

*HGRAD Cheat Sheet Hire Graduate Appointment

	On Time Hire = or > One Pay Period	Late Hire with On-Going Commitment	Late Hire with no On-Going Commitment (Full Retro)	One Time Payment (On Time)
<i>Example</i>	<i>EPAF entry is for current or future pay effective hire.</i>	<i>EPAF entry is for hire that was effective in a previous pay and continues past the current pay period.</i>	<i>EPAF is for processing Hire as appointment that requires full payout NOTE: This category also applies to any appointments that end during the current pay period.</i>	<i>EPAF is for processing an appointment that is less than a full pay period in duration (such as a one- or two-day workshop).</i>
Purpose	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.
Access NOAEPAF				
Enter Keyblock Information				
Name/ID				
Querydate	Enter as actual hire date	Enter as first day of current pay period	Enter as first day of current pay	Enter as first day of effective pay (pay period in which earnings should be processed for)

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Approval Category	UHGRAD	UHGRAD	UHGRAD	UHGRAD
Position/Suffix	Enter Position/Suffix. (i.e. UN*GRD) Be sure to iterate suffix if this person has been assigned to this position previously	Enter Position/Suffix. (i.e. UN*GRD) Be sure to iterate suffix if this person has been assigned to this position previously	Enter Position/Suffix. (i.e. UN*GRD) Be sure to iterate suffix if this person has been assigned to this position previously	Enter Position/Suffix. (i.e. UN*GRD) Be sure to iterate suffix if this person has been assigned to this position previously
<Next Block>				
CPEXJE	This step will code values to the PEAEMPL record and establish a paying NBAJOBS record.	This step will code values to the PEAEMPL record and establish a paying NBAJOBS record.	This step will code values to the PEAEMPL record and establish an NBAJOBS record that will “hold” the appointment information, labor distribution, but not generate pay directly.	This step will code values to the PEAEMPL record and establish a paying NBAJOBS record
Current Hire Date	Enter actual hire date	Enter actual hire date	Enter actual hire date	Enter actual hire date
Distribution Orgn	If no current values display, enter X***CM. I.e., XUNHCM, XCLLCM). If current values exist, leave blank	If no current values display, enter X***CM. I.e., XUNHCM, XCLLCM). If current values exist, leave blank	If no current values display, enter X***CM. I.e., XUNHCM, XCLLCM). If current values exist, leave blank	If no current values display, enter X***CM. I.e., XUNHCM, XCLLCM). If current values exist, leave blank
PEAEMPL ECLS	72	72	72	72
Home COAS	Y	Y	Y	Y
Home Organization	XGRDEX	XGRDEX	XGRDEX	XGRDEX
19 form indicator	Optional by campus	Optional by campus	Optional by campus	Optional by campus
I9 date	Optional by campus	Optional by campus	Optional by campus	Optional by campus
Jobs Detail Eff Date	Enter as hire date	Enter as first day of current pay period	Enter as first day of current pay period	Enter as first day of effective pay period
Job Begin Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date
Contract Begin Date	Set equal to Detail Eff	Set equal to Detail Eff	Set equal to Detail Eff	Set equal to Detail Eff Date

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	Date	Date	Date	
Personnel date	Enter as actual date of hire	Enter as actual date of hire	Enter as actual date of hire	Enter as actual date of hire
Contract End Date	Enter as last day of appointment	Enter as last day of appointment	Enter as first day of following pay period	Enter as first day of pay period following hire Detail Effective Date.
Job Change Reason	AENEW	AENEW	AENEW	AENEW
Timesheet Orgn	As appropriate	As appropriate	As appropriate	As appropriate
Regular Rate	See Calculating Daily rate Cheat Sheet	See Calculating Daily rate Cheat Sheet	0.00	Total value divided by 10. (I.e., \$1500 appointment/10=\$150 daily rate)
Pays	See Calculating Daily Rate Cheat Sheet	See Calculating Daily Rate Cheat Sheet	1	1
Factor	See Calculating Daily Rate Cheat Sheet	See Calculating Daily Rate Cheat Sheet	1	1
FTE	See chart	See chart	See chart	See chart
Contract Number	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)
Job Type	P, override with “S” if primary job already exists	P, override with “S” if primary job already exists	P, override with “S” if primary job already exists	P, override with “S” if primary job already exists
Sub-Classification	See below	See below	See below	See below
Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet
Salary Grade	Optional. May be used to indicate number of credits represented by contract.	Optional. May be used to indicate number of credits represented by contract.	Optional. May be used to indicate number of credits represented by contract.	Optional. May be used to indicate number of credits represented by contract.
Supervisor ID	Non-Overridable	Non-Overridable	Non-Overridable	Non-Overridable

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Jobs ECLS	GA Required	GA Required	GA Required	GA Required
Accrue Leave	N	N	N	N
Step	0	0	0	0
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.	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.	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.	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.
	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block
LABFUL (or LABPER at System and KSC) CLL EPAF omits this step	Override labor distribution as appropriate. Note: There is a relationship between Sub-Classification and Account code (see below)	Override labor distribution as appropriate. Note: There is a relationship between Sub-Classification and Account code (see below)	Override labor distribution as appropriate. Note: There is a relationship between Sub-Classification and Account code (see below)	Override labor distribution as appropriate. Note: There is a relationship between Sub-Classification and Account code (see below)
	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block
EARN	<i>This step will be used to simply confirm the “normal” earnings that would have defaulted to the Job.</i>	<i>This step will be used to enter the retro amount that is due for previous pay periods and to confirm the “normal earnings that would have defaulted to the Job.</i>	<i>This step will be used to enter the lump sum value of the retro amount that is due for previous pay periods and to confirm the “normal earnings that would have defaulted to the Job.</i>	<i>This step will be used to simply confirm the “normal” earnings that would have defaulted to the Job.</i>
Effective Date	Defaults as Querydate, set equal to Hire Date	Defaults as querydate, set equal to Jobs Detail	Defaults as querydate, set equal to Jobs Detail Eff	Defaults as querydate, set equal to Jobs Detail Eff

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		Eff Date for hire	Date for hire	Date for hire
Earnings Code	130	130	130	130
Hour/Units	10	10	10	10
Deemed	Leave blank	Leave blank	Leave blank	Leave blank
Special rate	Leave blank	Leave blank	Leave blank	Leave blank
Ended As Of Date	Leave blank	Leave blank	Leave blank	Leave blank
NOTE: 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	Defaults as querydate, set equal to Jobs Det Effective Date for hire	Defaults as querydate, set equal to Jobs Det Effective Date for hire	N/A
Earnings Code	N/A	155	155	N/A
Hour/Units	N/A	1	1	N/A
Deemed	N/A	Leave blank	Leave blank	N/A
Special rate	N/A	Enter full retro owed	Enter full retro owed	N/A
Ended As Of Date	N/A	Enter first day of next pay period.	Enter first day of next pay period.	N/A
	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block	Save, Next Action, Next Block
TERMIN/TERM				
Jobs Detail Eff Date	Enter as last day of appointment.	Enter as last day of appointment	Enter as first day of the following pay period	Enter as the first day of the following pay period
Personnel Date	Enter as actual last day of appointment	Enter as actual last day of appointment	Enter as actual last day of appointment	Enter as actual last day of appointment
Job Status	T	T	T	T
Job Change Reason	TTERM	TTERM	TTERM	TTERM
Contract Begin Date	Leave blank	Leave blank	Leave blank	Leave blank
Contract End Date	Leave blank	Leave blank	Leave blank	Leave blank
	Save, Routing Information	Save, Routing Information	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit	Submit	Submit

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Note: Transaction Comments can be used to enter information related to Tuition Waiver source of funds, etc.

Note: Accounts Code and Sub-Classification correlation:

If the Appointment is for:	Use Sub-Classification:	Be Sure Account Code is:
Graduate Assistant	00181	613N10
Graduate Associate	00182	613N20
Graduate Research Assistant	00183	613N30
Graduate Project Associate	00184	613N40
Graduate Part-Time Lecturer	00186	613N60
Graduate Intern/Trainee	01011	613N80
Graduate Summer Appt	00181, 00182, 00183, or 00184	613P90
Graduate Summer Appt-Teaching	00186	613P91