

UHOSFT Cheat Sheet

Hire Operating Staff Full Time

To be used for Hiring an employee into an Operating Staff position at 100% time. To be used only if employee is not currently a status employee. *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
<i>Example</i>	<i>Administrative Assistant who works July 1-June30, and works 7.5 hours per day; or, Electrician who works year round, but 8 hours a day.</i>
Access NOAEPAF	
Name/ID	
Querydate	Set to the Hire Date or if a late hire, set to first day of the current pay period.
Approval Category	*HOSFT
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	20
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 XUNHCM 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	For UNH coding if available.
Home COAS	Y
Leave Category Code	For UNH, “IN” is the default. Override with “ET” if appropriate. For all other campuses, this field is blank and non-overrideable.

	Save, Next Action, Next Block
OSJBEY	
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.
Personnel Date	Enter as actual Hire date.
Contract Begin Date	No visit field
Contract End Date	No visit field
Job Change Reason	AENEW
Job Type	P (may be adjusted to “S” if Primary Job already exists.)
Regular Rate	Enter approved Hourly Rate
Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	1
Pays	No visit field
Factor	No visit field
Hrs/Units Per Day	No visit field
Hrs/Units Per Pay	No visit field
Workers Comp Code	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
Step	0
Accrue Leave	Y if Leave Category (above step) is ET, N if Leave Category is IN
Timesheet COA	Defaults in as “Y” and is a ‘no visit field’
Time Entry Method	PSU & UNH – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank. GSC & USNH – Non-overrideable and defaults to W – Employee Time Entry via Web.

	KSC – Non-overrideable and defaults to D – Department Time Entry with Approvals.
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
If RHOSFT, LABFUL	override labor distribution as necessary
	Save, Routing Information
	Transaction Comments, Save
	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 non-status appointments to “Overload” and assigning this Job as Primary when possible.