

*HAYFY - Hire Academic Year Faculty

Used to hire Academic Year Faculty.

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|--------------------------------------|---|--|
| 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 Position ECLS is..... enter PEAEMPL ECLS FA..... 40 – AAUP AY Faculty FC..... 50 – KSCEA AY Faculty F1..... 31 – UNH/PSU Non-Union Faculty AY>74% Tenure Track or 36 – UNH/PSU Non-Union Faculty AY 50-74% Tenure Track F3..... 31 – UNH/PSU Non-Union Faculty AY>74% Non-Tenure Track or 36 – UNH/PSU Non-Union Faculty AY 50-74% Non-Tenure Track FE..... 31 – Wheelock AY Faculty – TT FF..... 31 – Wheelock AY Faculty - NTT | |
| Home Organization | Should be set equal to the Position Orgn (which 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-Overrideable |
| | Step | 0 |
| | Accrue Leave | "Y" if Leave Category (in PEACRE step) is SO, "N" if Leave Category is IN. |
| 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 PEAFAC 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. | |