Vacation and Earned Time Payouts

- Vacation Payouts (VACPAY) will be processed to employees who are terminating a status appointment that has accrued exempt employee vacation. The employee may be ending service to USNH or simply moving from one occupational type that earns vacation to one that doesn't, (i.e., PAT moving to tenure track faculty).
- Earned Time/Traditional Vacation Payouts (ETTVPO) will be processed to employees who are terminating a status appointment that has accrued earned time or traditional vacation through their Operating Staff appointment. The employee may be ending service to USNH or simply moving from one occupational type that earns earned time/traditional vacation to one that doesn't, (i.e., OS moving to PAT).
- Earned Time/Traditional Vacation Payouts (ETTVPO) may also be processed as an annual elective payment to employees who choose to have some or all of their time paid out during a special buyout period.

EPAF Approval Type	VACPAY	ETTVPO - Termination	ETTVPO - Annual
	Vacation Payout	Earned time or traditional vacation payouts for employees terminating a status appointment.	Earned time or traditional vacation payouts for employees receiving an elective payout.
Access NOAEPAF			
Enter Key Block Information:			
Enter Employee ID/Name			
Query Date	Enter as first day (Saturday) of the pay period for which earnings are being processed.		
Approval Category	VACPAY	ETTVPO	ETTVPO
Position	YEPVSB	YEPESB	YEMESB
Suffix	00, iterate if person/ position record already exists.		
Next Block			
POJBEY			
Jobs Detail Eff Date	Same as Query Date		
Personnel Date	Same as Query Date		
Job Begin Date	Same as Query Date		
Pay ID	Position will create a B1 value at Jobs creation. B2 may be entered to create a payment from the "Hourly" payroll	Position will create a B2 value at Jobs creation. B1 may be entered to create a payment from the "Salary" payroll	
Regular Rate	Default $0.00; may not be overridden.		
Timesheet Orgn	YZBE30		
Job Type	Overload		
Job Change Reason	PAYOT		
Accrue Leave	N		
Step	0		

EPAF Approval Type	VACPAY	ETTVPO - Termination	ETTVPO - Annual
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.		
Save, Next Action, Next Block			
LABFUL or LDOACT	All data and date should default except the Activity. The Activity must be updated to specify the campus: YCLL00=GSC YKSC00=KSC YPSC00=PSU YSYS00=System YUNH00=UNH		
Save, Next Action, Next Block			
EARN	*Note:* The earnings must be set up to cover a full pay period so that proration does not occur. The dates in this cheat sheet reflect that full period setup.		
Effective Date	Same as Query Date		
Earnings Code	450-Vacation Payout	421-Earn Time/Trad Vac Payout	460-ET Mitigation Payout
Hrs/Units	1		
Deemed	Leave blank		
Special Rate	Enter Lump Sum Value		
Shift	No visit field		
Ended As of Date	First Day of the following Pay Period		
TERMIN			
Jobs Detail Eff Date	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")		
Personnel Date	Enter as first day of the following pay period.		
Job Status	T		
Job Change Reason	TTERM		
Contract End Date	Leave blank		
Contract Begin Date	Leave blank		
Save			
Routing Information, Save			
Transaction Comments, Save			
Submit Transaction			