

## \*CEXPT Cheat Sheet

### CYA entry to a Exempt Staff Part Time

To be used for placing a status employee on leave from a current status appoint into a part-time (less than 100%) Exempt Staff Current Year Adjustment (CYA) appointment (i.e., PAT, PA, Academic Administrator, or Extension Educator).

	Year round (July 1-June 30) but with a reduced weekly schedule	Has a gap in service dates over the Fiscal Year End/Begin (i.e., is NOT on active appointment for July 1)
<i>Example</i>	Works Year round but only four days per week as an 80% appointment	Works only from mid-August to mid-June with a break in appointment that crosses over the fiscal year end and begin.
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	Set to the CYA hire date; or if hire is effective in a previous pay period, enter the first day of the current pay period.	Set to the CYA hire date; or if hire is effective in a previous pay period, enter the first day of the current pay period
Approval Category	*CEXPT	*CEXPT
Approval Type	Will automatically populate from Approval Category Selection	Will automatically populate from Approval Category Selection
Position/Suffix	Enter Position/Suffix of Job record being placed on leave.	Enter Position/Suffix of Job record being placed on leave.
<Next Block>		
<b>LEAVE</b>		
Personnel Date	Enter as day “new CYA appointment” is effective.	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.	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

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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
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>In Keyblock, enter Position/Suffix</b>	Enter Position/suffix of New Appointment	Enter Position/suffix of New Appointment
	<b>Next Block</b>	
<b>STEXJE</b>		
Jobs Detail Eff Date	Entered as the date of hire if the appointment is in the current or future pays; or enter as the first day of the current pay period if hire is retroactive. SHOULD be the same date as the LEAVE effective date in the previous step.	Entered as the date of hire if the appointment is in the current or future pays; or enter as the first day of the current pay period if hire is retroactive. SHOULD be the same date as the LEAVE effective date in the previous step.
Job Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	Leave blank	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter the actual date of appointment	Enter the actual date of appointment
Contract End Date	Leave blank	Enter the last day of appointment for current fiscal year
Job Type	S	S
Annual Salary	Enter approved Annual Salary	Enter approved Annual Salary
Timesheet Orgn	Set equal to the Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)	Set equal to the Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	Set equal to Position FTE	Set equal to Position FTE
Job Change Reason	See list below	See list below
Factor	Leave blank	Calculate working days within the period from the Annualized Position Appointment start date through the Contract End Date and then divide by 10.
Pays	Leave blank	Set equal to factor

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Deferred Pay Code	No visit field	No visit field
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.
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>
If RCEXPT, LABFUL	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>

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for PAT Council Districts; confirm PEAEMPL ECLS selection is appropriate for overall status activity, adjusting PEAEMPL Home Org assignment to match new status timesheet org assignment. If a change to the PEAEMPL ECLS is warranted, the HR response may require adjustments to deductions and leave balances.

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

**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
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