

Home Unit Notification of Part-Time/Full-Time Temp/Casual Job

Campus HR Offices and UNH BSC Directors have identified a need for a centralized notification whenever any status employee is hired into a Part-Time/Full-Time Temp/Casual job outside their home organization.

When a Part-Time/Full-Time Temp/Casual hire EPAF is entered by a unit, other than the status employee's home unit, an FYI (Approve for GSC) Routing entry to the employee's home unit must be added. This additional routing entry will draw the attention of the home unit and enable access to the transaction in NOAEPAF.

An EPAF trapping has been developed to ensure this Routing entry is being added. The trapping is designed to compare the 1st character (2nd character at UNH) of both the home and timesheet orgs. If the characters do not match, the trapping checks for the required Routing entry. An error is displayed if the Routing entry is missing.

The following table identifies the appropriate Routing information for Home Orgs.

IF... Home ORGN Begins with...	AND... Timesheet ORGN Does Not Begin with...	ESTABLISH NOTIFICATION TO...		
		Level Code	Username	Required Action
C	C	CAMCFO	LSHAWNEY	Approve
F	F	BSCMAN	PMADSEN	FYI
K	K	CAMHRO	HARKNESS	FYI
P	P	CAMHRO	PMPLANTE	FYI
Y	Y	CAMHRO	MHYNDMAN	FYI
Z	Z	CAMHRO	HARKNESS	FYI
UA, UL, or UJ	UA, UL, or UJ	BSCMAN	NHAMER	FYI
UB	UB	BSCMAN	TINA	FYI
UC	UC	BSCMAN	SLOUIS	FYI
UD	UD	BSCMAN	KROBERTS	FYI
UE	UE	BSCMAN	JMU7	FYI
UF	UF	BSCMAN	MHSTONE	FYI
UG	UG	BSCMAN	PMADSEN	FYI
UK	UK	BSCMAN	FLD	FYI
UM	UM	BSCMAN	KEBRAUN	FYI
UN	T	CAMHRO	CGWHALEN	FYI
UQ	UQ	BSCMAN	LFARRELL	FYI
UR	UR	BSCMAN	THAMER	FYI
US	US	BSCMAN	PMADSEN	FYI
UT	UT	BSCMAN	DRS5	FYI
UX	UX	BSCMAN	JGRADY	FYI
UZA,UZC,UZE	UZC,UZE,UZA	BSCMAN	LINDAT	FYI
UZO,UZS	UZO,UZS	BSCMAN	PJS2	FYI