

## HCHSM Cheat Sheet

### Part-Time/Full-Time Temp/Casual Hourly Summer Appointment

|                            | 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          | *HCHSM (use first character to indicate campus, C=CLL, K=KSC, P=PSC, S=System, 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>CPHRJY</b>              |   |   |
| Current Hire Date          | Same as Query Date  | First day of work.  |
| Distribution Orgn          | Current value or X***CM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address (***=PSU, UNH) |   |
| PEAEMPL ECLS               | 70 If job ECLS CH-Part Time Temporary (hourly)<br>74 If job ECLS DH-Full Time Temporary (hourly)<br>75 If job ECLS JH-Casual (hourly)                                 |   |
| Home Organization          | XCASHX  |   |
| I9 Form Indicator          | TYPE R for Received if you have seen the correctly completed I9 or leave blank. At UNH, leave blank   |   |
| I9 Date                    | Used only when I9 Form Indicator = R<br>Same as Query Date. Remove default values if necessary. At UNH, leave blank   |   |
| Jobs Begin Date            | Same as Query Date  |   |
| Jobs Detail Eff Date       | Same as Query Date  |   |
| Personnel Date             | Same as Query Date  | <b>First day of work.</b>                                       |

Banner: HR – EPAF Usage – Cheat Sheets

|                      |  |
|----------------------|--|
| Job Type             | P-Primary defaults; can change to S-Secondary  |
| Job Change Reason    | AENEW  |
| Sub-Classification   | Required. See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values  |
| Regular Rate         | TYPE hourly rate   |
| Salary Encumbrance   | 0  |
| Contract Number      | For KRONOS users only.   |
| TimeSheet Orgn       | TYPE appropriate timesheet orgn code   |
| FTE                  | Enter anticipated % time based upon 80 hr pay period   |
| Salary Grade         | N/A  |
| 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  |
| Step                 | 0  |
| Accrue Leave         | N  |
| STRS Assignment Code | For KRONOS users only.   |
| Complem Pos Info     | Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet   |
| Timesheet COA        | Y  |
| Home COAS            | Y  |
| Overtime Waiver      | STD  |
| Time Entry Method    | <b>PSU &amp; UNH</b> – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank.<br><b>GSC &amp; USNH</b> – Non-overrideable and defaults to W – Employee Time Entry via Web.<br><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.<br><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 Ind      | <b>PSU &amp; UNH</b> – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.<br><b>GSC &amp; USNH</b> – Non-overrideable and defaults to Y – Time In and Out Required.<br><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>LABFUL</b>        |  |  |
|                      | <b>AT UNH/PSU:</b> Replace default accounting info with <b>prepaid FOAPAL labor distribution</b> info or remove unwanted FOAPALs and adjust % on desired FOAPALs   |  |
|                      | <b>Save, Next Action, Next Block</b>   | <b>Save, Next Action, Next Block</b>                           |
| <b>2LDCHG</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>Save, Next Action, Next Block</b>   | <b>Save, Next Action, Next Block</b>                           |
| <b>TERMIN/TERM</b>   |  |  |
| 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  |  |
|                      | <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>  |