

eDevice Cell iPad Allowance [*HAPSS] EPAF Upload

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.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			
Purpose	Complete the data fields on the HAPSS EPAF UPLOAD spreadsheet.		
	Required Data?	Column Name	<i>If any required data is missing or is invalid job record(s) will not be created.</i>
	Y	ID:	USNH ID (9 digit #)
	Y	Query Date:	First day of work. If hire is being entered late, it is the first day of pay period following the last completed pay period.
	Y	Approval Category: (Uppercase)	_HAPSS
	Y	Position: (Uppercase)	PSU: PNCELL UNH: UN*CEL where the * is the value representing the BSC creating the job.
	Y	Suff:	Using the suffix entered in the Suff column, the NZPELOD program will create an EPAF with the next available one-up suffix as determined by reviewing existing jobs and outstanding EPAFs. Any character can be entered (1, 2, 3, a,b,c, etc.) for Suff column. If an employee has multiple jobs records in the file referencing the same position number the suffix must be unique for each job record. If multiple FOAPALs are entered for a job all rows must use the same Suffix.
	Y	Originator: (Uppercase)	Must be the Banner User Name in UPPERCASE.
	Y	Contract End Date:	If the allowance is for a full FY, leave blank; otherwise enter last day of allowance period.
	Y	Timesheet Orgn:	Required.

	Y	Regular Rate:	Allows for 4 decimal places.
	Y	Pays:	Allows for 1 decimal place.
	Y	Factor:	Allows for 1 decimal place.
	Y	FTE:	0
		Contract Number:	Required for GSC and UNH jobs.
	Y	Sub-Classification:	CELPA
		Comple Pos Info:	Required for GSC and KSC jobs.
		Salary Grade:	Required for KSC jobs.
	Y	Effective Date [Term]:	Last day of work. If job has already ended it is the 1 st day of the next pay period.
		Fund Code:	Optional; If entered, Org and Account must also be provided.
		Organization Code:	Optional; If entered Fund and Account must also be provided.
		Account Code:	Optional; If entered Fund and Org must also be provided.
		Program Code:	Optional. Will accept active value provided. If no value provided, will default to 020.
		Activity Code:	Required for PSU. Optional for all other institutions.
		Location Code:	Optional. Will accept active value provided. If no value provided, will default to null value.
		Percent:	Optional; If FOA is entered, all rows must add up to 100%.
		Personnel Date:	First day of work if this is different from the Query Date.
		Earnings Code:	Only to be used if retro pay is needed. Use 155 for retro pay.
		Earnings Hrs/Units:	Only to be used if retro pay is needed. Use 1 for retro pay.
		Special Rate:	Only to be used if retro pay is needed. Is the full amount of the retro payment.
		Cancel Date:	Only to be used if retro pay is needed. First day of the next pay period.
		Personnel Date [Term]:	Last day of work if this is different from the Effective Date of the termination.