*MEXPT Cheat Sheet
Move to Exempt Staff Percent Time (75% - 99%)

To be used for moving a status employee from a current status appointment into a Percent Time (75% - 99%) Exempt Staff appointment (i.e. PAT, PA, Academic Administrator, or Extension Educator). Process includes terminating original position/suffix and entering a new Status exempt Job record.

Note: Users should use the RMEXPT EPAF if a labor distribution step is needed to override default position labor distribution information.

	Year round (July 1-June30) but with a reduced weekly schedule	Has a gap in service dates over the Fiscal Year End/Begin (i.e. is NOT on active appointment for July 1)
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Query date	Set to the hire date in the new position; or if hire is effective in a previous pay period, enter the first day of the current pay period	Set to the hire date in the new position; or if hire is effective in a previous pay period, enter the second day of the current pay period
Approval Category	*MEXPT	*MEXPT
Position/Suffix	Enter Position/Suffix of Job record being terminated	Enter Position/Suffix of Job record being terminated
<Next Block>		
TERMIN		
Jobs Detail Eff Date	Enter as last day of work if in the current or future pay periods; or if the last day was in a previous pay period, enter as first day of current pay period	Enter as last day of work if in the current or future pay periods; or if the last day was in a previous pay period, enter as first day of current pay period

Personnel Date	Enter as last day of appointment in terminating job.	Enter as last day of appointment in terminating job.
Job Status	T	T
Job Change Reason	See list below	See list below
Contract Begin Date	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff Date is later than Contract Begin Date, leave blank.	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff Date is later than Contract Begin Date, leave blank.
Contract End Date	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date.	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date.
	Save, Next Action, Next Block	**Save, Next Action, Next Block**
STEXJE		
In Keyblock enter Position/Suffix	Enter Position/Suffix of new appointment	Enter Position/Suffix of new appointment
Jobs Detail Eff Date	Entered as date of hire if the appointment is in the current of future pays; or enter as the second day of current pay period if hire is retroactive. SHOULD NOT be the dame date as the TERMIN effective date in previous step.	Entered as date of hire if the appointment is in the current of future pays; or enter as the second day of current pay period if hire is retroactive. SHOULD NOT be the dame date as the TERMIN effective date in previous step.
Job Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	Leave blank	Set equal to the Jobs Detail Eff Date
Personnel Date	Enter the actual date of appointment	Enter the actual date of appointment
Contract End Date	Leave blank	Enter the last day of appointment for current fiscal year
Job Type	P (may be adjusted to "S" if active Primary Job already exists)	P (may be adjusted to "S" if active Primary Job already exists)
Annual Salary	Enter approved Annual Salary	Enter approved Annual Salary
Timesheet Orgn	Set equal to the Position Orgn (may be	Set equal to the Position Orgn (may be

	reviewed on the Salary Budget window of NBAPBUD)	reviewed on the Salary Budget window of NBAPBUD)
FTE	Set equal to Position FTE	Set equal to Position FTE
Job Change Reason	See list below	See list below
Factor	Leave blank	Calculate working days within the period from the Annualized Position Appointment start date through the Contract end date and then divide by 10
Pays	Leave blank	Set equal to factor
Deferred Pay Code	Leave blank	Leave blank
Workers Comp Code	8868, however, risk factors may require the record be coded as 9101 such as if employee works in the care/maintenance of buildings and facilities. Contact HR for more information.	8868, however, risk factors may require the record be coded as 9101 such as if employee works in the care/maintenance of buildings and facilities. Contact HR for more information.
Supervisor ID	Non-Overridable	Non-Overridable
Step	0	0
Accrue Leave	"Y" if new appointment is at CLL, KSC, PSU, System Offices, or at UNH with FAMIS time reporting; otherwise enter "N"	"Y" if new appointment is at CLL, KSC, PSU, System Offices, or at UNH with FAMIS time reporting; otherwise enter "N"
Leave Report Method	USNH – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC,PSU & UNH - enter P – none(Payroll)	USNH – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC,PSU & UNH - enter P – none(Payroll)
Leave Rept Pay ID	USNH – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC,PSU & UNH –B1 – Bi-Weekly	USNH – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC,PSU & UNH –B1 – Bi-Weekly
	Save, Next Action, Next Block	**Save, Next Action, Next Block**
If RMEXFT, LABFUL	override labor distribution as necessary	override labor distribution as necessary
	Save, Routing Information	**Save, Routing Information**

	Transaction Comments, Save	Transaction Comments, Save
	Submit	**Submit**

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for Pat Council Districts; confirm PEAEMPL ECLS selection is appropriate for overall status activity; adjusting PEAEMPL Home Org assignment to match new status timesheet org assignment. If a change to the PEAEMPL ECLS is warranted, the HR response may require adjustments to deductions and leave balances.

Job Change Reason codes to be used for Moves:

Move Justification	Reason on Job Entry Stey to new Position/Suffix (OSJBEY)	Reason on TERMIN Step
Promotion for Staff	AEPRO	AXPRO
Transfer	AETFR	AXTFR
Voluntary Demotion	AEVDM	AXVDM
Demotion for Cause	AEDEM	AXDEM
Change in FTEBS	AEFBS	AXFBS
Perm Change in %	AECPC	AXCPC
Reclassification to new Occupational Type (i.e., OS to PAT)	AERCL	AXRCL
Change in Contract Dates	AECCD	AXCCD
Change in Position Number	AEPNC	AXPNC

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