

## UCAYFY Cheat Sheet CYA to Academic Year Faculty

To be used for placing a status employee on a leave from a current status appointment into an Academic Year Faculty Current Year Adjustment (CYA) appointment.

	<b>Entered for the current or future pay period effective hire date</b>	<b>Entered retroactively to a prior pay period effective hire date</b>
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	Set to the Hire Date	Set to first day of the current pay period.
Approval Category	*CAYFY	
Approval Type	Will automatically populate from Approval Category Selection	
Position/Suffix	Enter Position/Suffix of Job Being Placed on Leave	
<Next Block>		
<b>LEAVE</b>		
Personnel Date	Enter as day “new CYA appointment” is effective.	
Jobs Detail Eff Date	Enter as CYA hire date if in current or future pays	If CYA hire is effective in a previous pay period, enter first day of current pay period.
Leave Begin Date	Enter effective start date of leave	Enter effective start date of leave
Anticipated Return	Memo field – enter anticipated date employee will return to base appointment	Memo field – enter anticipated date employee will return to base appointment
Leave Type	See list below	See list below
Job Status	Defaults as “L,” do not override	Defaults as “L,” do not override
Job Change Reason	See list below	See list below
Accrue Leave	N	N
Leave Pointer	Leave blank	Leave blank

	Save, Next Action, Next Block	Save, Next Action, Next Block
<b>STEXJE</b>		
Jobs Detail Eff Date	Enter as date of hire if appointment is in the current or future pays. The LEAVE Jobs Detail Eff Date SHOULD be the same as the new Job Detail Eff Date.	If hire date is in a previous pay period, enter the first day of the current pay period. The LEAVE Jobs Detail Eff Date SHOULD be the same as the new Job Detail Eff Date
Job Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter as actual hire date.	Enter as actual hire date.
Contract End Date	Enter as the last day of the appointment for the current fiscal year.	Enter as the last day of the appointment for the current fiscal year.
Job Type	S	S
Annual Salary	Enter approved Annual Salary. (This value will be used to calculate the per pay period salary)	Enter approved Annual Salary. (This value will be used to calculate the per pay period salary)
Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD).	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD).
Job Change Reason	See list below	See list below
Factor	Calculate by reviewing the Annualized Position Appointments working days and dividing by 10. (i.e., position is academic year based for 195 days/10 = 19.5 factors) Use the full Annualized Position Appointment dates even for a late hire.	Calculate by reviewing the Annualized Position Appointments working days and dividing by 10. (i.e., position is academic year based for 195 days/10 = 19.5 factors) Use the full Annualized Position Appointment dates even for a late hire.
Pays	Set equal to the factor. (If Defer Pay set-up is requested, payroll will alter values and enter deferred pay code as	Set equal to the factor. (If Defer Pay set-up is requested, payroll will alter values and enter deferred pay code as

	appropriate)	appropriate)
Deferred Pay Code	No visit field	No visit field
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require 9101. For example, coded 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, coded 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.
Supervisor ID	Non-Overridable	Non-Overridable
Step	0	0
Accrue Leave	Y	Y
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>If RCAYFY, LABFUL</b>	override labor distribution as necessary	override labor distribution as necessary
	<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>

*EPAFs for salaried, exempt employees need to be submitted, approved, and completed by Monday 8 am before the pay period end date to be considered for the current pay period.*

Campus HR approver should review employee appointment information for prior service issues; at UNH; resolve Job Type issues including adjusting any on-going Part-Time/Full-Time Temp/Casual appointments to “Overload” and assigning this Job as Primary when possible, coding to PEAFAC for tenure eligibility, prior service credit toward tenure, and tenure status may be required.

**Job Change Reason codes to be used for CYA activities:**

<b>CYA Justification</b>	<b>Reason on LEAVE Step (Be sure to apply against Base Position)</b>	<b>Leave Type to be Entered on LEAVE Step</b>	<b>Reason on CYA Job Entry Step (Be sure to apply against CYA Position)</b>
Assuming Temporary Upgrade	LETUP	120	AETUP

Banner: HR – EPAF Usage – Cheat Sheets

Assuming Role as Interim	LEINT	30	AEINT
Taking a Temporary Reduction in Percent	LETDP	110	AETDP
Assuming a Temporary Increase in Percent	LETIP	115	AETIP