

# Who does what in HR Processes?

Process	Position Maintenance Single/pooled	Dart Processes		Jobs Paper forms required vs. direct entry into Banner		Labor Distribution Change	Leave Balance Maintenance
		Dart Create New Hire logon	Separation Form	HR Transaction Checklist (HRT)	NBAJOBS (Direct Entry into forms)		
E-Class	NBAPOSN, NBAPBUD, Position Labor Distribution (Direct entry into forms)	Dart Create New Hire logon	Separation Form	HR Transaction Checklist (HRT)	NBAJOBS (Direct Entry into forms)	EPAF Labor Distribution Change (Jobs)	PEALEAV Academic Vacation & Sick Leave (Direct Entry into forms)
Academic Professional	Single Unit	Unit	Unit – Separation process with Dart	Unit completes & sends to AAP	AAP	Unit does NOAEPAF	Unit
Academic Hourly	Pooled Unit	Unit	N/A	N/A	Unit	Unit does NOAEPAF	N/A
Civil Service	Single PSO (Unit submits ER card through DART)	PSO	Unit – Separation process with Dart	Unit completes & sends to PSO	PSO	Unit does EPAF (Unit submits a HRT Checklist to PSO for change on NBAPBUD)	Unit needs to submit ANA – leave balance adjustment
Extra Help-Clerical	Pooled by title EHS	EHS	N/A	Unit completes Extra Help Job Request Form & sends to EHS	EHS	EHS	Unit works with Extra Help, if adjustments needed
Extra Help-non-clerical	Pooled by title Unit	Unit	N/A	N/A	Unit, if new hire sends I-9, etc to EHS	Unit does NOAEPAF	Unit works with Extra Help, if adjustments needed
Faculty & Other Academics	Single Unit	Unit	Unit – Separation process with Dart	Unit completes & sends to AAP	AAP	Unit does NOAEPAF	Unit
Federal Work Study	Pooled Student Emp	Unit	N/A	Unit completes & sends to Student Emp	SE	N/A	N/A
Grad College Fellowship	Pooled Fellowship Off	Fellowship Office	N/A	Rating Form— replaces HRT Checklist	Fellowship Off	Email Fellowship Off to request change	N/A
Departmental Fellowships	Pooled Fellowship Off	Unit	N/A	Rating Form— replaces HRT Checklist	Fellowship Off	Email Fellowship Off to request change	N/A
Grad Assist	Pooled by title Unit	Unit	Unit – Separation process with Dart if 12/12 grad	New job - Unit completes & sends to AAP	AAP	Unit does NOAEPAF	Unit, if 12/12 earning vacation
				Same job – NOAEPAF Grad Reappointment	N/A		
Grad Hourly	Pooled Unit	Unit	N/A	N/A	Unit	Unit does NOAEPAF	N/A
Other Undergrad Students	Pooled by classification Student Emp	Unit	N/A	N/A	Unit	Unit does NOAEPAF	N/A
Unpaid Academic	Pooled by Pclass Unit	Unit	N/A	N/A	Unit	Unit does NOAEPAF	N/A

N/A = not applicable

PSO = Personnel Services Office, 52 E. Gregory Drive, MC 562

Student Emp = Student Employment 620 E. John, MC 303

EHS = Extra Help Services, 52 E. Gregory Drive, MC 563

AAP = Academic Appointments Processing, 807 S. Wright, Suite 420, MC 310

Fellowship Off = Fellowship Office, 204 Coble, MC 322