*HAPHS Cheat Sheet
Additional Pay Hourly Services

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

		On-Time Hire	Late Hire
Access NOAEPAF			
	Enter Key Block Information:		
	Name/ID		
	Query Date	First day of work	First day of pay period following the last completed pay period
	Approval Category	*HAPHS (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH, 3=Kronos)	
	Position/Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.	
Next Block			
	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	**Kronos users only** Enter the contract code associated with this appointment. • If the job is the employee's HOME job, enter an "H" followed by 3000 or the 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.). • If the employee already occupies an active Kronos job the code begins with a space followed by the 4 digit code from the Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.)	
	STRS Assignment Code	**Kronos users only** Enter Banner Assignment Code that represents the Kronos pay rule. Codes are found on the Banner PTVASSN form (i.e., 10, 11, etc.)	
	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	O [for Overload]	
	Step	0	
	Complem Pos Info	Optional; See "Part-Time/Full-Time Temp/Casual Job Information", under Coding Section for coding standards.	
	Salary Encumbrance	0	
	Time Entry Method	**PSU**– Defaults to D – Department Time Entry with Approvals; for Web Time Entry jobs change to W – Employee Time Entry Via Web. **UNH** – Defaults to W – Employee Time Entry via Web; for non-Web Time Entry jobs change to D – Department Time Entry with Approvals. **Kronos** – Defaults to D – Department Time Entry with Approvals; do not update. **KSC, GSC & USNH** – Non-overrideable and defaults to W – Employee Time Entry via Web.	
	Time Entry Type	**PSU** – Defaults to T – Pay Period Time Sheet. **UNH** – Defaults to T – Pay Period Time Sheet. **Kronos** – Defaults to T – Pay Period Time; do not update. **KSC, GSC & USNH** – Non-overrideable and defaults to T – Pay Period Time Sheet.	
	Time In/Out Ind	**PSU** – Defaults to N – Not required; for Web Time Entry jobs change to Y – Time In/Out Required. **UNH** – Defaults to Y – Time In/Out Required; for non-Web Time Entry jobs change to N – Not Required. **Kronos** – Defaults to T – Pay Period Time; do not update. **KSC, GSC & USNH** – Non-overrideable and defaults to Y – Time In and Out Required.	
Save, Next Action, Next Block			
		On-Time Termination	**Late Termination**
TERMIN			
	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, Next Action, Next Block			

	LABFUL	As needed, 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		
Routing Information (including Home Unit Notification of Part-Time/Full-Time Temp/Casual Job)**, Save**		
Transaction Comments, Save		
Submit Transaction		

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