

# \*HWKSY –Work Study Hire EPAF

Used to hire a work study student at GSC, KSC, PSU and USNH.

	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	*HWKSY where * indicates campus (G=GSC, K=KSC, P=PSU, S=SYS)	
Position/Suffix	Enter Position/Suffix. 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 X***CM where *** indicates campus (GSC, KSC, PSU or SYS) 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	Type R – Received if you have seen the correctly completed I9 or Leave blank	
I9 Date	Used only when I9 Form indicator = R. Defaults as Query Date, Remove default value if necessary.	
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	01 – Academic Year, 02 – Summer	
Supervisor ID	Non-Overrideable	
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	
Step	0	
Accrue Leave	N	
STRS Assignment code	Leave blank	
Complem Pos Info	Optional; See “Part-Time/Full-Time Temp/Casual Job Information”, under Coding Section, for coding standards.	
Timesheet COA	Y	
Home COAS	Y	
Overtime Waiver	STD	
Time Entry Method	<p><b>PSU</b>– Defaults to D – Department Time Entry with Approvals; for Web Time Entry jobs change to W – Employee Time Entry Via Web.</p> <p><b>KSC, GSC &amp; USNH</b> – Non-overrideable and defaults to W – Employee Time Entry via Web.</p>	
Time Entry Type	<p><b>PSU</b> – Defaults to E – Pay Period Exception Time Only; for Web Time Entry jobs change to T – Pay Period Time Sheet.</p> <p><b>KSC, GSC &amp; USNH</b> – Non-overrideable and defaults to T – Pay Period Time Sheet.</p>	
Time In/Out Ind	<p><b>PSU</b> – Defaults to N – Not required; for Web Time Entry jobs change to Y – Time In/Out Required.</p> <p><b>KSC, GSC &amp; USNH</b> – Non-overrideable and defaults to Y – Time In and Out Required.</p>	
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>On Time Termination</b>	<b>Late Termination</b>
<b>TERM/TERMIN</b>		
Jobs Detail Eff Date	Last day of work	First day of next pay period
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>	As needed, 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, Routing Information</b>		
<b>Transaction Comments, SAVE</b>		
<b>Submit Transaction</b>		