

HSTHY Cheat Sheet Student Hourly Hire

	On-Time Hire	Late Hire
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	*HSTHY (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 (***=CLL, KSC, PSC, SYS, UNH)	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
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 – defaults to 00971, for CLL use 00972	
Regular Rate	TYPE hourly rate	

Banner: HR – EPAF Usage – Cheat Sheets

Salary Encumbrance	0
Contract Number	Kronos use only
TimeSheet Orgn	TYPE appropriate timesheet orgn code
FTE	1
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 car/maintenance of buildings and facilities. Contact HR for more information.
JOBS ECLS	SH Required
Step	0
Accrue Leave	N
STRS Assignment code	Kronos use 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	<p>PSU & UNH – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank.</p> <p>GSC & USNH – Non-overrideable and defaults to W – Employee Time Entry via Web.</p> <p>KSC – Non-overrideable and defaults to D – Department Time Entry with Approvals.</p>
Time Entry Type	<p>PSU & UNH – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.</p> <p>GSC & USNH – Non-overrideable and defaults to T – Pay Period Time Sheet.</p> <p>KSC – Non-overrideable and defaults to T – Pay Period Time Sheet.</p>
Time In/Out Ind	<p>PSU & UNH – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.</p> <p>GSC & USNH – Non-overrideable and defaults to Y – Time In and Out Required.</p>

	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	On-Time Termination	Late Termination * *UNH skip this step
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	
1LDCHG (at KSC, LABPER) CLL EPAF omits this step	AT UNH/PSC: Replace default accounting info with correct labor distribution info or remove unwanted FOAPALS and adjust % on desired FOAPALS AT KSC: Use <Record-Remove> to delete unwanted FOAPALS and adjust percent of remaining lines.	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit