

## HAHSM Cheat Sheet

### Additional Pay Hourly Services 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	*HAHSM (use first character to indicate campus, P=PSU, U=UNH)	
Position/Suffix	Enter Position/Suffix. Be sure to iterate suffix if this person has been assigned to this position previously.	
<Next Block>		
<b>APHJOB</b>		
Personnel Date	Same as Query Date	First Day of Work
Job Begin Date	Same as Query Date.	
Jobs Detail Eff Date	Same as Query Date	
Regular Rate	TYPE regular hourly rate	
Timesheet Orgn	TYPE 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	KRONOS users only	
STRS Assignment Code	KRONOS users only	
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	O	
Salary Encumbrance	0	
Step	0	
Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	
Time Entry Method	<b>PSU &amp; UNH</b> – For Web Time Entry jobs enter W – Employee Time Entry Via Web otherwise leave blank.	
	<b>GSC &amp; USNH</b> – Non-overrideable and defaults to W – Employee Time Entry via Web.	
	<b>KSC</b> – Non-overrideable and defaults to D – Department Time Entry with Approvals.	
Time Entry Type	<b>PSU &amp; UNH</b> – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.	
	<b>GSC &amp; USNH</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.	
	<b>KSC</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.	
Time In/Out	<b>PSU &amp; UNH</b> – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.	
	<b>GSC &amp; USNH</b> – Non-overrideable and defaults to Y – Time In and Out Required.	
	<b>KSC</b> – Non-overrideable and defaults to N – Time In and Out Not Required.	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>TERMIN</b>	For PSU only	
Jobs Detail Eff Date	Last day of appointment	
Personnel Date	Last day of appointment	
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>2LBCHG</b>		
	<b>Next Block</b>	<b>Next Block</b>
<b>Labor Distrinution</b>		
	<b>AT UNH/PSU:</b> Replace default accounting info with appropriate labor distribution FOAPAL for the <b>new fiscal year</b> or remove unwanted FOAPALs and adjust % on desired FOAPALs <b>See ECLS/PCLS Account Code Crosswalk to ensure your Account code correlates with sub-classification</b>	
	<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>