

ZHOSFT Cheat Sheet

UNH Law School Hire Operating Staff Full Time – Grant Funded

Used for Hiring an employee into an Operating Staff position at 100% time. Used only if employee is not currently a status employee and if the employee's funding is coming from grants and does not have their FOAPAL information defaulting from the position.

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.

		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	ZHOSFT	
NEXT BLOCK			
	PEACRB		
	Current Hire Date	Same as Query Date	First Day of Work
	PEAEMPL ECLS	20	
	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... "EA" - Earned Time 7/1/2011	
	Benefit 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	No visit field.
	Contract End Date	No visit field.
	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	1
	Pays	No visit field.
	Factor	No visit field.
	Hrs/Units Per Day	No visit field.
	Hrs/Units Per Pay	No visit field.
	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, Next Action, Next Block		
	LABFUL	<p>Replace default accounting info with appropriate labor distribution FOAPAL or remove unwanted FOAPALS and adjust % on desired FOAPALS</p> <p>See ECLS/PCLS Account Code Crosswalk to ensure your Account Code correlates with the sub-classification.</p>
Save		
Routing Information, Save		
Transaction Comments, Save		

Submit Transaction

Notes: *Campus HR approver should review employee appointment information for prior service issues; District entry needed for OS Council Districts; resolve Job Type issues including adjusting any on-going non-status appointments to "Overload" and assigning this Job as Primary when possible.*