

## KHWKSG Cheat Sheet Work Study Grant Hire

|                            | On-Time Hire   | Late Hire   |
|----------------------------|--|---|
| <b>Access NOAEPAF</b>      |  |   |
| Enter Keyblock Information |  |   |
| Name/ID                    |  |   |
| Querydate                  | First day of work  | First day of pay period following the last completed pay period |
| Approval Category          | KHWKSG (use first character to indicate campus, C=CLL, K=KSC, P=PSC, 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>               |  |   |
| <b>CPHRJY</b>              |  |   |
| Current Hire Date          | Same as Query Date   | First day of work.  |
| Distribution Orgn          | Current value or XKSCCM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address |   |
| PEAEMPL ECLS               | Required – Must match position ECLS  |   |
| Home Organization          | XCASHX   |   |
| 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<br>Same as Query Date. Remove default values if necessary. At UNH, leave blank                                    |   |
| Jobs Begin Date            | Same as Query Date   |   |
| Jobs Detail Eff Date       | Same as Query Date   |   |
| Personnel Date             | Same as Query Date   | First day of work.  |
| Job Type                   | P-Primary defaults; can change to S-Secondary  |   |
| Job Change Reason          | AENEW  |   |
| Sub-Classification         | Required. See “Coding EPAF Sub-Classifications for Part-Time/Full-Time Temp/Casual Jobs” cheat sheet for values  |   |
| Regular Rate               | TYPE hourly rate   |   |

Banner: HR – EPAF Usage – Cheat Sheets

|                      |  |  |
|----------------------|--|--|
| Salary Encumbrance   | 0  |  |
| Contract Number      | Kronos use only  |  |
| TimeSheet Orgn       | TYPE appropriate timesheet orgn code   |  |
| FTE                  | Enter anticipated % time based upon 80 hr pay period   |  |
| Salary Grade         | 01-Academic Year; 02-Summer  |  |
| Supervisor ID        | Optional   |  |
| 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. |  |
| JOBS ECLS            | Required - SW for On-Campus Work Study   |  |
| Step                 | 0  |  |
| Accrue Leave         | N  |  |
| STRS Assignment Code | Kronos use only  |  |
| Complem Pos Info     | Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet   |  |
| Timesheet COA        | Y  |  |
| Home COAS            | Y  |  |
| Overtime Waiver      | Type the same value that appears in the Current Value field<br>STD = standard approach to overtime calculations<br>ALT = overtime waiver for hours in excess of 8 per day                                  |  |
|                      | <b>Save, Next Action, Next Block</b>   | <b>Save, Next Action, Next Block</b>                           |
| <b>TERMIN/TERM</b>   |  |  |
| Jobs Detail Eff Date | Last day of work   | Last day of pay period following the last completed pay period |
| Jobs Personnel Date  | TYPE last day of work  |  |
| Job Status           | T  |  |
| Job Change Reason    | TTERM  |  |
| Contract Begin Date  | Leave blank  |  |
| Contract End Date    | Leave blank  |  |
|                      | <b>Save, Next Action, Next Block</b>   | <b>Save, Next Action, Next Block</b>                           |
| <b>LABFUL</b>        | CLL and System EPAFs omit this step  |  |
|                      | Use <Record-Remove> to delete unwanted FOAPALS and adjust percent of remaining lines.  |  |
|                      | <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>  |

