

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 “EX” if appropriate. For all other campuses, this field is blank and non-overrideable. |

| | Save, Next Action, Next Block |
|----------------------|---|
| OSJB EY | |
| 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.