

## 3HWKSM Cheat Sheet

### Third Party Work Study Hire EPAF Summer

	On-Time Hire	Late Hire
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	3HWKSM	
Position/Suffix	Enter Position/Suffix. (i.e. UN*NSS, UN*FNS, or UN*GRD) Be sure to iterate suffix if this person has been assigned to this position previously	
<Next Block>		
<b>CPHRJY</b>		
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	Current value or XUNHCM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	At UNH, leave blank	
I9 Date	At UNH, leave blank	
Jobs Begin Date	Same as Query Date	
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	First day of work.
Job Type	P-Primary defaults; can change to S-Secondary	
Job Change Reason	AENEW	
Sub-Classification	Required – Use 00972	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	

Contract Number	<p>If employee is new to UNH and has no other Kronos job: Code begins with “H”, followed by 3000 or 4digit code from the Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.)</p> <p>If employee already occupies an active Kronos job: Code begins with space followed by 4digit code from Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.)</p>	
TimeSheet Orgn	TYPE appropriate timesheet orgn code	
FTE	1	
Salary Grade	02 – Summer Period	
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 - SW for On-Campus Work Study; SX for Off-Campus Work Study (coded by UNH HR Office only)	
Step	0	
Accrue Leave	N	
STRS Assignment code	Enter Banner Assignment Code that represents the Kronos pay rule. Codes are found on the <u>PTVASSN</u> form in Banner (codes 10-27)	
Complem Pos Info	Optional; See “Part-Time/Full-Time Temp/Casual Job Information”, under Coding Section, for coding standards.	
Timesheet COA	Y	
Home COAS	Y	
Overtime Waiver	<p>Type the same value that appears in the Current Value field</p> <p>STD = standard approach to overtime calculations</p> <p>ALT = overtime waiver for hours in excess of 8 per day</p>	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>TERM</b>		
Jobs Detail Eff Date	TYPE last day of work	
Jobs Personnel Date	TYPE last day of work	
Job Status	T	
Job Change Reason	TTERM	

Contract Begin Date	Leave blank	
Contract End Date	Leave blank	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>LABFUL</b>	UNH only	
	<b>AT UNH:</b> Replace default accounting with correct labor distribution info or remove unwanted FOAPALs and adjust % on desired FOAPALs.	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>2LDCHG</b>	UNH Only	
<b>Labor Distribution – Change Federal Foapal as of 7/1 if appointment extends beyond 7/1 otherwise leave step blank.</b>	<b>AT UNH:</b> Replace default accounting with correct labor distribution info for new FY or remove unwanted FOAPALs and adjust % on desired FOAPALs.	
	<b>Save, Routing Information</b>	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>	<b>Transaction Comments, Save</b>
	<b>Submit</b>	<b>Submit</b>