

BANNER DATE DEFINITIONS

Date Field	Associated Form	EPAF Field Name	Definition	Notes
Current Hire	PEAEMPL	Current Hire Date	<p>New Hires – First day of employment at USNH.</p> <p>Status – Internal transfers within USNH do not affect this date except when the employee shifts to a tenure track faculty position.</p> <p>Adjunct Faculty and Adjunct Staff – Date corresponds to last job entered.</p>	<p>When processing new hire EPAFs this date will populate all other PEAEMPL dates.</p> <p>Status employees with concurrent Adjunct Staff jobs will not override this date.</p>
Original Hire	PEAEMPL	N/A	First day of employment at USNH	<p>Adjustments to the Original Hire Date are made only by Campus HR and Payroll when these circumstances exist:</p> <ul style="list-style-type: none"> - Processing transition allowances may require this date to be changed. - The Contract Begin Date for Deferred Pay employees must reflect the first date of the pay period of the appointment year. - Any action that precedes the original hire date may require an adjustment.
Adjusted Service	PEAEMPL	Adjusted Serv. Date	<p>For new hires, this matches the employee's Original Hire Date</p> <p>Use this link to access the Adjusted Service Date Tool: http://www.usnhgateway.org/soft.html#adjusted</p>	<p>Controls ET accrual, longevity premium pay calculations and retirement eligibility.</p> <p>If a status employee leaves USNH and subsequently returns to a status job, the Adjusted Service Date will need to be manually set to the Current Hire Date and reset when prior service has been earned back and provided to the employee.</p>
Seniority	PEAEMPL	N/A	USNH does not use this functionality. This field should not be coded.	
First Work Date	PEAEMPL	N/A	Initially populated for new hires but not consistently maintained nor used for any reporting purposes.	
Last Work Date	PEAEMPL	N/A	Terminates the PEAEMPL record. USNH does not use this functionality. This field should not be coded.	Employees can be terminated from NBAJOBS but will still maintain active PEAEMPL records to support benefit processing (e.g., retiree medical, etc.).

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Last Paid Date	NBAJOBS - General Info	N/A	System generated date that represents the last pay (pay period end date) for the selected job as processed by Payroll.	The Jobs Detail Effective Date of a job change cannot be prior to the Last Paid Date.
Begin Date	NBAJOBS - Base Job	Job Begin Date	Set equal to the Jobs Detail Effective Date on the 'Hire' step of the EPAF.	The Job Begin Date must be before the Job End Date.
End Date	NBAJOBS - Base Job	N/A	The date that any activity associated with the position/suffix on the job will end. It may not reflect the employee's last day of work.	Note the following: <ol style="list-style-type: none"> 1. The information entered into the Jobs Detail Effective Date field on the 'Termination' step of the EPAF, it will populate the Job End Date. 2. The information entered in the End Date field on the NBAPBUD form (Position Effective Dates section) will not be reflected in NBAJOBS until the next change to JOBS is processed.
Contract Start	NBAJOBS - Base Job	Contract Begin Date	Begin date of the jobs contract period for the active fiscal year. Contract Begin and Contract End Dates are assigned when the fiscal year job normally is not July 1 through June 30. For a hire EPAF, the Contract Begin Date will be set equal to the Jobs Detail Effective Date of the hire.	Contract dates impact encumbrance calculations for Status and Adjunct Faculty and Staff salary jobs. The Contract Begin Date cannot be before the Jobs Begin Date. Contract dates are not required for Fiscal Year (FY) jobs (July 1 – June 30) even when the employee's start date is after July 1 st . The Contract Begin Date for Deferred Pay employees must reflect the first date of the pay period of the appointment year. EPAFs have been constructed to address hiring or terminating jobs that use contract dates.
Contract End	NBAJOBS - Base Job	Contract End Date	Last day of the job in the active fiscal year. Contract Begin and Contract End Dates are assigned when the fiscal year job normally is not July 1 through June 30.	Contract dates impact encumbrance calculations for Status and Adjunct Faculty and Staff salary jobs. The Contract End Date for Deferred Pay employees must reflect the last date of the pay period of the appointment year. EPAFs have been constructed to address hiring or terminating jobs that use contract dates.

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Probationary Begin Date	NBAJOBS - Base Job	Job Detail Effective Date	The day the employee's leave begins or, if late entry, the 1 st day of the current pay period.	Refer back to the employee's JOBS record for the appropriate Job Change Reason Code
Probationary End Date	NBAJOBS - Base Job	Anticipated End Date	The day the employee's leave is expected to end.	If the expected end date changes, this field should be updated to reflect the new date.
Effective Date	NBAJOBS - Job Detail	Jobs Detail Effective Date	The effective date of the job record for payroll and benefit purposes.	<p>New records entered to NBAJOBS cannot be made with an effective date prior to the 'Last Paid Date' on the NBAJOBS record.</p> <p>The effective date is normally within the current or future pay period.</p> <p>The job information included on the weekly benefits export feed is determined by the effective date and personnel date on the employee's job record. Generally, the export feed will include job information for all appropriate position/suffix combinations that are not terminated during the selected pay period. Any new PIDM/position/suffix combinations (e.g., new hires, internal transfers) will be included in the export feed, if the personnel date on the job record is within 45 days of the first day of the selected pay period. In addition, terminated job records will be included in the export feed only if the termination date falls between the first day of the previous pay period and the last day of the current pay period.</p>
Personnel Date	NBAJOBS - Job Detail	Personnel Date	The actual date the activity should have or will occur (e.g., termination, hire, etc.).	<p>Generally, the Personnel Date should be equal to or less than the Jobs Detail Effective Date.</p> <p>The job information included on the weekly benefits export feed is determined by the effective date and personnel date on the employee's job record. Generally, the export feed will include job information for all appropriate position/suffix combinations that are not terminated during the selected pay period. Any new PIDM/position/suffix combinations (e.g., new hires, internal transfers) will be included in the export feed, if the personnel date on the job record is within 45 days of the first day of the selected pay period. In addition, terminated job records will be included in the export feed only if the termination date falls between the first day of the previous pay period and the last day of the current pay period.</p>

