

# \*HWKSY –Work Study Hire EPAF

Used to hire a work study student at GSC, KSC, PSU and USNH.

	On-Time Hire	Late Hire
<b>Access NOAEPAF</b>		
	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	*HWKSY where * indicates campus (G=GSC, K=KSC, P=PSU, S=SYS)	
Position/Suffix	Enter Position/Suffix. Be sure to enter a new Suffix number if this person has previously had a job using this position number.	
<b>NEXT BLOCK</b>		
	<b>CPHRJY</b>	
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	If the Current Value... ... is populated, enter the same value ... is not populated, enter X***CM where *** indicates campus (GSC, KSC, PSU or SYS) if the employee has not requested their check be mailed to their home/permanent mailing (PM) address.	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	Type R – Received if you have seen the correctly completed I9 or Leave blank	
I9 Date	Used only when I9 Form indicator = R. Defaults as Query Date, Remove default value if necessary.	
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; may be changed to S-Secondary	
Job Change Reason	AENEW	
Sub-Classification	00972; required	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	
Contract Number	Leave blank	
Time Sheet Orgn	TYPE appropriate timesheet orgn code	
FTE	1	
Salary Grade	01 – Academic Year, 02 – Summer	
Supervisor ID	Non-Overridable	

	Workers Comp Code	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 - SW for On-Campus Work Study; SX for Off-Campus Work Study
	Step	0
	Accrue Leave	N
	STRS Assignment code	Leave blank
	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 = Payroll Time Entry W = Web Time Entry D = Department Time Entry T = Third Party Time Entry GSC Defaults to “W”
	Time Entry Type	T = Time sheet E = Exception Time only GSC Defaults to “T”
	Time In/Out Ind	Y = Yes N = No
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>TERM/TERMIN</b>	
	Jobs Detail Eff Date	Last day of work
	Jobs Personnel Date	Last day of work
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>LABFUL</b>	At PSU, replace default accounting with correct labor distribution info <b>OR</b> remove unwanted FOAPALS and adjust % on remaining FOAPALS until the sum of all % = 100%.
<b>SAVE, Routing Information</b>		
<b>Transaction Comments, SAVE</b>		
<b>Submit Transaction</b>		