# LHOSPT Cheat Sheet

**UNH Law School Hire Operating Staff Part Time**

Used for Hiring an employee into an Operating Staff position at less than 100% time. Used only if employee is not currently a status employee. *Reminder: Operating Staff may be employed in a 40 hour/week base or a 37.5 hour/week base. This is defined on NBAPOSN through the employee class. H2 is for the 40 hour base; H1 is for the 37.5 hour base. All UNH Law School employees should be setup as H2.*

Scenarios that are less than 100% time would include: Year round employee working less than a full daily schedule; Partial year employee who works a full daily schedule; Partial year employee who works less than a full daily schedule

| | | On-Time Hire | Late Hire |
|---|---|---|---|
| **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 |
| | Approval Category | LHOSPT | |
| **NEXT BLOCK** | | | |
| | **PEACRB** | | |
| | Current Hire Date | Same as Query Date | First Day of Work |
| | PEAEMPL ECLS | Set to 20 if appointment is 75% or greater; set to 25 is appointment is 50 to 74% | |
| | Home Organization | Should be set equal to the Position Orgn (which may be reviewed on the Salary Budget window on NBAPBUD) | |
| | Distribution Orgn | If no current values display, enter XUNHCM. If current values exist, leave as is. | |
| | I-9 Form Indicator | No-visit field. | |
| | I-9 Date | No-visit field. | |
| | District Code | For UNH coding if available. | |
| | Home COAS | Y | |
| | Leave Category Code | For new hires...<br>"EA" - Earned Time 7/1/2011 | |
| | Benefits Category | 1L | |
| **Save, Next Action** | | | |
| | Enter Key Block Information: | | |
| | Position / Suffix | Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this | |

| | | |
|---|---|---|
| | | position. |
| **Next Block** | | |
| | **OSJBEY** | |
| | Job Begin Date | Same as Query Date |
| | Jobs Detail Eff Date | Same as Query Date |
| | Personnel Date | Same as Query Date / First Day of work |
| | Contract Begin Date | **Full Year Employee**: Leave Blank<br>**Partial Year Employee**: Same as Query Date |
| | Contract End Date | **Full Year Employee**: Leave Blank<br>**Partial Year Employee:** Last day of appointment in the current fiscal year |
| | Job Change Reason | AENEW |
| | Job Type | P (may be adjusted to "S" if Primary Job already exists.) |
| | Regular Rate | Enter approved Hourly Rate |
| | Timesheet Orgn | TYPE appropriate timesheet orgn code |
| | FTE | Set equal to Position Budget FTE (may be viewed on the Salary Budget window of NBAPBUD) |
| | Pays | **Full Year Employee**: Leave Blank<br>**Partial Year Employee**: Set equal to Factor |
| | Factor | **Full Year Employee**: Leave Blank<br>**Partial Year Employee**: Calculate working days within the period from the Annualized Position Appointment start date through the Contract End Date and then divide by 10 to get the factor. |
| | Hrs/Units Per Day | **Full Daily Schedule**: Leave Blank<br>**Reduced Daily Schedule**: Divide Hrs/Units per Pay by 10 |
| | Hrs/Units Per Pay | **Full Daily Schedule**: Leave Blank<br>**Reduced Daily Schedule**: Derived from reviewing NBAPOSN work schedule code and the total hours associated with that code on NTRWKSH. If this person has a variable schedule which will use multiple work schedules during the year, or does not have a work schedule setup then the Hrs/Units Per Pay should reflect the Total number of hours worked in the year divided by Pays per Year. |
| | Workers Comp Code | Required. Normally coded 8868, however, risk factors may require the record be coded as 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more info. |
| | Supervisor ID | No-visit field. |
| | Step | 0 |
| | Accrue Leave | Y |
| | Timesheet COA | Y |
| | Time Entry Method | W – Employee Time Entry via Web |
| | Time Entry Type | Defaults to T – Pay Period Time Sheet |

| | | |
|---|---|---|
| | Time In/Out | Y – Time In/Out Required |
| | Premium Pay Code | **NESN** |
| **Save** | | |
| **Routing Information, Save** | | |
| **Transaction Comments, Save** | | |
| **Submit Transaction** | | |

Notes: *Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for OS Council Districts; confirm PEAEMPL ECLS selection is appropriate for overall status activity; resolve Job Type issues including adjusting any on-going non-status appointments to "Overload" and assigning this Job as Primary when possible.*