

# UHJCHG – UNH Adjunct Hourly Staff Job Changes

Used to add new effective dated record with job changes and update existing Termination record with job changes.

	On-Time Change	Late Change
<b>Access NOAEPAF</b>		
Name/ID		
Query Date	Date of Change	First day of pay period following the last pay period.
Approval Category	UHJCHG	
Position/Suffix	Enter Position/Suffix of job to be changed. Use the drop down arrow to access NBIJLST and select the correct job.	
<b>NEXT BLOCK</b>		
<b>JOBCHH</b>		
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	Date of change
Timesheet Org	If applicable, TYPE in correct TS Org.	
FTE	If applicable, TYPE in correct FTE.	
STRS Assignment Code	FAMIS/KRONOS Users only.	
Contract Number	If applicable, TYPE in correct Contract Number.	
JOBS ECLS	If applicable, TYPE in correct JOBS ECLS code.	
Sub-Classification	If applicable, TYPE in correct Sub-classification code.	
Complem Pos Info	If applicable, TYPE in correct Job Description.	
Supervisor ID	-	
Workers Comp Code	If applicable, TYPE in correct Worker's Comp Code.	
Time Entry Method	If changing job to WTE enter W, otherwise leave blank.	
Time Entry Type	If changing job to WTE enter T, otherwise leave blank.	
Time In/Out Indicator	If changing job to WTE enter Y, otherwise leave blank.	
Job Change Reason	Enter appropriate Job Change Reason Code.	
<b>SAVE, Next Action, Next Block</b>		

	<b>TJBCHH</b>	
	Jobs Detail Eff Date	Date entered MUST MATCH the Effective Date on the original Termination record.
	Personnel Date	Date entered MUST MATCH the Personnel Date on the original Termination record.
	Timesheet Orgn	If applicable, TYPE in correct TS Org.
	FTE	If applicable, TYPE in correct FTE.
	STRS Assignment Code	FAMIS/KRONOS users only.
	Contract Number	If applicable, TYPE in correct Contract Number.
	JOBS ECLS	If applicable, TYPE in correct JOBS ECLS code.
	Sub-Classification	If applicable, TYPE in correct Sub-classification code.
	Complem Pos Info	If applicable, TYPE in correct Job Description.
	Supervisor ID	-
	Workers Comp Code	If applicable, TYPE in correct Worker's Comp Code.
	Time Entry Method	If changing job to WTE enter W, otherwise leave blank.
	Time Entry Type	If changing job to WTE enter T, otherwise leave blank.
	Time In/Out Ind	If changing job to WTE enter Y, otherwise leave blank.
	Job Change Reason	TTERM
	Job Status	T
<b>SAVE, Routing Information</b>		
<b>Transaction Comments, SAVE</b>		
<b>Submit Transaction</b>		