

UNJCHG Cheat Sheet

UNH Hourly (Non CWS) Job Changes

	On-Time Change	Late Change
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Date of change	First day of pay period following the last completed pay period
Approval Category	UHJCHG	
Position/Suffix	NBIJLST lists positions for employee (Choose the correct position/suffix that needs the job change)	
<Next Block>		
JOBCHH		
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	Date of change
Time Sheet Org	TYPE in correct org – if applicable	
FTE	TYPE in correct FTE – if applicable	
STRS Assignment Code	FAMIS/KRONOS users only	
Contract #	KRONOS users only	
JOBS ECLS	TYPE in correct ECLS – if applicable	
Sub-Classification	Required. See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values	
Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	
Supervisor ID	Non-Overridable	
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require 9101. For example, coded 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit