*HAYFY - Hire Academic Year Faculty

Used to hire Academic Year Faculty

Note: **Users should use the RHAYFY EPAF if a labor distribution step is needed to override default position labor distribution information.**

Access NOAEPAF		
	Enter Keyblock Information	
	Name/ID	
	Query Date	Set to the Hire Date or if a late hire, set to first day of the current pay period.
	Approval Category	*HAYFY
	Approval Type	Automatically populates from Approval Category Selection
NEXT BLOCK		
	PEACRE	
	Current Hire Date	Will default equal to "Query Date." Override if necessary. Current Hire should equal the ACTUAL first day of appointment.

	PEAEMPL ECLS	If Job ECLS is…… enter PEAEMPL ECLS
		FA 40 – UNH AAUP AY Faculty
		FC 50 – KSCEA Faculty AY
		FM 50 – KSCEA Faculty AY NTT
		FP 42 – Lecturers United
		FQ 32 – PSU AAUP Faculty AY
		F1 31 – Non-Union Faculty AY
		       36 – Non-Union Faculty AY 50-74%
		F3 31 – Non-Union Faculty AY NTT
		       36 – UNH/PSU Non-Union Faculty AY 50-74% NTT
		       71 – Post Doc Appointment AY

	Home Organization	Should be set equal to the Position Orgn (may be reviewed on the Salary Budget window on NBAPBUD.)
	Distribution Orgn	If a Current Value is displayed, leave the field blank. If no Current Value is displayed, enter X***CM [where *** = CLL, KSC, PSC, SYS, UNH]
	I-9 Form Indicator	At UNH, this is a no-visit field.
	I-9 Date	At UNH, this is a no-visit field.
	District Code	Leave blank
	Home COAS	Y
	Leave Category Code	For UNH, defaults as "IN" and can not be overridden. All other campuses, leave blank.

SAVE, Next Action, NEXT BLOCK		
	STEXJE	
	Position/Suffix	Enter Position/Suffix. 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.
	Jobs Detail Eff Date	Enter as date of hire if appointment is in the current or future pays. If hire date is in a previous pay period, enter the first day of the current pay period.
	Job Begin Date	Set equal to the Jobs Detail Eff Date.
	Contract Begin Date	Set equal to the Jobs Detail Eff Date.
	Personnel Date	Enter as actual hire date.
	Contract End Date	Enter as the last day of the appointment for the current fiscal year.
	Job Type	P (may be adjusted to "S" if an active Primary Job already exists).
	Annual Salary	Enter approved Annual Salary (This value will be used to calculate the per pay period salary).
	Timesheet Orgn	Set equal to Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD).
	FTE	Set equal to position FTE (may be reviewed on the Salary Budget window on NBAPBUD). For KSC, the FTE is set at 1 and is not overrideable.
	Job Change Reason	AENEW
	Factor	Calculate by reviewing the Annualized Position Appointments working days and dividing by 10. (i.e., position is academic year based for 195 days/10 = 19.5 factors) Use the full Annualized Position Appointment dates even for a late hire. For KSC, the Factor is set at 20 and is not overrideable.
	Pays	Set equal to the factor. If Defer Pay set-up is requested, payroll will alter values and enter deferred pay code as appropriate. For KSC the Pays is set at 20 and is not overrideable.
	Deferred Pay Code	No visit field
	Workers Comp Code	Required. Normally coded 8868; however, 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
	Supervisor ID	Defaults to -; Non-Overridable
	Step	0
	Accrue Leave	"Y" if Leave Category (in PEACRE step) is SO, "N" if Leave Category is IN.
	Leave Report Method	USNH – For Leave Reporting jobs enter W – Leave Report on the Web; otherwise enter P – none(Payroll) GSC, KSC,PSU & UNH - enter P – none(Payroll)
	Leave Rept Pay ID	USNH – For Leave Reporting jobs enter L1 – Exempt Leave Reporting; otherwise enter B1 – Bi-Weekly GSC, KSC,PSU & UNH –B1 – Bi-Weekly
SAVE		

	Tenure Date Information	If applicable, use 'Options' > Transaction Comments to provide Campus HR with tenure date information
SAVE, Next Action, NEXT BLOCK		
	If RHAYFY, LABFUL	Override Labor Distribution as necessary.
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		

EPAFs for salaried, exempt employees need to be submitted, approved, and completed by Monday 10:45 am before the pay period end date.

The Campus HR approver should review the employee appointment information for prior service issues; at UNH; resolve Job Type issues including adjusting any on-going Part-Time/Full-Time Temp/Casual appointments to "Overload" and assigning this Job as Primary when possible, Coding to PEAFACT for tenure eligibility, prior service credit toward tenure, and tenure status may be required.

The Annual Salary should represent the earning value of a full Position Annualized Appointment. For example, at UNH:

If the Position Annualized Appointment Dates Are:	Then the factors and pays will be:	And the employee will be working	But the Job Effective an Contract Dates are:	Given an Annual Salary of X, will receive:	Notes
Aug 22-May 19 (or 195 working days)	19.5	Aug 22-May 19	Aug 22 – May 19	$40,000 will receive a bi-weekly pay of $2051.82	
Aug 22-May 19 (or 195 working days)	19.5	Aug 22-May 19	Aug 27 – May 19 because of delayed entry	$40,000 will receive a bi-weekly pay of $2051.82	Encumbrance will reflect only the Aug 27-May 19 dates and retro earnings will need to be processed for the Aug 22-26 period. Regardless of the "lateness" of the hire, the factors/pays are still based on the "fullness" of the appointment period.
Aug 22-May 19 (or 195 working days)	19.5	Jan 5-May 19 (i.e., late or Spring hire)		$40,000 will receive a bi-weekly pay of $2051.82	
Aug 22-Jan 4 (or 100 working days)	10.0	Aug 22-Jan 4		$40,000 will receive a bi-weekly pay of $4000.	
Aug 22-Jan 4 (or 100 working days)	10.0	Aug 22-Jan 4		$16,000 will receive a bi-weekly pay of $1,600.	