

UHWKS1 – Summer May-June UNH Work Study Hire EPAF

Used to hire a UNH/UNHM work study student for the Summer months of May - June.

	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	UHWKS1	
Position/Suffix	Enter Position/Suffix, UN*CWS. Be sure to enter a new Suffix number if this person has previously had a job using this position number.	
NEXT BLOCK		
	CPHRJY	
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	Current value or XUNHCM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	Leave blank	
I9 Date	Leave blank	
Jobs Begin Date	Same as Query Date	
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	First day of work.
Job Type	P-Primary defaults; may be changed to S-Secondary	
Job Change Reason	AENEW	
Sub-Classification	00972; required	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	
Contract Number	Leave blank	
Time Sheet Orgn	TYPE appropriate timesheet orgn code	
FTE	1	
Salary Grade	02 – Summer Period	
Supervisor ID	Non-Overridable	
Workers Comp Code	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	

	JOB ECLS	Required - SW for On-Campus Work Study; SX for Off-Campus Work Study (coded by UNH HR Office only)
	Step	0
	Accrue Leave	N
	STRS Assignment code	Leave blank
	Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet
	Timesheet COA	Y
	Home COAS	Y
	Overtime Waiver	STD
	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		
	TERM/TERMIN	
	Jobs Detail Eff Date	Default 30-JUN-YYYY
	Jobs Personnel Date	Default 30-JUN-YYYY
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
SAVE, Next Action, NEXT BLOCK		

	LABFUL	
	Labor Distribution	Replace default accounting with correct labor distribution info OR remove unwanted FOAPALS and adjust % on remaining FOAPALS until the sum of all % = 100%.
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		