

## HRLYCH Cheat Sheet

### Hourly Rate Change for Part-Time/Full-Time/Casual

#### Not for use by UNH

	On-Time Change	Late Change
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	Date of Change	First day of pay period following the last completed pay period
Approval Category	HRLYCH	
Position/Suffix	NBIJLST lists positions for employee. Be sure to choose the correct position/suffix for the hourly change.	
<Next Block>		
<b>HRLCHG</b>		
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	Date of change
Regular Rate	TYPE new regular hourly rate	
Job Change Reason	AERAT – Change in Hourly Rate - Compl	
FTE	As appropriate, type the new FTE	
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>THRCHG</b>	Hourly Rate Change to Terminate	
Jobs Detail Eff Date	Date entered must match the Effective Date on the original Termination record	
Jobs Personnel Date	Date entered must match the Personnel Date on the original Termination record	
Regular Rate	TYPE new regular hourly rate	
Job Status	T	
Job Change Reason	TTERM	
FTE	As appropriate, TYPE the new FTE	
	<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>