

eDevice Cell iPad Allowance *HAPSS Cheat Sheet

Used to generate an eDevice Cell iPad Allowance payment when an employee’s associated job HAS BEEN created in Banner.

When establishing an eDevice Cell iPad Allowance for Hourly (B2) Employees contact the USNH Payroll Office via Payroll.usnh@usnh.edu with the EPAF # as soon as the EPAF is submitted. They will update the job created by the EPAF so it will pay on the B2 payroll cycle

Calculating the Special Rate:

UNH:
 Determine the total eDevice Cell iPad Allowance payment amount for the allowance period and divide it by the numbers of business days in the allowance period. Pays and Factors will also need to be calculated. (The Calculating Daily Rate for Salary Employees cheat sheet: <http://usnh.edu/banner/cheat-sheets/active/CalcDailyRateSalaryEmpl.pdf> OR Part-Time Full Time Temp Casual Exempt Daily Rate Appointment Tool: <http://www.usnhgateway.org/soft.html#nonstatus>)

REMINDER: This job should be terminated when the associated job is terminated or at the end of the Fiscal Year.

Cell Phone Allowance	
Example	Use *HAPSS EPAF to process an eDevice Cell iPad Allowance for on-going allowance payments when the employee’s associated job has been created in Banner.
Purpose	Create a job record to pay the eDevice Cell iPad Allowance during the allowance period.
Access NOAEPAF	
Enter Key Block Information:	
Name/ID	
Query Date	<p>On Time Entry: If the first day of the allowance period occurs in the current pay period, enter the first day of allowance period.</p> <p>Late Entry: If the first day of the allowance period occurs in a prior pay period, enter the first day of the current pay period.</p>
Approval Category	*HAPSS
Position/Suffix	<p>Enter Position/Suffix. The position used MUST be a eDevice Cell iPad position.</p> <p>PSU: PNCCELL UNH: UN*CEL where the * is the value representing the BSC creating the job.</p> <p>Be sure to review the employee’s list of jobs [NBIJLST] and “one-up” the suffix if this employee has had a job using this position previously.</p>

NEXT BLOCK		
	APSJOB	This step will establish an NBAJOBS record that will “hold” the appointment information, labor distribution, but will not generate pay directly because the regular rate will be set to \$0.00. Pay will be generated based upon the 419 Earnings entered on the EARN step.
	Personnel Date	Enter the first day of the allowance period.
	Job Begin Date	Same as Query Date.
	Jobs Detail Eff Date	Same as Query Date.
	Contract Begin Date	If the allowance is for a full FY, leave blank; otherwise enter Query Date.
	Contract End Date	If the allowance is for a full FY, leave blank; otherwise enter last day of allowance period.
	Regular Rate	***MUST ONLY BE 0.00***
	Pays	See calculating daily rate cheat sheet.
	Factor	See calculating daily rate cheat sheet.
	Sub-Classification	Enter as CELPA.
	Jobs ECLS	KE
	FTE	.001
	Timesheet Orgn	Valid value required.
	Supervisor ID	Not enterable.
	Workers Comp Code	8868 or 9101; Must be consistent with associated job.
	Job Change Reason	AERAP
	Job Type	O – Overload; Cannot be overridden.
	Complem Pos Info	Enter as “eDevice Cell iPad Allowance”
	Step	0
	Accrue Leave	N
	Contract Number	Enter total amount of the eDevice Cell iPad Allowance.
	Salary Grade	Leave blank.
SAVE, Next Action, NEXT BLOCK		
	LABFUL	UNH/PSU: Override labor distribution as appropriate; System/KSC: use LABPER; GSC: Omit this step. The Account Code should be 61JBEX.
SAVE, Next Action, NEXT BLOCK		

	EARN	<i>This step will be used to enter the lump sum value of the eDevice Cell iPad Allowance. Lines for 130 and 419 earnings are required.</i>
130 Earnings must be entered.		
	Effective Date	Set equal to Jobs Detail Eff Date on APSJOB step (Query Date).
	Earnings Code	130
	Hour/Units	10
	Deemed	Leave blank
	Special rate	Leave blank
	Ended As Of Date	Leave blank
419 Earnings must be entered.		
	Effective Date	Set equal to Jobs Detail Eff Date on APSJOB step (Query Date).
	Earnings Code	419
	Hour/Units	10
	Deemed	Leave blank
	Special rate	Enter daily rate of eDevice Cell iPad Allowance; See The Calculating Daily Rate for Salary Employees cheat sheet OR Part-Time Full Time Temp Casual Exempt Daily Rate Appointment tool.
	Ended As Of Date	Leave blank
155 Earnings Retro - Optional.		
	Effective Date	Set equal to Jobs Detail Eff Date on APSJOB step (Query Date).
	Earnings Code	155
	Hour/Units	1
	Deemed	Leave blank
	Special rate	Enter full amount of retro eDevice Cell iPad Allowance.
	Ended As Of Date	Enter as first day of following pay period. DO NOT enter the last day of the allowance period or an overpayment will occur.
SAVE, Next Action, NEXT BLOCK		
	TERMIN/TERM	
	Jobs Detail Eff Date	Enter as last day of allowance period.
	Personnel Date	Enter as last day of allowance period.
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
SAVE, Routing Information		
Transaction Comments, SAVE		
	Submit Transaction	NOTE: The Rate Reasonableness EPAF trapping which generates the "#Warning# This job will pay \$ per pay period and \$ annually" message does not include future 419 earnings in its calculation.