

## 3HWKSY Cheat Sheet

### 3<sup>rd</sup> Party Student Hourly Hire

	On-Time Hire	Late Hire
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	3HWKSY	
Position/Suffix	Enter Position/Suffix. Be sure to use a new suffix number if this person has been assigned to this position previously.	
<Next Block>		
<b>CPHRJY</b>		
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	Current value or X***CM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address (***=CLL, KSC, PSC, SYS, UNH)	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	TYPE R for Received if you have seen the correctly completed I9 or leave blank. At UNH, leave blank	
I9 Date	Used only when I9 Form Indicator = R Same as Query Date. Remove default values if necessary. At UNH, leave blank	
Jobs Begin Date	Same as Query Date	
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	First day of work
Job Type	P-Primary defaults; can change to S-Secondary	
Job Change Reason	AENEW	

Sub-Classification	Required – defaults to 00972	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	
Contract Number	<p>If employee is new to UNH and has no other Kronos job: Code begins with “H”, followed by 3000 or 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.)</p> <p>If employee already occupies an active Kronos job: Code begins with space followed by 4 digit code from Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.)</p>	
TimeSheet Orgn	TYPE appropriate timesheet orgn code	
FTE	1	
Salary Grade	01- Academic Year, 02- Summer	
Supervisor ID	Non-Overridable	
Workers Comp Code	<p>Required. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the car/maintenance of buildings and facilities. Contact HR for more information.</p>	
JOBS ECLS	Required - SW for On-Campus Work Study; SX for Off-Campus Work Study	
Step	0	
Accrue Leave	N	
STRS Assignment code	<p>Enter Banner Assignment Code that represents the Kronos pay rule. Codes are found on the <u>PTVASSN</u> form in Banner (codes 10-27)</p>	
Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet	
Timesheet COA	Y	
Home COAS	Y	
Overtime Waiver	<p>Type the same value that appears in the Current Value field</p> <p>STD = standard approach to overtime calculations</p> <p>ALT = overtime waiver for hours in excess of 8 per day</p>	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>TERMIN/TERM</b>	<b>On-Time Termination</b>	<b>Late Termination</b>
Jobs Detail Eff Date	Last day of work	Last day of pay period following the last completed pay period
Jobs Personnel Date	Last day of work	

Job Status	T	
Job Change Reason	TTERM	
Contract Begin Date	Leave blank	
Contract End Date	Leave blank	
<b>LABFUL (UNH Only)</b>	<b>AT UNH:</b> Replace default accounting with correct labor distribution info or remove unwanted FOAPALs and adjust % on desired FOAPALs.	
	<b>Save, Routing Information</b>	<b>Save, Routing Information</b>
	<b>Transaction Comments, Save</b>	<b>Transaction Comments, Save</b>
	<b>Submit</b>	<b>Submit</b>