

## 3POSFH Cheat Sheet

### Hire 3<sup>rd</sup> Party Operating Staff Full Time

To be used for Hiring an employee into a 3<sup>rd</sup> Party Operating Staff position at 100% time. To be used only if employee is not currently a status employee. *Reminder: Operating Staff may be employed in a 40 hour/week base or a 37.5 hour/week base. This is defined on NBAPOSN through the employee class. H2 is for the 40 hour base; H1 is for the 37.5 hour base.*

	Works year round
<i>Example</i>	<i>Administrative Assistant who works July 1-June30, and works 7.5 hours per day; or, Electrician who works year round, but 8 hours a day.</i>
<b>Purpose</b>	
<b>Access NOAEPAF</b>	
Enter Keyblock Information	
Name/ID	
Querydate	Set to the Hire Date or if a late hire, set to first day of the current pay period (Saturday).
Approval Category	3POSFH
Position/Suffix	Will automatically populate from Approval Category Selection
<Next Block>	
<b>PEACRE</b>	
Current Hire Date	Will default equal to “querydate.” Override if necessary. Current Hire should equal the ACTUAL first day of appointment.
PEAEMPL ECLS	<b>20</b>
Home Organization	Should be set equal to the Position Orgn (which may be reviewed on the Salary Budget window on NBAPBUD)
Distribution Orgn	Enter as XUNHCM for first time employee if no current values are displayed in the “Current Values” column.
I-9 Form Indicator	At UNH, this is a no-visit field.
I-9 Date	At UNH, this is a no-visit field.
District Code	For UNH coding if available.

Home COAS	Y
Leave Category Code	Enter “ET” if employee is being hired through Kronos or FAMIS. (All other UNH, enter “IN.”)
	<b>Save, Next Action, Next Block</b>
<b>3POSJE</b>	
Job Begin Date	Set Equal to the Jobs Detail Eff Date (below)
Jobs Detail Eff Date	Should be entered as date of hire if the appointment is in the current or future pays. If actual appointment date is in a previous pay period, enter the first day of the current pay period.
Personnel Date	Enter as actual Hire date.
Contract Begin Date	No visit field
Contract End Date	No visit field
Job Change Reason	AENEW
Job Type	P (may be adjusted to “S” if Primary Job already exists.)
Regular Rate	Enter approved Hourly Rate
Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	1
Contract Number	If employee is new to UNH and has no other Kronos job: Code begins with “H”, followed by 3000 or 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.) If employee already occupies an active Kronos job: Code begins with space followed by 4 digit code from 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 <u>PTVASSN</u> form in Banner (codes 10-27)
Pays	No visit field
Factor	No visit field
Hrs/Units Per Day	No visit field
Hrs/Units Per Pay	No visit field
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require the

	record be coded as 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.
Supervisor ID	Non-Overridable
Step	0
Accrue Leave	Y if Leave Category (above step) is ET, N if Leave Category is IN
Timesheet COA	Y
	<b>Save, Next Action, Next Block</b>
If RHOSFT, LABFUL	override labor distribution as necessary
	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>
	<b>Submit</b>

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for OS Council Districts; confirm PEAEMPL ecl selection is appropriate for overall status activity; resolve Job Type issues including adjusting any on-going Part-Time/Full-Time Temp/Casual appointments to “Overload” and assigning this Job as Primary when possible.