

*HCPEX Cheat Sheet

Used to Hire Part-Time/Full-Time Temp/Casual Exempt Employees

	On Time Hire with On-Going Commitment	Late Hire with On-Going Commitment	On Time Hire with NO On-Going Commitment	Late Hire with NO On-Going Commitment (Appt ended current pay period or prior)
Notes	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete.	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete AND payout in a lump sum any value of retroactive payment due to the employee caused by delayed entry.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.
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	First day of pay period following the last completed pay period	First day of pay period following the last completed pay period
Approval Category	*HCPEX (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH, 3=Kronos)			
Position/Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.			
Next Block				
CPEXJE				
Current Hire Date	Will default equal to "Query Date." Override if necessary. Current Hire should equal the ACTUAL first day of appointment.			
Distribution Orgn	If a Current Value is displayed, leave the field blank. If no Current Value is displayed, enter X***CM [where *** = CLL, KSC, PSC, SYS, UNH]			
PEAEMPL ECLS	70 If job ECLS CE-Part Time Temporary 74 If job ECLS DE-Full Time Temporary 75 If job ECLS JE-Casual 75 If job ECLS KE – One Time Payment			
Home COAS	Y			
Home	XCASEX			

Organization			
19 form indicator	TYPE R for Received if you have seen the correctly completed I9 or leave blank. At UNH, leave blank		
I9 date	Used only when I9 Form Indicator = R Same as Query Date. Remove default values if necessary. At UNH, leave blank		
Job Detail Eff Date	Same as Query Date		
Job Begin Date	Same as Query Date		
Contract Begin Date	Same as Query Date unless pays/factors = 26.1, then leave blank		
Personnel Date	Same as Query Date	First Day of work	
Contract End Date	Enter as the Last Day of Appointment unless pays/factors = 26.1, then leave blank	Enter as first day of pay period following hire Detail Effective Date	
Job Change Reason	AENEW		
Timesheet Orgn	TYPE appropriate timesheet orgn code		
Regular Rate	See Calculating Daily rate Cheat Sheet	Total value divided by 10. (i.e., \$1500 appointment/10=\$150 daily rate)	0.00
Pays	See Calculating Daily rate Cheat Sheet	1	
Factor	See Calculating Daily rate Cheat Sheet	1	
FTE	See "Calculating FTE for Part-Time/Full-Time Temp/Casual Hourly Employees" cheat sheet for values.		
Contract Number	Optional by campus. UNH enters the total amount of the contract to be paid, GSC uses for the course code.		
Job Type	P, override with "S" if primary job already exists		
Sub-Classification	Required. See "Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values		
Complem Pos Info	Optional; See "Part-Time/Full-Time Temp/Casual Job Information", under Coding Section for coding standards.		
Salary Grade	Optional. May be used to indicate the number of credits represented by contract.		
Supervisor ID	No-visit field		
Jobs ECLS	Required - Must match position ECLS		
Accrue Leave	N		
Step	0		
Workers Comp Code	8868; 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.		
Save, Next Action, Next Block			

LABFUL	As needed, replace default accounting info with correct labor distribution info or remove unwanted FOAPALs and adjust % on remaining FOAPALs to equal 100%. See ECLS/PCLS Account Code Crosswalk to ensure your Account Code correlates with the sub-classification.			
Save, Next Action, Next Block				
EARN				
Effective Date	Same as Query Date			
Earnings Code	130			
Hour/Units	10			
Deemed	Leave blank			
Special rate	Leave blank			
Ended As Of Date	Leave blank			
<i>NOTE: In addition to the regular earnings code, those appointments with retro payment due will need to add an additional line for the retro payment, see below:</i>				
Effective Date	N/A	Same as Query Date	N/A	Same as Query Date
Earnings Code	N/A	155	N/A	155
Hour/Units	N/A	1	N/A	1
Deemed	N/A	Leave blank	N/A	Leave blank
Special rate	N/A	Enter full retro owed	N/A	Enter full retro owed
Ended As Of Date	N/A	Enter first day of next pay period.	N/A	Enter first day of next pay period.
Save, Next Action, Next Block				
TERMIN/TERM				
Jobs Detail Eff Date	Last day of appointment.		Enter as first day of the following pay period	
Personnel Date	Enter as actual last day of appointment			
Job Status	T			
Job Change Reason	TTERM			
Contract Begin Date	Leave blank			
Contract End Date	Leave blank			
Save				
Routing Information, Save				
Transaction Comments, Save				

Submit Transaction