

HCPHY Cheat Sheet

Part-Time/Full-Time Temp/Casual Hourly Hire

	On-Time Hire	Late Hire
<i>Example</i>		
Purpose		
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	*HCPHY (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>		
CPHRJY		
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) 74 If job ECLS DH-Full Time Temporary (hourly) 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 Same as Query Date. Remove default values if necessary. At UNH, leave blank	

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Jobs Begin Date	Same as Query Date
Jobs Detail Eff Date	Same as Query Date
Personnel Date	Same as Query Date First day of work.
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-Overrideable
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	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 Ind	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	Save, Next Action, Next Block
TERMIN/TERM		
Jobs Detail Eff Date	Last day of work	1 st day of next 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	Save, Next Action, Next Block
LABFUL (at KSC, LABPER)	CLL and System EPAFs omit this step	
	AT UNH/PSU: Replace default accounting info with prepaid FOAPAL labor distribution info or remove unwanted FOAPALs and adjust % on desired FOAPALs	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit