

# UHWKSM – Summer UNH Work Study Hire EPAF

Used to hire a UNH/UNHM work study student for the Summer.

	On-Time Hire	Late Hire
<b>Access NOAEPAF</b>		
	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	UHWKSM	
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.	
<b>NEXT BLOCK</b>		
	<b>CPHRJY</b>	
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	If the Current Value... ... is populated, enter the same value ... is not populated, enter XUNHCM if the employee has not requested their check be mailed to their home/permanent mailing (PM) 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 – Academic Year	
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
JOBS 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	<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	<p><b>PSU &amp; UNH</b> – For Web Time 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, Next Action, NEXT BLOCK</b>	
<b>TERM/TERMIN</b>	
Jobs Detail Eff Date	Last day of work
Jobs Personnel Date	Last day of work
Job Status	T
Job Change Reason	TTERM
Contract Begin Date	Leave blank
Contract End Date	Leave blank
<b>SAVE, Next Action, NEXT BLOCK</b>	

	<b>LABFUL</b>	
	Labor Distribution	Replace default accounting with correct labor distribution info <b>OR</b> remove unwanted FOAPALs and adjust % on remaining FOAPALs until the sum of all % = 100%.
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>2LDCHG</b>	
	Labor Distribution	If appointment extends beyond 07.01.YYYY change Federal FOAPAL as of 07.01.YYYY; otherwise leave blank.
<b>SAVE, Routing Information</b>		
<b>Transaction Comments, SAVE</b>		
<b>Submit Transaction</b>		