

EPAF Date Definitions

Date Field: Associated Form:	Definition	Notes:
Adjusted Service Date PEAEMPL	Adjusted Service Date = Original Hire Date	Controls ET accrual and longevity premium pay calculations. If a status employee leaves USNH and subsequently returns to a status job, the Adjusted Service Date will need to be manually set to the Current Hire Date and reset when prior service has been earned back and provided to employee
Contract Begin Date (Contract Start Date) NBAJOBS -General Information	Start of the job's contract period for the active fiscal year. Contract Start and Contract End Dates are assigned when the fiscal year job normally is not July 1 through June 30. For a hire EPAF, the Contract Start Date will be set equal to the Jobs Detail Effective Date of the hire.	This date impacts encumbrance calculations for status and Part-Time/Full-Time Temp/Casual salary positions. The Contract Start Date cannot be before the Jobs Begin Date. Contract dates are not required for FY (July 1 – June 30) jobs even when the employee starts after July 1 st . Special coding may be required when hiring or terminating a job that has contract dates.
Contract End Date NBAJOBS -General Information	Last day of the job in the active fiscal year. Contract Start and Contract End Dates are assigned when the Job dates fall short of the FY (July 1 through June 30) calendar	Contract dates impact encumbrance calculations for status and Part-Time/Full-Time Temp/Casual salary jobs.
Current Hire Date PEAEMPL	First day of most recent job. Concurrent Part-Time/Full-Time Temp/Casual appointments provided to status employees do not impact the current hire date.	It is essential that this date equals the first day of work of the most current job and no other date. Concurrent Part-Time/Full-Time Temp/Casual jobs will not override this date. When processing hire EPAFs this date populates all other PEAEMPL dates.
First Work Day PEAEMPL	Equal to Original Hire Date	
Job Begin Date NBAJOBS -General Information	Set equal to the Jobs Detail Effective Date – Hire.	The Job Begin Date must be before the Job End Date

Date Field: Associated Form:	Definition	Notes:
Job End Date NBAJOBS -General Information	The date that any earnings associated with the job will effectively be ended.	The Jobs Detail Effective Date of the Termination Approval Type populates the Job End Date. The Job End Date must be after the Job Begin Date
Jobs Detail Effective Date NBAJOBS -Job Detail Information		The date of the NBAJOBS record change, including the record creation. New records entered to NBAJOBS cannot be made with an effective date prior to the "Last Paid Date" on the NBAJOBS record.
Last Paid Date NBAJOBS -General Information	Date of last pay for the selected job.	The Jobs Detail Effective Date of a job change cannot be prior to the Last Paid Date.
Last Work Day PEAEMPL	Not Applicable	Terminates the PEAEMPL record which is not being implemented at USNH. Employees may be terminated from NBAJOBS record but still maintain active PEAEMPL records to support benefit processing (i.e., for retiree medical, etc).
Original Hire Date PEAEMPL	First day of first USNH job.	First USNH hire = Current Hire Date Subsequent jobs will not override this value.
Personnel Date NBAJOBS -Job Detail Information	Actual last day of the job.	Does not have to equal the Jobs Detail Effective Date on the Termination Approval Type. Note: On the REACT EPAF the Personnel Date on the Termination Approval Type should be set to the "reactivation date" to infer that the job record is not intended to represent an active work period, but rather is open only for late timesheet entry purposes.
Seniority PEAEMPL	Not Applicable	This field is not being used by USNH.