*HCPHY Cheat Sheet
Part-Time/Full-Time Temp/Casual Hourly Hire

		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	*HCPHY (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH, 3=Kronos)	
	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	
	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	**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.)
	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	**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.)
	Complem Pos Info	Optional; See "Part-Time/Full-Time Temp/Casual Job Information", under Coding Section for coding standards.
	Timesheet COA	Y
	Home COAS	Y
	Overtime Waiver	STD
	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.

		On Time Termination	Late Termination
		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/TERM		
	Jobs Detail Eff Date	Last day of work	1st 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			
	LABFUL	As needed, replace default accounting info with *prepaid FOAPAL labor distribution* info or remove unwanted FOAPALs and adjust % on desired FOAPALs	
Save			
Routing Information			
Transaction Comments, Save			
Submit Transaction			