

## UHOSPT Cheat Sheet Hire Operating Staff Part Time

To be used for Hiring an employee into an Operating Staff position at less than 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 but a reduced daily schedule	Works a full daily schedule but not year round	Works less that a full daily schedule and less than year round
<i>Example</i>	<i>Administrative Assistant who works July 1-June 30 but only 4 hours a day instead of 7.5.</i>	<i>Administrative Assistant who works 7.5 hours a day but only works during the academic year, mid-August to late May.</i>	<i>Administrative Assistant who works 6 hours a day from mid August to late May.</i>
<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.		
Approval Category	*HOSPT		
Approval Type	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.		
PEAEMPL ECLS	Set to <b>20</b> if appointment is 75% or greater; set to <b>25</b> if appointment is 50 to 74%		
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	Y	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.		
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>OSJBEY</b>			
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 actual Hire date.	Enter actual Hire date.	Enter actual Hire date.
Contract Begin Date	Leave blank	Should be set equal to the first day of the appointment or the Jobs Det Eff Date.	Should be et equal to the first day of the appointment or the Jobs Detail Eff Date.
Contract End Date	Leave blank	Set to last day of appointment for the current fiscal year.	Set to last day of appointment for the current fiscal year.
Job Change Reason	AENEW	AENEW	AENEW
Job Type	P (may be adjusted to “S” if Primary Job already exists.)		
Regular Rate	Enter approved Hourly Rate	Enter approved Hourly Rate	Enter approved Hourly Rate
Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)		
FTE	Set equal to Position Budget FTE (may be viewed on the Salary Budget window of NBAPBUD)		
Pays	Leave blank	Set equal to factor	Set equal to factor
Factor	Leave blank	Calculate working days within the period from the Annualized Position Appointment start date through the Contract End Date and then divide by 10 to get the factor.	Calculate working days within the period from the Annualized Position Appointment start date through the Contract End Date and then divide by 10 to get the factor.
Hrs/Units Per Day	Calculated by dividing the Hrs/Units per Pay by 10.	Leave blank	Calculated by dividing the Hrs/Units per Pay by 10.

Hrs/Units Per Pay	Must be derived from reviewing NBAPOSN work schedule code and the total; hours associated with that code on NTRWKSH. Note: If this person has a variable schedule which will use multiple workschedules during the year, then the Hrs/Units Per Pay should reflect the Total number of hours worked in the year divided by Pays per Year.	Leave blank	Must be derived from reviewing NBAPOSN work schedule code and the total; hours associated with that code on NTRWKSH. Note: If this person has a variable schedule which will use multiple workschedules during the year, then the Hrs/Units Per Pay should reflect the Total number of hours worked in the year divided by Pays per Year.
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.		
Supervisor ID	Non-Overrideable	Non-Overrideable	Non-Overrideable
Step	0	0	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’	Defaults in as “Y” and is a ‘no visit field’	Defaults in as “Y” and is a ‘no visit field’
Time Entry Method	<p><b>PSU &amp; UNH</b> – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to W – Employee Time Entry via Web.</p> <p><b>KSC</b> – Non-overrideable and defaults to D – Department Time Entry with Approvals.</p>		
Time Entry Type	<b>PSU &amp; UNH</b> – For Web Time		

	<p>Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.</p> <p><b>KSC</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.</p>		
Time In/Out	<p><b>PSU &amp; UNH</b> – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.</p> <p><b>GSC &amp; USNH</b> – Non-overrideable and defaults to Y – Time In and Out Required.</p> <p><b>KSC</b> – Non-overrideable and defaults to N – Time In and Out Not Required.</p>		
	<b>Save</b>	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>If RHOSPT, LABFUL</b>	override labor distribution as necessary.		
	<b>Save, Routing Information</b>	<b>Save, Routing Information</b>	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>	<b>Transaction Comments, Save</b>	<b>Transaction Comments, Save</b>
	<b>Submit</b>	<b>Submit</b>	<b>Submit</b>

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for OS Council Districts; confirm PEAEEMPL ecl selection is appropriate for overall status activity; 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.

