

HEXPT Cheat Sheet Status Exempt PT Hire

	On-Time Hire	Late Hire
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	First day of work	First day of pay period following the last completed pay period
Approval Category	*HEXPT (use first character to indicate campus, C=GSC, K=KSC, P=PSU, S=System, U=UNH)	
Position/Suffix	Enter Position/Suffix. Be sure to iterate suffix if this person has been assigned to this position previously	
<Next Block>		
PEACRE		
Current Hire Date	Will default equal to “querydate.” Override if necessary. Current Hire should equal the ACTUAL first day of appointment.	
PEAEMPL ECLS	Enter 10 if the employee's job is > 74% Time Enter 15 if the employee's job is 50-74% Time	
Home Organization		
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)	
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	
District Code		
Home COAS	Y	
Leave Category Code	For UNH, “IN” is the default. Override with E0 – Vacation/Sick for Exempt Other, if	

	appropriate. For all other campuses, use E8 – Vacation/Sick for Exempt 80% if FTE = .8, E9 – Vacation/Sick for Exempt 90% if FTE = .9 and E0-Vacation/Sick for Exempt Other for all other FTE values.	
	Save, Next Action, Next Block	Save, Next Action, Next Block
STEXJE		
Position/Suffix	Enter Position/Suffix. Be sure to iterate suffix if this person has been assigned to this position previously	
Jobs Detail Eff Date	Same as Query Date	
Jobs Begin Date	Same as Query Date	
Contract Begin Date	Leave blank	
Personnel Date	Same as Query Date	First day of work
Contract End Date	Leave blank	
Job Type	P	
Annual Salary	Enter annual salary amount	
Timesheet Orgn	timesheet orgn code	
FTE	1	
Job Change Reason	AENEW;	
Factor	Leave Blank	
Pays	Leave Blank	
Deferred Pay Code	Leave Blank	
Worker’s 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	Non-Overridable	
Step	0	
Accrue Leave	GSC, KSC, PSU, and System enter ‘Y’. UNH - If the employee being hired is reporting time through Kronos or FAMIS enter ‘Y’, otherwise enter ‘N’.	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit