# KHCPEG Cheat Sheet
# Hire Part-Time/Full-Time Temp/Casual Exempt Grant

|  | On Time Hire = or > One Pay Period | Late Hire with On-Going Commitment | Late Hire with no On-Going Commitment (Full Retro) | One Time Payment (On Time) |
|---|---|---|---|---|
| *Example* | *EPAF entry is for current or future pay effective hire.* | *EPAF entry is for hire that was effective in a previous pay and continues past the current pay period.* | *EPAF is for processing Hire as appointment that requires full payout* **NOTE: This category also applies to any appointments that end during the current pay period.** | *EPAF is for processing an appointment that is less than a full pay period in duration (such as a one- or two-day workshop).* |
| **Purpose** | 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 Keyblock Information |  |  |  |  |
| Name/ID |  |  |  |  |
| Querydate | Enter as actual hire date | Enter as first day of current pay period | Enter as first day of current pay | Enter as first day of effective pay (pay period in which earnings should be processed for) |

| Approval Category | KHCPEG | KHCPEG | KHCPEG | KHCPEG |
|---|---|---|---|---|
| Position/Suffix | Enter Position/Suffix. (i.e. KN***C) Be sure to iterate suffix if this person has been assigned to this position previously | Enter Position/Suffix. (i.e. KN***C) Be sure to iterate suffix if this person has been assigned to this position previously | Enter Position/Suffix. (i.e. KN***C) Be sure to iterate suffix if this person has been assigned to this position previously | Enter Position/Suffix. (i.e. KN***C) Be sure to iterate suffix if this person has been assigned to this position previously |
| <Next Block> | | | | |
| **CPEXJE** | This step will code values to the PEAEMPL record and establish a paying NBAJOBS record. | This step will code values to the PEAEMPL record and establish a paying NBAJOBS record. | This step will code values to the PEAEMPL record and establish an NBAJOBS record that will "hold" the appointment information, labor distribution, but not generate pay directly. | This step will code values to the PEAEMPL record and establish a paying NBAJOBS record |
| Current Hire Date | Enter actual hire date | Enter actual hire date | Enter actual hire date | Enter actual hire date |
| Distribution Orgn | If no current values display, enter X***CM. I.e., XKSCCM). If current values exist, leave blank | If no current values display, enter X***CM. I.e., XKSCCM). If current values exist, leave blank | If no current values display, enter X***CM. I.e., XKSCCM). If current values exist, leave blank | If no current values display, enter X***CM. I.e., XKSCCM). If current values exist, leave blank |
| PEAEMPL ECLS | 70 If job ECLS CE<br>74 If job ECLS DE<br>75 If job ECLS JE<br>75 If job ECLS KE | 70 If job ECLS CE<br>74 If job ECLS DE<br>75 If job ECLS JE<br>75 If job ECLS KE | 70 If job ECLS CE<br>74 If job ECLS DE<br>75 If job ECLS JE<br>75 If job ECLS KE | 70 If job ECLS CE<br>74 If job ECLS DE<br>75 If job ECLS JE<br>75 If job ECLS KE |
| Home COAS | Y | Y | Y | Y |
| Home Organization | XCASEX | XCASEX | XCASEX | XCASEX |
| 19 form indicator | Optional by campus | Optional by campus | Optional by campus | Optional by campus |
| I9 date | Optional by campus | Optional by campus | Optional by campus | Optional by campus |
| Jobs Detail Eff Date | Enter as hire date | Enter as first day of current pay period | Enter as first day of current pay period | Enter as first day of effective pay period |

| Job Begin Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date |
|---|---|---|---|---|
| Contract Begin Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date | Set equal to Detail Eff Date |
| Personnel date | Enter as actual date of hire | Enter as actual date of hire | Enter as actual date of hire | Enter as actual date of hire |
| Contract End Date | Enter as last day of appointment | Enter as last day of appointment | Enter as first day of following pay period | Enter as first day of pay period following hire Detail Effective Date. |
| Job Change Reason | AENEW | AENEW | AENEW | AENEW |
| Timesheet Orgn | As appropriate | As appropriate | As appropriate | As appropriate |
| Regular Rate | See Calculating Daily rate Cheat Sheet | See Calculating Daily rate Cheat Sheet | 0.00 | Total value divided by 10. (I.e., $1500 appointment/10=$150 daily rate) |
| Pays | See Calculating Daily Rate Cheat Sheet | See Calculating Daily Rate Cheat Sheet | 1 | 1 |
| Factor | See Calculating Daily Rate Cheat Sheet | See Calculating Daily Rate Cheat Sheet | 1 | 1 |
| FTE | See chart | See chart | See chart | See chart |
| Contract Number | Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value) | Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value) | Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value) | Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value) |
| Job Type | P, override with "S" if primary job already exists | P, override with "S" if primary job already exists | P, override with "S" if primary job already exists | 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 | Required.  See "Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values | Required.  See "Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values | Required.  See "Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values |
| Complem Pos Info | Optional; See "Part- | Optional; See "Part- | Optional; See "Part- | Optional; See "Part- |

