

*HAPSK Cheat Sheet

Hire KSCAA Employee for Additional Pay Salary Services

Used to hire a KSCAA Union Employee into a Part-Time/Full-Time Temp/Casual salaried job.

NOTE – Use *HAPSU if the labor distribution for the supplemental appointment is against a grant or contract – the routing the HAPSU EPAF requires an approval by OSR.

	On Time Hire = or > One Pay Period	Late Hire with On-Going Commitment	Late Hire with NO On-Going Commitment (Full Retro)	One Time Payment (On Time)
Example	EPAF entry is for hire that is effective in the current or a future pay period.	EPAF entry is for hire that was effective in a previous pay and continues past the current pay period.	EPAF is for processing Hire as appointment that requires full payout. NOTE: This category also applies to jobs that end during the current pay period.	EPAF is for processing an appointment that is less than a full pay period in duration (such as a one- or two-day workshop).
Purpose	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete.	Will create a record that will pay out regular bi-weekly earnings until the appointment is satisfied and complete AND will payout in a lump sum any value of retroactive payment due to the employee caused by delayed entry.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.	Will create a record that is effective from the first day of a pay period to the first day of the next pay period and pay out the money in a lump sum total.
Access NOAEPAF				
Name/ID				
Query Date	Enter as actual hire date	Enter as first day of current pay period	Enter as first day of current pay period	Enter as first day of effective pay (pay period in which earnings should be processed for)
Approval Category	*HAPSK	*HAPSK	*HAPSK	*HAPSK

Position/Suffix	Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this position.	Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this position.	Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this position.	Enter Position/Suffix. Remember to “up” the suffix if this person has previously had a job using this position.
Next Block				
Approval Type: APSJOB	This step will establish a paying NBAJOBS record.	This step will establish a paying NBAJOBS record.	This step will establish an NBAJOBS record that will “hold” the appointment information, labor distribution, but NOT generate pay directly.	This step will establish a paying NBAJOBS record
Personnel Date	Enter as actual date of hire	Enter as actual date of hire	Enter as actual date of hire	Enter as actual date of hire
Job Begin Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date
Job Detail Eff Date	Enter as hire date	Enter as first day of current pay period	Enter as first day of current pay period	Enter as first day of effective pay period
Contract Begin Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date	Set equal to Detail Eff Date
Contract End Date	Enter as last day of appointment	Enter as last day of appointment	Enter as first day of following pay period	Enter as first day of pay period following hire Detail Effective Date.
Regular Rate	See “Calculating Daily Rate” cheat sheet	See “Calculating Daily Rate” cheat sheet	0.00	Total value divided by 10. (i.e. for \$1500 appointment \$1500/10=\$150 daily rate)
Pays	See “Calculating Daily Rate” cheat sheet	See “Calculating Daily Rate” cheat sheet	1	1
Factor	See “Calculating Daily Rate” cheat sheet	See “Calculating Daily Rate” cheat sheet	1	1
Sub-Classification	See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.	See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.	See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.	See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values.
Jobs ECLS	Required - Must match position ECLS	Required - Must match position ECLS	Required - Must match position ECLS	Required - Must match position ECLS
FTE	See “Calculating FTE for	See “Calculating FTE for	See “Calculating FTE for	See “Calculating FTE for

	...” the appropriate job type.	...” the appropriate job type.	...” the appropriate job type.	...” the appropriate job type.
Timesheet Orgn	As appropriate	As appropriate	As appropriate	As appropriate
Supervisor ID	Non-Overridable	Non-Overridable	Non-Overridable	Non-Overridable
Workers Comp Code	8868; Risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	8868; Risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	8868; Risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	8868; Risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.
Job Change Reason	AERAP [for Reappointment]	AERAP [for Reappointment]	AERAP [for Reappointment]	AERAP [for Reappointment]
Job Type	S [for Secondary]	S [for Secondary]	S [for Secondary]	S [for Secondary]
Complem Pos Info	Optional; See “Part-Time/Full-Time Temp/Casual Job Information” cheat sheet	Optional; See “Part-Time/Full-Time Temp/Casual Job Information” cheat sheet	Optional; See “Part-Time/Full-Time Temp/Casual Job Information” cheat sheet	Optional; See “Part-Time/Full-Time Temp/Casual Job Information” cheat sheet
Step	0	0	0	0
Accrue Leave	N	N	N	N
Contract Number	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)	Optional by campus (i.e., CLL uses for Course code, UNH uses for total contract value)
Save, Next Action, Next Block				
EARN	<i>This step will be used to simply confirm the “normal” earnings that would have defaulted to the Job.</i>	<i>This step will be used to enter the retro amount that is due for previous pay periods and to confirm the “normal earnings that would have defaulted to the Job.</i>	<i>This step will be used to enter the lump sum value of the retro amount that is due for previous pay periods and to confirm the “normal earnings that would have defaulted to the Job.</i>	<i>This step will be used to simply confirm the “normal” earnings that would have defaulted to the Job.</i>
Effective Date	Defaults as Query Date, set equal to Hire Date	Defaults as Query Date, set equal to Jobs Detail Eff Date for hire	Defaults as Query Date, set equal to Jobs Detail Eff Date for hire	Defaults as Query Date, set equal to Jobs Detail Eff Date for hire

Earnings Code	130	130	130	130
Hour/Units	10	10	10	10
Deemed	Leave blank	Leave blank	Leave blank	Leave blank
Special rate	Leave blank	Leave blank	Leave blank	Leave blank
Ended As Of Date	Leave blank	Leave blank	Leave blank	Leave blank
NOTE: In addition to the regular earnings code, those appointments with retro payment due will need to add an additional line for the retro payment, see below:				
Effective Date	N/A	Defaults as Query Date, set equal to Jobs Detail Effective Date for hire	Defaults as Query Date, set equal to Jobs Detail Effective Date for hire	N/A
Earnings Code	N/A	155	155	N/A
Hour/Units	N/A	1	1	N/A
Deemed	N/A	Leave blank	Leave blank	N/A
Special rate	N/A	Enter full retro owed	Enter full retro owed	N/A
Ended As Of Date	N/A	Enter first day of next pay period.	Enter first day of next pay period.	N/A
Save, Next Action, Next Block				
Approval Type: LABFUL AT KSC and System: LABPER	Override labor distribution as appropriate AT CLL: Skip this step	Override labor distribution as appropriate AT CLL: Skip this step	Override labor distribution as appropriate AT CLL: Skip this step	Override labor distribution as appropriate AT CLL: Skip this step
Save, Next Action, Next Block				
TERMIN/TERM				
Jobs Detail Eff Date	Enter as last day of appointment.	Enter as last day of appointment	Enter as first day of the following pay period	Enter as the first day of the following pay period
Personnel Date	Enter as actual last day of appointment	Enter as actual last day of appointment	Enter as actual last day of appointment	Enter as actual last day of appointment
Job Status	T	T	T	T
Job Change Reason	TTERM	TTERM	TTERM	TTERM
Contract Begin Date	Leave blank	Leave blank	Leave blank	Leave blank
Contract End Date	Leave blank	Leave blank	Leave blank	Leave blank
Save				
Routing Information, Save				
Transaction Comments, Save				
Submit				

