** fields when processing this particular EPAF.

This chart ↓ 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.