|  | Time/Full-Time Temp/Casual Job Information", under Coding Section, for coding standards. | Time/Full-Time Temp/Casual Job Information", under Coding Section, for coding standards. | Time/Full-Time Temp/Casual Job Information", under Coding Section, for coding standards. | Time/Full-Time Temp/Casual Job Information", under Coding Section, for coding standards. |
|---|---|---|---|---|
| Salary Grade | Optional.  May be used to indicate number of credits represented by contract. | Optional.  May be used to indicate number of credits represented by contract. | Optional.  May be used to indicate number of credits represented by contract. | Optional.  May be used to indicate number of credits represented by contract. |
| Supervisor ID | Non-Overridable | Non-Overridable | Non-Overridable | Non-Overridable |
| Jobs ECLS | Required - Must match position ECLS | Required - Must match position ECLS | Required - Must match position ECLS | Required - Must match position ECLS |
| Accrue Leave | N | N | N | N |
| Step | 0 | 0 | 0 | 0 |
| Workers Comp Code | Required.  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. | Required.  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. | Required.  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. | Required.  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. |
|  | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** |
| **LABFUL** CLL EPAF omits this step | Override labor distribution as appropriate | Override labor distribution as appropriate | Override labor distribution as appropriate | Override labor distribution as appropriate |
|  | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** |

| EARN | *This step will be used to simply confirm the "normal" earnings that would have defaulted to the Job.* | *This step will be used to enter the retro amount that is due for previous pay periods and to confirm the "normal earnings that would have defaulted to the Job.* | *This step will be used to enter the lump sum value of the retro amount that is due for previous pay periods and to confirm the "normal earnings that would have defaulted to the Job.* | *This step will be used to simply confirm the "normal" earnings that would have defaulted to the Job.* |
|---|---|---|---|---|
| Effective Date | Defaults as Querydate, set equal to Hire Date | Defaults as querydate, set equal to Jobs Detail Eff Date for hire | Defaults as querydate, set equal to Jobs Detail Eff Date for hire | Defaults as querydate, set equal to Jobs Detail Eff Date for hire |
| Earnings Code | 130 | 130 | 130 | 130 |
| Hour/Units | 10 | 10 | 10 | 10 |
| Deemed | Leave blank | Leave blank | Leave blank | Leave blank |
| Special rate | Leave blank | Leave blank | Leave blank | Leave blank |
| Ended As Of Date | Leave blank | Leave blank | Leave blank | Leave blank |
| **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:** | | | | |
| Effective Date | **N/A** | Defaults as querydate, set equal to Jobs Det Effective Date for hire | Defaults as querydate, set equal to Jobs Det Effective Date for hire | **N/A** |
| Earnings Code | **N/A** | 155 | 155 | **N/A** |
| Hour/Units | **N/A** | 1 | 1 | **N/A** |
| Deemed | **N/A** | Leave blank | Leave blank | **N/A** |
| Special rate | **N/A** | Enter full retro owed | Enter full retro owed | **N/A** |
| Ended As Of Date | **N/A** | Enter first day of next pay period | Enter first day of next pay period | **N/A** |
|  | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** | **Save, Next Action, Next Block** |
| **TERMIN/TERM** | | | | |
| Jobs Detail Eff Date | Enter as last day of appointment. | Enter as last day of appointment | Enter as first day of the following pay period | Enter as the first day of the following pay period |
| Personnel Date | Enter as actual last day of appointment | Enter as actual last day of appointment | Enter as actual last day of appointment | Enter as actual last day of appointment |

| Job Status | T | T | T | T |
|---|---|---|---|---|
| Job Change Reason | TTERM | TTERM | TTERM | TTERM |
| Contract Begin Date | Leave blank | Leave blank | Leave blank | Leave blank |
| Contract End Date | Leave blank | Leave blank | Leave blank | Leave blank |
|  | **Save, Routing Information** | **Save, Routing Information** | **Save, Routing Information** | **Save, Routing Information** |
|  | **Transaction Comments, Save** | **Transaction Comments, Save** | **Transaction Comments, Save** | **Transaction Comments, Save** |
|  | **Submit** | **Submit** | **Submit** | **Submit** |