Dates in Banner Electronic Approvals

Frequently Asked Questions

What date should I use for the Query Date when I start an Electronic Approval?

Most of the time, you should use the actual date of the personnel action you are starting. However, if the action is submitted late you will need to use a later date because Banner cannot use a date for which the person has already been paid.

What date should I use if the action is filed late?

If it is any action other than a termination then you should use the date after the last paid date. You can see this date in the transaction. Payroll must apply the EPAF before the payroll processing date or they will have no choice but to send it back.

For a termination of a job, use the exact same date as the Last Paid Date. This will always be the last day of the month.

What is the Current Hire Date?

This is always the date that the action is effective. It will default to the Query Date; but, you will need to change it to the actual start date if the paperwork is being submitted late.

What is the Begin Date on a Job?

This is the date the person had a specific position number and suffix for the very first time. It will default to the Query Date. This is correct EXCEPT if the person has had that position and suffix before and it is being reopened.

How do I know that a job is being reopened and what date should I use then?

You will know that it is a first time job because there will be a date in the Current Value. The date may be many years ago. Any time there is a date in Current Value for Job Begin Date you MUST change the Job Begin Date to that exact date. If you do not, the system will not let you submit.

What is the Effective Date on the Job?

The Effective Date is the date that the system will use as the date of the action. Almost always it will default to the Query Date and this should not be changed. This is the date that cannot be before the last paid date.

When will the Effective Date not default to the Query Date?

If a job is being terminated so that a new job can be opened (for instance a promotion or transfer) no date will default, and you should enter a date one day less than the Query Date.

What is the Personnel Date?

This is the true date that an action is effective.   It will default to the Query Date but should be changed when the Query Date is not the true date the action was effective.