

*COSPT Cheat Sheet

Entry to a CYA Operating Staff Part Time

To be used for placing an employee on leave from their base appointment and moving them to a Current Year Adjustment (CYA) position as an Operating Staff position at less than 100% time. *Reminder: Operating Staff may be employed in a 40 hour/week base or a 37.5 hour/week base. This is defined on NBAPOSN through the employee class. H2 is for the 40 hour base; H1 is for the 37.5 hour base*

	Works year round but a reduced daily schedule	Works a full daily schedule but not year round	Works less than a full daily schedule and less than year round
<i>Example</i>	<i>Administrative Assistant who works July 1-June 30 but only 4 hours a day instead of 7.5.</i>	<i>Administrative Assistant who works 7.5 hours a day but only works during the academic year, mid-August to late May.</i>	<i>Administrative Assistant who works 6 hours a day from mid August to late May.</i>
Access NOAEPAF			
Enter Keyblock Information			
Name/ID			
Querydate	Set to the Hire Date or if a late hire, set to first day of the current pay period.	Querydate	Set to the Hire Date or if a late hire, set to first day of the current pay period.
Approval Category	*COSPT	Approval Category	*COSPT
Approval Type	Will automatically populate from Approval Category Selection	Approval Type	Will automatically populate from Approval Category Selection
<Next Block>			
LEAVE			
Personnel Date	Enter as day “new appointment is effective.	Enter as day “new appointment is effective.	Enter as day “new appointment is effective.
Jobs Detail Eff Date	Enter as day the “new appointment is effective, or if for a previous pay period, enter the first day of the current pay.	Enter as day the “new appointment is effective, or if for a previous pay period, enter the first day of the current pay.	Enter as day the “new appointment is effective, or if for a previous pay period, enter the first day of the current pay.
Leave Begin Date	Enter effective start date of leave	Enter effective start date of leave	Enter effective start date of leave
Anticipated Return	Memo field- enter anticipated date employee will return to base	Memo field- enter anticipated date employee will return to base	Memo field- enter anticipated date employee will return to base

Banner: HR – EPAF Usage – Cheat Sheets

	appointment	appointment	appointment
Leave Type	See list below	See list below	See list below
Job Status	L	L	L
Job Change Reason	See list below	See list below	See list below
Accrue Leave	N	N	N
Leave Pointer	No visit field	No visit field	No visit field
	Save, Next Action, Next Block	Save, Next Action, Next Block	
OSJBHEY	Works year round but a reduced daily schedule	Works a full daily schedule but not year round	Works less than a full daily schedule and less than year round
Job Begin Date	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. If actual appointment date is in a previous pay period, enter the first day of the current pay period. The LEAVE Jobs Detail Eff Date and the OSJBHEY Jobs Detail Eff Date should be the same.		
Personnel Date	Enter actual Hire date.	Enter actual Hire date.	Enter actual Hire date.
Contract Begin Date	Leave blank	Should be set equal to the first day of the appointment or the Jobs Detail Eff Date.	Should be set equal to the first day of the appointment or the Jobs Detail Eff Date.
Contract End Date	Leave blank	Set to last day of appointment for the current fiscal year.	Set to last day of appointment for the current fiscal year.
Job Change Reason	See list below	See list below	See list below
Job Type	S		
Regular Rate	Enter approved Hourly 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)		
FTE	Set equal to Position Budget FTE (may be viewed on the Salary Budget window of NBAPBUD)		

Banner: HR – EPAF Usage – Cheat Sheets

Pays	Leave blank	Set equal to factor	Set equal to factor
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 to get the factor.	Calculate working days within the period from the Annualized Position Appointment start date through the Contract End Date and then divide by 10 to get the factor.
Hrs/Units Per Day	Calculated by dividing the Hrs/Units/Pay by 10.	Leave blank	Calculated by dividing the Hrs/Units/Pay by 10.
Hrs/Units Per Pay	Must be derived from reviewing NBAPOSN work schedule code and the total; hours associated with that code on NTRWKSH	Leave blank	Must be derived from reviewing NBAPOSN work schedule code and the total; hours associated with that code on NTRWKSH
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.		
Supervisor ID	Non-Overrideable	Non-Overrideable	Non-Overrideable
Step	0	0	0
Accrue Leave	Y	Y	Y
Timesheet COA	Y	Y	Y
Time Entry Method	<p>PSU & UNH – For Web Time Entry jobs enter W – Employee Time Entry Via Web; 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	PSU & UNH – For Web Time Entry		

	jobs enter T – Pay Period Time Sheet; otherwise leave blank. GSC & USNH – Non-overrideable and defaults to T – Pay Period Time Sheet. KSC – Non-overrideable and defaults to T – Pay Period Time Sheet.		
Time In/Out	PSU & UNH – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank. GSC & USNH – Non-overrideable and defaults to Y – Time In and Out Required. KSC – Non-overrideable and defaults to N – Time In and Out Not Required.		
	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 ecl 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.

Job Change Reason codes to be used for CYA activities:

CYA Justification	Reason on LEAVE Step (Be sure to apply	Leave Type to be Entered on LEAVE Step	Reason on CYA Job Entry Step (Be sure to
--------------------------	---	---	---

	against Base Position)		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