

# \*HASSM Cheat Sheet

Used to add a Part-Time/Full-Time Temp/Casual salaried summer appointment for an employee who is also a Status Employee.

	On Time Hire with On-Going Commitment	Late Hire with On-Going Commitment	On Time Hire with NO On-Going Commitment	Late Hire with NO On-Going Commitment (Appt ended current pay period or prior)
<b>Notes</b>	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete.	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete AND payout in a lump sum any value of retroactive payment due to the employee caused by delayed entry.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.
<b>Access NOAEPAF</b>				
Enter Key Block Information:				
Name/ID				
Query Date	First day of work	First day of pay period following the last completed pay period	First day of pay period following the last completed pay period	First day of pay period following the last completed pay period
Approval Category	*HASSM (use first character to indicate campus, P=PSU, U=UNH)			
Position/Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.			
<b>Next Block</b>				
<b>APSJOB</b>				
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			
Contract Begin Date	Same as Query Date unless pays/factors = 26.1, then leave blank			
Contract End Date	Enter as the Last Day of Appointment unless pays/factors = 26.1, then leave blank	Enter as first day of pay period following hire Detail Effective Date unless pays/factors = 26.1, then leave blank		
Regular Rate	See Calculating Daily rate Cheat Sheet	Total value divided by 10.	0.00	

			(i.e., \$1500 appointment/10=\$150 daily rate)	
Pays	See Calculating Daily rate Cheat Sheet			1
Factor	See Calculating Daily rate Cheat Sheet			1
Sub-Classification	See "Coding EPAF Sub-classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values.			
Jobs ECLS	Required - Must match position ECLS			
FTE	See "Calculating FTE for Part-Time/Full-Time Temp/Casual Hourly Employees" cheat sheet for values.			
Timesheet Orgn	Timesheet Orgn			
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.			
Job Change Reason	AERAP [for Reappointment]			
Job Type	O [for Overload]			
Complem Pos Info	Optional; See "Part-Time/Full-Time Temp/Casual Job Information", under Coding Section for coding standards.			
Step	0			
Accrue Leave	N			
Contract Number	Optional by campus. UNH enters the total amount of the contract to be paid.			
<b>Save, Next Action, Next Block</b>				
<b>LABFUL</b>	Replace default accounting info with correct labor distribution info or remove unwanted FOAPALs and adjust % on remaining FOAPALs to equal 100%. <b>See ECLS/PCLS Account Code Crosswalk</b> to ensure your Account Code correlates with the sub-classification.			
<b>Save, Next Action, Next Block</b>				
<b>2LDCHG</b>	Replace default accounting info with correct labor distribution info for the new fiscal year.			
<b>Save, Next Action, Next Block</b>				
<b>EARN</b>				
Effective Date	Same as Query Date			
Earnings Code	130			
Hour/Units	10			
Deemed	Leave blank			
Special rate	Leave blank			
Ended As Of Date	Leave blank			

<b>NOTE:</b> In addition to the regular earnings code, those appointments with retro payment due will need to add an additional line for the retro payment, see below:				
Effective Date	N/A	Same as Query Date	N/A	Same as Query Date
Earnings Code	N/A	155	N/A	155
Hour/Units	N/A	1	N/A	1
Deemed	N/A	Leave blank	N/A	Leave blank
Special rate	N/A	Enter full retro owed	N/A	Enter full retro owed
Ended As Of Date	N/A	Enter first day of next pay period.	N/A	Enter first day of next pay period.
<b>Save, Next Action, Next Block</b>				
<b>TERMIN/TERM</b>				
Jobs Detail Eff Date	Last day of appointment.		Enter as first day of the following pay period	
Personnel Date	Enter as actual last day of appointment			
Job Status	T			
Job Change Reason	TTERM			
Contract Begin Date	Leave blank			
Contract End Date	Leave blank			
<b>Save</b>				
<b>Routing Information, Save</b>				
<b>Transaction Comments, Save</b>				
<b>Submit Transaction</b>				