*HOSFT Cheat Sheet
Hire Operating Staff Full Time

Used for Hiring an employee into an Operating Staff position at 100% time. 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.

		On-Time Hire	**Late Hire**
Access NOAEPAF			
	Enter Key Block Information:		
	Name/ID		
	Query Date	First day of work	First day of pay period following the last completed pay period
	Approval Category	*HOSFT (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH) **Note:** UNH users should use the RHOSFT EPAF if a labor distribution step is needed to override default position labor distribution information.	
NEXT BLOCK			
	PEACRE		
	Current Hire Date	Same as Query Date	First Day of Work
	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	If no current values display, enter X***CM. If current values exist, leave as is.	
	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 new hires… …hired BEFORE 07.01.2011 enter "ET" - Earned Time Program …hired ON or AFTER 07.01.2011 enter "EA" - Earned Time 7/1/2011 …UNH hires not using Web Time Entry or leave accruals enter "IN" – Ineligible for Leave	
Save, Next Action			

	Enter Key Block Information:		
	Position / Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.	
Next Block			
	OSJBEY		
	Job Begin Date	Same as Query Date	
	Jobs Detail Eff Date	Same as Query Date	
	Personnel Date	Same as Query Date	First Day of work
	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	TYPE appropriate timesheet orgn code	
	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	Required. Normally coded 8868, however, risk factors may require the record be coded as 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more info.	
	Supervisor ID	No-visit field.	
	Step	0	
	Accrue Leave	Y if Leave Category Code in above step is EA or ET; N if Leave Category is IN.	
	Timesheet COA	Y	
	Time Entry Method	**PSU**– Defaults to D – Department Time Entry with Approvals; for Web Time Entry jobs change to W – Employee Time Entry Via Web. **UNH** – Defaults to W – Employee Time Entry via Web; for non-Web Time Entry jobs change to D – Department Time Entry with Approvals. **KSC, GSC & USNH** – Non-overrideable and defaults to W – Employee Time Entry via Web.	
	Time Entry Type	**PSU** – Defaults to E – Pay Period Exception Time Only; for Web Time Entry jobs change to T – Pay Period Time Sheet. **UNH** – Defaults to T – Pay Period Time Sheet; for Department Time Entry jobs change to E – Pay Period Exception Time Only, for FAMIS and Web Time Entry jobs leave as-is. **KSC, GSC & USNH** – Non-overrideable and defaults to T – Pay Period Time Sheet.	
	Time In/Out	**PSU** – Defaults to N – Not required; for Web Time Entry jobs change to Y – Time In/Out Required.	

		UNH – Defaults to Y – Time In/Out Required; for non-Web Time Entry jobs change to N – Not Required. **KSC, GSC & USNH** – Non-overrideable and defaults to Y – Time In and Out Required.
	Premium Pay Code	NESN
Save, Next Action, Next Block		
	LABFUL	**RHOSFT Only** - Override labor distribution as necessary
Save		
Routing Information, Save		
Transaction Comments, Save		
Submit Transaction		

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 ECLS 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.*