

## \*HFYFY Cheat Sheet Hire Fiscal Year Faculty

To be used for Hiring an employee into a Fiscal Year base Faculty appointment (may include fiscal year based post-doctoral fellows who receive limited benefits). To be used only if employee is not currently a status employee

**Note:** Users should use the RHFYFY EPAF if a labor distribution step is needed to override default position labor distribution information.

	Full Year (July 1-June 30)	Less Than Year Round
<b>Access NOAEPAF</b>		
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.	Set to the Hire Date or if a late hire, set to first day of the current pay period.
Approval Category	*HFYFY	*HFYFY
Approval Type	Will automatically populate from Approval Category Selection	Will automatically populate from Approval Category Selection
<Next Block>		
<b>PEACRE</b>		
Current Hire Date	Will default equal to “querydate.” Override if necessary. Current Hire should equal the ACTUAL first day of appointment.	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 LB or FB, PEAEMPL ecls should be 45 If the position ecls is LD or FD,	

	PEAEMPL elcs should be 55 If the position elcs is F2, PEAEMPL elcs should be 30 If the position elcs is L2, L4 or F3/F4 and fte is greater than 74%, PEAEMPL elcs should be 30 If the position elcs is L2, L4 or F3/F4 and fte is less than 75%, PEAEMPL elcs should be 35 If the position elcs is F4 and is for a Post Doc appointment, PEAEMPL elcs should be 71	
Home Organization	Should be set equal to the Position Orgn (which may be reviewed on the Salary Budget window on NBAPBUD)	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.	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.	At UNH, this is a no-visit field.
I-9 Date	At UNH, this is a no-visit field.	At UNH, this is a no-visit field.
District Code	Leave blank	Leave blank
Home COAS	Y	Y
Leave Category Code	UNH, defaults as “IN” and can not be overridden. All other campuses are blank	UNH, defaults as “IN” and can not be overridden. All other campuses are blank
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>STEXJE</b>		
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.	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	Set equal to the Jobs Detail Eff Date

Contract Begin Date	Leave blank	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter as actual hire date.	Enter as actual hire date.
Contract End Date	Leave blank	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)	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)	Enter approved Annual Salary. (This value will be used to calculate the per pay period salary)
Timesheet Orgn	TYPE appropriate timesheet orgn code	TYPE appropriate timesheet orgn code
FTE	1 (Should be equal to position FTE)	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD).
Job Change Reason	AENEW	AENEW
Factor	Leave blank	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	Leave blank	Set equal to the factor. (If Defer Pay set-up is requested, payroll will alter values and enter deferred pay code as 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, 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” if Leave Category (in PEACRE step) is SO, “N” if Leave Category is IN.	“Y” if Leave Category (in PEACRE step) is SO, “N” if Leave Category is IN.
Leave Report Method	USNH – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC,PSU & UNH - enter P – none(Payroll)	USNH – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC,PSU & UNH - enter P – none(Payroll)
Leave Rept Pay ID	USNH – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC,PSU & UNH –B1 – Bi-Weekly	USNH – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC,PSU & UNH –B1 – Bi-Weekly
	<b>Save</b>	<b>Save</b>
Tenure Date Information	<b>If applicable, use ‘Option’ &gt; Transaction Comments to provide Campus HR with tenure date information</b>	<b>If applicable, use ‘Option’ &gt; Transaction Comments to provide Campus HR with tenure date information</b>
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
If RHFYFY, 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>

*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 Part-Time/Full-Time Temp/Casual appointments to “Overload” and assigning this Job as Primary when possible, coding to PEAFACT for tenure eligibility, prior service credit toward tenure, and tenure status may be required