LHASSM Cheat Sheet

Used to add a Part-Time/Full-Time Temp/Casual salaried summer appointment for an employee who is an also a Status Employee.

		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	LHASSM			
	Position/Suffix	Enter Position/Suffix. Remember to "up" the suffix if this person has previously had a job using this position.			
Next Block					
	APSJOB				
	Personnel Date	Same as Query Date	First Day of work		
	Job Begin Date	Same as Query Date			
	Job Detail Eff Date	Same as Query Date			
	Contract Begin Date	Same as Query Date unless pays/factors = 26.1, then leave blank			
	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 unless pays/factors = 26.1, then leave blank	
	Regular Rate	See Calculating Daily rate Cheat Sheet		Total value divided by 10.	0.00

		(i.e., $1500 appointment/10=$150 daily rate)	
Pays	See Calculating Daily rate Cheat Sheet	1	
Factor	See Calculating Daily rate Cheat Sheet	1	
Sub-Classification	See "Coding EPAF Sub-classifications for Part-Time/Full-Time Temp/Casual Jobs" cheat sheet for values.		
Jobs ECLS	Required - Must match position ECLS		
FTE	See "Calculating FTE for Part-Time/Full-Time Temp/Casual Hourly Employees" cheat sheet for values.		
Timesheet Orgn	Timesheet Orgn		
Supervisor ID	Non-Overridable		
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.		
Job Change Reason	AERAP [for Reappointment]		
Job Type	Required – Defaults to S – Secondary. If the employee's primary job is with any institution except UNH School of Law, this must be changed to O – Overload.		
Complem Pos Info	Optional; See "Part-Time/Full-Time Temp/Casual Job Information", under Coding Section for coding standards.		
Step	0		
Accrue Leave	N		
Contract Number	Enter the total amount of the contract to be paid.		

Save, Next Action, Next Block	
LABFUL	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	
2LDCHG	Replace default accounting info with correct labor distribution info for the new fiscal year.
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			
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	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