

3HAPHS Cheat Sheet

Additional Pay Hourly Services

	On-Time Hire	Late Hire
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	3HAPHS	
Position/Suffix	Enter Position/Suffix. Be sure to iterate suffix if this person has been assigned to this position previously	
<Next Block>		
APHJOB		
Personnel Date	Same as Query Date	First Day of work
Job Begin Date	Same as Query Date	
Job Detail Eff Date	Same as Query Date	
Regular Rate	Regular hourly rate	
Timesheet Orgn	Timesheet orgn	
Sub-Classification	Required. See “Coding EPAF Sub-classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.	
FTE	See Calculating Salary Pay Cheat Sheet	
Contract Number	Enter the contract code associated with this appointment. <ul style="list-style-type: none"> • If the job is the employee’s HOME job, enter an “H” followed by 3000 or the 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.). • If the employee already occupies an active Kronos job the code begins with a space followed by the 4 digit code from the Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.) 	
STRS Assignment Code	Enter Banner Assignment Code that represents the Kronos pay rule. Codes are found on the Banner PTVASSN form (i.e., 10, 11, etc.)	

Supervisor ID	Non-Overridable	
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	
JOBS ECLS	Required - Must match position ECLS	
Accrue Leave	N	
Job Change Reason	AERAP	
Job Type	Defaults as “O” for Overload and cannot be overridden	
Step	0	
Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	
Salary Encumbrance	0	Salary Encumbrance
Save, Next Action, Next Block		
TERMIN/TERM	Required for complementary employees	
	On-Time Termination	Late Termination* *Skip this step for UNH
Jobs Detail Eff Date	Last day of work	Last day of pay period following the last completed pay period
Jobs Personnel Date	Last day of work	
Job Status	T	
Job Change Reason	TTERM	
Contract Begin Date	Leave blank	
Contract End Date	Leave blank	
Save, Next Action, Next Block		
LABFUL (LABPER at KSC and System) CLL EPAF omits this step	AT UNH/PSC: Replace default accounting info with correct labor distribution info or remove unwanted FOAPALS and adjust % on desired FOAPALS AT KSC: Use <Record Remove> to delete unwanted FOAPALS and adjust percent of remaining lines. See ECLS/PCLS Account Code Crosswalk to ensure your Account code correlates with sub	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save

	Submit	Submit
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