

When a position number is entered on an ePA form, certain fields (suffix, title/rank, employee class, position class and EEO code) are automatically populated. Those fields are linked to the position number and are pulled directly from Banner.

<b>POSITION NUMBER</b>	<input type="text" value="Type a value"/>	<b>SUFFIX</b>	<input type="text" value="Type a value"/>	<b>TITLE/RANK</b>	<input type="text"/>
<b>ORG NUMBER</b>	<input type="text" value="Type a value"/>			<b>EMPLOYEE CLASS</b>	<input type="text"/>
<b>MAIL DISTRIBUTION ORG</b>	<input type="text" value="Type a value"/>			<b>POSITION CLASS</b>	<input type="text"/>
				<b>EEO CODE</b>	<input type="text"/>

If the position has been changed or modified in any way, please make sure the changes have been processed in Banner before submitting an ePA. Additionally, if an employee is vacating a position (retirement, separation, transfer, etc.), do not modify or reclassify the position until the ePA is complete. This will ensure the correct information is displayed on the ePA for the employee who is vacating the position.

If the position information displayed on the ePA form is incorrect, first verify that you are using the appropriate position number. If you are using the correct position number and the position information (suffix, title/rank, employee class, position class and EEO code) is incorrect, please contact Brooke Moore ([bmoore@fa.ua.edu](mailto:bmoore@fa.ua.edu) or 205.348.5217) or Amy Heatherly ([aheatherly@fa.ua.edu](mailto:aheatherly@fa.ua.edu) or 205.348.6081) to update the information.

Once the information has been updated, simply delete the position number on the ePA and reenter it. **Again, please verify that the correct information is displayed before submitting the ePA.**