

*COSFT Cheat Sheet

Entry to a CYA Operating Staff Full Time

To be used for placing a status employee on leave from a current status appoint and into a Full time (100%) Operating Staff Current Year Adjustment appointment. *Reminder: Operating Staff may be employed in a 40hour/week base or a 37.5 hour/week base. This is defined on NBAPOSN through the employee class. H2 is for the 40hour base; H1 is for the 37.5hour base.*

	Is being entered on time (before the end of the pay period that the “CYA” is effective).	Is being entered late and will require review for retroactivity.
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Query date	Set to the actual Hire Date	Set to first day of the current pay period.
Approval Category	*COSFT	*COSFT
Position/Suffix	Will automatically populate from Approval Category Selection	Will automatically populate from Approval Category Selection
<Next Block>	Enter Position/Suffix of Job record being put on Leave.	Enter Position/Suffix of Job record being put on Leave.
LEAVE		
Personnel Date	Enter as day “new appointment” is effective.	Enter as date Leave and CYA entry should have been effective.
Jobs Detail Eff Date	Enter as day “new appointment” is effective.	Enter as 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,” don’t override	Defaults as “L,” don’t override

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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
OSJBEY		
Job Begin Date	Set Equal to the Jobs Detail Eff Date (below)	Set Equal to the Jobs Detail Eff Date (below)
Jobs Detail Eff Date	Should be entered as date of hire if the appointment is in the current or future pays. Should be the same date as the LEAVE effective date in the previous step.	If actual appointment date is in a previous pay period, enter the first day of the current pay period. Should be the same date as the LEAVE effective date in the previous step.
Personnel Date	Enter the actual date of appointment	Enter the actual date of appointment
Contract Begin Date	No visit field	No visit field
Contract End Date	No visit field	No visit field
Job Change Reason	See list below	See list below
Job Type	S	S
Regular Rate	Enter approved Hourly Rate	Enter approved Hourly Rate
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	1	1
Pays	No visit field	No visit field
Factor	No visit field	No visit field
Hrs/Units Per Day	No visit field	No visit field
Hrs/Units Per Pay	No visit field	No visit field
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require the record be coded as 9101 such as if employee works in the care/maintenance of buildings and facilities. Contact HR for more information.	Required. Normally coded 8868; however, risk factors may require the record be coded as 9101 such as if employee works 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
Timesheet COA	Y	Y
Time Entry Method	PSU & UNH – For Web Time Entry jobs enter W – Employee Time Entry Via Web;	

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	<p>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	<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> <p>KSC – Non-overrideable and defaults to N – Time In and Out Not Required.</p>	
	Save, Next Action, Next Block	Save, Next Action, Next Block
If RCOSFT, LABFUL	override Labor Distribution as necessary	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for OS Council Districts; confirm PEAEMPL ecls selection is appropriate for overall status activity; 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, adjusting PEAEMPL Home Org assignment to match new status timesheet org assignment.

Job Change Reason codes to be used for CYA activities:

CYA Justification	Reason on LEAVE Step (Be sure to apply against Base Position)	Leave Type to be Entered on LEAVE Step	Reason on CYA Job Entry Step (Be sure to apply against CYA Position)
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