*HEXPT Cheat Sheet
Hire PAT (Exempt) Staff Part Time

Used for Hiring an employee into a PAT position at 100% time. Used only if employee is not currently a status employee.

Scenarios that are less than 100% time would include: Year round employee working less than a full daily schedule; Partial year employee who works a full daily schedule; Partial year employee who works less than a full daily schedule

		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	*HEXPT (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH) **Note:** UNH users should use the RHEXPT EPAF if a labor distribution step is needed to override default position labor distribution information.	
NEXT BLOCK			
	PEACRB		
	Current Hire Date	Same as Query Date	First Day of Work
	PEAEMPL ECLS	Set to 10 if appointment is 75% or greater; set to 15 is appointment is 50 to 74%	
	Home Organization	Should be set equal to the Position Orgn (which may be reviewed on the Salary Budget window on NBAPBUD)	
	Distribution Orgn	Enter the 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 (***= CLL (for GSC), KSC, PSC, SYS, UNH)	
	I-9 Form Indicator	TYPE R for Received if you have seen the correctly completed I9 or leave blank. At UNH, leave blank	
	I-9 Date	Used only when I9 Form Indicator = R Same as Query Date. Remove default values if necessary. At UNH, leave blank	
	District Code		
	Home COAS	Y	
	Leave Category Code	All campuses, EXCEPT UNH: For new hires… …hired BEFORE 07.01.2011 enter "EX" - Vacation/Sick for Exempt 100% [FTE = 1]	

		...hired ON or AFTER 07.01.2011 enter "E1" - Vac/Sick for Exempt 100% 7/1/2011 [FTE = 1] For UNH, "IN" - Ineligible for Leave is the default. For Leave Reporting at UNH use leave categories defined above as appropriate.	
Save, Next Action			
	Enter Key Block Information:		
	Position / Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.	
Next Block			
	STEXJE		
	Jobs Detail Eff Date	Same as Query Date	
	Job Begin Date	Same as Query Date	
	Contract Begin Date	No visit field.	
	Personnel Date	Same as Query Date	First Day of work
	Contract End Date	No visit field.	
	Job Type	P	
	Annual Salary	Enter annual salary amount	
	Timesheet Orgn	TYPE appropriate timesheet orgn code	
	FTE	Set equal to Position Budget FTE (may be viewed on the Salary Budget window of NBAPBUD)	
	Job Change Reason	AENEW	
	Factor	No visit field.	
	Pays	No visit field.	
	Deferred Pay Code	No visit field.	
	Workers Comp Code	Required. Normally coded 8868, however, risk factors may require the record be coded as 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more info.	
	Supervisor ID	No-visit field.	
	Step	0	
	Accrue Leave	Enter "Y" if employee is being hired at GSC, KSC, PSU or KSC or at UNH and reporting time through Kronos or Famis. All other UNH, enter "N"	
	Leave Report Method	USNH & PSU – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC, & UNH - enter P – none(Payroll)	
	Leave Rept Pay ID	USNH & PSU – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC, & UNH –B1 – Bi-Weekly	
Save			
Routing Information, Save			

Transaction Comments, Save
Submit Transaction

Notes: *Campus HR approver should review employee appointment information for prior service issues; resolve Job Type issues including adjusting any on-going non-status appointments to "Overload" and assigning this Job as Primary when possible.*