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)

KHCPEG

Approval Category	KHCPEG	KHCPEG	KHCPEG	KHCPEG
Position/Suffix	Enter Position/Suffix.	Enter Position/Suffix.	Enter Position/Suffix.	Enter Position/Suffix. (i.e.
	(i.e. KN***C) Be sure to	(i.e. KN***C) Be sure	(i.e. KN***C) Be sure	KN***C) Be sure to iterate
	iterate suffix if this	to iterate suffix if this	to iterate suffix if this	suffix if this person has
	person has been assigned	person has been	person has been assigned	been assigned to this
	to this position previously	assigned to this position	to this position	position previously
		previously	previously	
<next block=""></next>				
CPEXJE	This step will code values	This step will code	This step will code	This step will code values
	to the PEAEMPL record	values to the	values to the PEAEMPL	to the PEAEMPL record
	and establish a paying	PEAEMPL record and	record and establish an	and establish a paying
	NBAJOBS record.	establish a paying	NBAJOBS record that	NBAJOBS record
		NBAJOBS record.	will chold the	
			information Johon	
			distribution but not	
			distribution, but not	
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	If no current values	If no current values	If no current values display
Distribution Orgin	display_enter X***CM	display enter	display_enter X***CM	enter X***CM Le
	Le., XKSCCM). If	X***CM. Le.	Le., XKSCCM). If	XKSCCM). If current
	current values exist, leave	XKSCCM). If current	current values exist.	values exist. leave blank
	blank	values exist, leave	leave blank	· · · · · · · · · · · · · · · · · · ·
		blank		
PEAEMPL ECLS	70 If job ECLS CE	70 If job ECLS CE	70 If job ECLS CE	70 If job ECLS CE
	74 If job ECLS DE	74 If job ECLS DE	74 If job ECLS DE	74 If job ECLS DE
	75 If job ECLS JE	75 If job ECLS JE	75 If job ECLS JE	75 If job ECLS JE
	75 If job ECLS KE	75 If job ECLS KE	75 If job ECLS KE	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	Enter as first day of	Enter as first day of
		current pay period	current pay period	effective pay period

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

	Time/Full-Time	Time/Full-Time	Time/Full-Time	Time/Full-Time
	Temp/Casual Job	Temp/Casual Job	Temp/Casual Job	Temp/Casual Job
	Information", under	Information", under	Information", under	Information", under Coding
	Coding Section, for	Coding Section, for	Coding Section, for	Section, for coding
	coding standards.	coding standards.	coding standards.	standards.
Salary Grade	Optional. May be used to	Optional. May be used	Optional. May be used	Optional. May be used to
	indicate number of credits	to indicate number of	to indicate number of	indicate number of credits
	represented by contract.	credits represented by	credits represented by	represented by contract.
		contract.	contract.	
Supervisor ID	Non-Overridable	Non-Overridable	Non-Overridable	Non-Overridable
Jobs ECLS	Required - Must match	Required - Must match	Required - Must match	Required - Must match
	position ECLS	position ECLS	position ECLS	position ECLS
Accrue Leave	N	N	N	N
Step	0	0	0	0
Workers Comp Code	Required. Normally	Required. Normally	Required. Normally	Required. Normally coded
_	coded 8868; however,	coded 8868; however,	coded 8868; however,	8868; however, risk factors
	risk factors may require	risk factors may require	risk factors may require	may require 9101. For
	9101. For example, code	9101. For example,	9101. For example, code	example, code 9101 for
	9101 for employees who	code 9101 for	9101 for employees who	employees who work in the
	work in the	employees who work in	work in the	care/maintenance of
	care/maintenance of	the care/maintenance of	care/maintenance of	buildings and facilities.
	buildings and facilities.	buildings and facilities.	buildings and facilities.	Contact HR for more
	Contact HR for more	Contact HR for more	Contact HR for more	information.
	information.	information.	information.	
	Save, Next Action, Next	Save, Next Action,	Save, Next Action, Next	Save, Next Action, Next
	Block	Next Block	Block	Block
LABFUL	Override labor	Override labor	Override labor	Override labor distribution
CLL EPAF omits	distribution as	distribution as	distribution as	as appropriate
this step	appropriate	appropriate	appropriate	
	Save, Next Action, Next	Save, Next Action,	Save, Next Action, Next	Save, Next Action, Next
	Block	Next Block	Block	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	

Banner: HR – EPAF Usage – Cheat Sheets

Job Status	Т	Т	Т	Т
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	Save, Routing	Save, Routing	Save, Routing
	Information	Information	Information	Information
	Transaction Comments,	Transaction	Transaction	Transaction Comments,
	Save	Comments, Save	Comments, Save	Save
	Submit	Submit	Submit	Submit