

*HAPHK Cheat Sheet

Hire KSCAA Employee for Additional Pay Hourly Services

Used to hire a KSCAA Union Employee into a Part-Time/Full-Time Temp/Casual Non-Exempt [hourly] job.

	On-Time Hire	Late Hire
Access NOAEPAF		
Name/ID		
Query Date	First day of work	First day of pay period following the last completed pay period
Approval Category	*HAPHK (use first character to indicate campus, C=CLL, K=KSC, P=PSU, S=System, U=UNH)	
Position/Suffix	Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this position.	
	Next Block	
Approval Type: 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	See “Coding EPAF Sub-classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.	
FTE	See “Calculating FTE for Part-Time/Full-Time Temp/Casual Hourly Employees” cheat sheet for values.	
Contract Number	Leave blank. Used on KRONOS EPAFs.	
STRS Assignment Code	Leave blank. Used on KRONOS EPAFs.	
Supervisor ID	Non-Overridable	
Workers Comp Code	8868; 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 [for Reappointment]	
Job Type	S [for Secondary]	
Step	0	
Complem Pos Info	Optional; See “Part-Time/Full-Time Temp/Casual Job Information” cheat sheet for coding standards.	
Salary Encumbrance	0	
Time Entry Method	PSU & UNH – For Web Time Entry jobs enter W – Employee Time Entry Via Web otherwise leave blank.	

	GSC & USNH – Non-overrideable and defaults to W – Employee Time Entry via Web.	
	KSC – Non-overrideable and defaults to D – Department Time Entry with Approvals.	
Time Entry Type	PSU & UNH – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.	
	GSC & USNH – Non-overrideable and defaults to T – Pay Period Time Sheet.	
	KSC – Non-overrideable and defaults to T – Pay Period Time Sheet.	
Time In/Out	PSU & UNH – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.	
	GSC & USNH – Non-overrideable and defaults to Y – Time In and Out Required.	
	KSC – Non-overrideable and defaults to N – Time In and Out Not Required.	
	Save, Next Action, Next Block	
Approval Type: LABFUL AT KSC and System: LABPER	AT CLL: Skip this step. AT KSC: Use <Record Remove> to delete unwanted FOAPALS and adjust percent of remaining lines to equal 100%. AT PSC/UNH: Replace default accounting info with correct labor distribution info or remove unwanted FOAPALS and adjust % on remaining FOAPALS to equal 100%. See ECLS/PCLS Account Code Crosswalk to ensure your Account Code correlates with the sub-classification.	
	Save, Next Action, Next Block	
Approval Type: TERMIN	AT UNH: Skip this step.	
	On-Time Termination	Late Termination
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	
	Routing Information, Save	
	Transaction Comments, Save	
	Submit	

*** Always follow Payroll’s processing rules for paying employee’s Retro Hours.