

UHAYFY Cheat Sheet Hire Academic Year Faculty

<i>Example</i>	
Purpose	
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.
Approval Category	*HAYFY
Approval Type	Will automatically populate from Approval Category Selection
<Next Block>	
PEACRE	
Current Hire Date	Will default equal to “querydate.” Override if necessary. Current Hire should equal the ACTUAL first day of appointment.
PEAEMPL ECLS	If the position ecls is FA, enter 40; If the position ecls is FC, enter 50 If the position ecls is F1, enter 30; If the position ecls is F3, enter 30,
Home Organization	Should be set equal to the Position Orgn (which may be reviewed on the Salary Budget window on NBAPBUD)
Distribution Orgn	Enter as X***CM (XUNHCM, XKSCCM, etc) for first time employee if no current values are displayed in the “Current Values” column.
I-9 Form Indicator	At UNH, this is a no-visit field.
I-9 Date	At UNH, this is a no-visit field.
District Code	Leave blank
Home COAS	Y

Leave Category Code	UNH, defaults as “IN” and can not be overridden. All other campuses are blank
	Save, Next Action, Next Block
STEXJE	
Jobs Detail Eff Date	Enter as date of hire if appointment is in the current or future pays. If hire date is in a previous pay period, enter the first day of the current pay period.
Job Begin Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter as actual hire date.
Contract End Date	Enter as the last day of the appointment for the current fiscal year.
Job Type	P (may be adjusted to “S” if active Primary Job exists)
Annual 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)
FTE	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD). (For KSC, the FTE is set at 1 and is not overrideable)
Job Change Reason	AENEW
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. NOTE that for KSC, the Factor is set at 20 and is not overrideable.
Pays	Set equal to the factor. (If Defer Pay set-up is requested, payroll will alter values and enter deferred pay code as appropriate) NOTE that for KSC the Pays is set at 20 and is not overrideable.
Deferred Pay Code	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
Supervisor ID	Non-Overridable
Step	0
Accrue Leave	“Y” if Leave Category (in PEACRE step) is SO, “N” if Leave Category is IN.

	Save
Tenure Date Information	If applicable, use ‘Options’ > Transaction Comments to provide Campus HR with tenure date information
	Save, Next Action, Next Block
If RHAYFY, LABFUL	override Labor Distribution as necessary.
	Save, Routing Information
	Transaction Comments, Save
	Submit

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

Campus HR approver should review employee appointment information for prior service issues; at UNH; resolve Job Type issues including adjusting any on-going non-status 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

The Annual Salary should represent the earning value of a full Position Annualized Appointment. For example, at UNH:

If the Position Annualized Appointment Dates Are:	Then the factors and pays will be:	And the employee will be working	But the Job Effective an Contract Dates are:	Given an Annual Salary of X, will receive:	Notes
Aug 22-May 19 (or 195 working days)	19.5	Aug 22-May 19	Aug 22 – May 19	\$40,000 will receive a bi-weekly pay of \$2051.82	
Aug 22-May 19 (or 195 working days)	19.5	Aug 22-May 19	Aug 27 – May 19 because of delayed entry	\$40,000 will receive a bi-weekly pay of \$2051.82	Encumbrance will reflect only the Aug 27-May 19 dates and a retro earnings will need to be processed for the Aug 22-26 period. Regardless of the

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					“lateness” of the hire, the factors/pays are still based on the “fullness” of the appointment period.
Aug 22-May 19 (or 195 working days)	19.5	Jan 5-May 19 (i.e., late or Spring hire)		\$40,000 will receive a bi-weekly pay of \$2051.82	
Aug 22-Jan 4 (or 100 working days)	10.0	Aug 22-Jan 4		\$40,000 will receive a bi-weekly pay of \$4000.	
Aug 22-Jan 4 (or 100 working days)	10.0	Aug 22-Jan 4		\$16,000 will receive a bi-weekly pay of \$1,600.	