

## KHWKSG Cheat Sheet Work Study Grant Hire

	On-Time Hire	Late Hire
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	KHWKSG (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>		
<b>CPHRJY</b>		
Current Hire Date	Same as Query Date	First day of work.
Distribution Orgn	Current value or XKSCCM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address	
PEAEMPL ECLS	Required – Must match position ECLS	
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	

Banner: HR – EPAF Usage – Cheat Sheets

Salary Encumbrance	0
Contract Number	Kronos use only
TimeSheet Orgn	TYPE appropriate timesheet orgn code
FTE	Enter anticipated % time based upon 80 hr pay period
Salary Grade	01-Academic Year; 02-Summer
Supervisor ID	Optional
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 - SW for On-Campus Work Study
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><b>PSU &amp; UNH</b> – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to W – Employee Time Entry via Web.</p> <p><b>KSC</b> – Non-overrideable and defaults to D – Department Time Entry with Approvals.</p>
Time Entry Type	<p><b>PSU &amp; UNH</b> – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.</p> <p><b>KSC</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.</p>
Time In/Out	<p><b>PSU &amp; UNH</b> – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to Y – Time In and Out Required.</p>

	<b>KSC – Non-overrideable and defaults to N – Time In and Out Not Required.</b>	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>TERMIN/TERM</b>		
Jobs Detail Eff Date	Last day of work	Last day of pay period following the last completed pay period
Jobs Personnel Date	TYPE 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>Save, Next Action, Next Block</b>
<b>LABFUL</b>	CLL and System EPAFs omit this step	
	Use <Record-Remove> to delete unwanted FOAPALS and adjust percent of remaining lines.	
	<b>Save, Routing Information</b>	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>	<b>Transaction Comments, Save</b>
	<b>Submit</b>	<b>Submit</b>