Banner

HR

USING BANNER: HR

BENEFITS/EMPLOYMENT MANAGEMENT –

Benefits/Employment Management

NTVACAT   Electronic Approval Category Code Validation Form
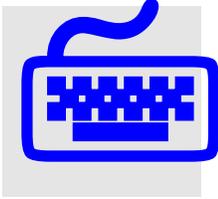
1. Leaves will be processed through EPAF's initiated by Campus HR offices and BSC's (at UNH).

2. Approval Category (EPAF type) Codes for Leaves Processing include:

LOACAN (Return Early/Cancel LOA Half/Full)
LOADEP (Leave of Absence from the Department)
LOAIND (Leave due to Interim Disability)
LOAINS (Leave of Absence from the Institution)
LOANWC (Leave for Workers Comp without Addl Compensation)
LOAPDF (Leave for Professional Development with Full Salary)
LOAPDH (Leave for Professional Development with Half Salary)
LOAPML (Paid Leave for Medical Reasons, may include paid FMLA leave to care for Spouse/Dependents)
LOASFS (Leave for Sabbatical with Full Salary)
LOASHS (Leave for Sabbatical with Half Salary)
LOAUML (Unpaid Leave for Medical Reasons, may include FMLA leave to care for Spouse/Dependents)
LOAWKC (Leave for Workers Comp)
LOARET (Return from Leave)
LOACYR (Return from CYA-based Appointment and Leave)

3. The Leave EPAF adjusts the employee's job record associated with the leave. Multiple EPAF's may be required if an employee has more than one active job (i.e., 2 status positions).

4. LOAWKC, LOARPD and LOANWC are EPAF's designed for Workers Compensation leave administration. Reference Workers Compensation training documentation for specific instructions.

5. Employee Job earnings during Leaves of Absence will be controlled by the **Job Status** and Default Earnings. **Job Statuses** include:

A   (active), to be used when employee will continue to receive full pay and benefits;
B   (leave without pay with benefits), to be used when an employee is on leave from the department but chooses to retain his/her benefits during that period.
L   (leave without pay without benefits), to be used when employee is on leave from his/her position to assume a CYA-Current Year Adjustment-appointment or has been granted an extended Leave from the Department and has opted to waive benefits during the leave period,
P   (leave with partial pay with benefits), to be used when an employee is on an approved half-salary sabbatical or professional development leave. An additional step to establish default earnings will be required.

6. The change in **Job Status** may be reviewed on the Detail Information window on NBAJOBS. The Job Status will intervene during payroll processing to override the default work schedule or default earnings and replace those default values with earnings representative of the leave without pay or leave with partial pay.

7. A **Job Change Reason** will be required to capture the type of Leave being processed. A related Job Change Reason will be used to return an employee from the leave. For example, *LESBF* is the Job Change Reason for a Sabbatical with Full Salary. The return from leave reason code will be *LXSBF*. These reasons are noted on the specific "cheat sheets" associated with each EPAF.

8. A **"leave type"** will also be used on the Base Job Record to categorize the "leave" activity. These 'leave types' are noted on the specific "cheat sheets" associated with each EPAF

NBAJOBS   Employee Jobs Form

Once the EPAF has been processed and applied, a new effective dated job record is created which will include the following information that appears on the General Information and Job Detail windows:

NBAJOBS Field	Comments	In the Following NBAJOBS Example:
Probationary Information	Block intended by SCT for Probation tracking to be used by USNH for Leave of Absence tracking	
Probationary Period	Appears as "Leave Type" on EPAF, numerical code that defines what type of leave employee is on.	75 – which reflects Sabbatical with Half Salary
Probationary Begin Date	Appears as "Leave Begin Date" on EPAF. Item is information only – does not control pay or leave status.	September 5, 2003
Probationary End Date	Appears as "Anticipated Return" on EPAF. Item is information only-does not control pay or leave status.	September 1, 2004
Job Status	Controls how the Job record will facilitate payroll: L=Leave without pay without benefits B=Leave without pay with benefits (NOTE that for the period 7/1/03-9/1/04 the employee history will reflect an "L" in the Job Change Category because this functionality was not working). P=Leave with partial pay with benefits F=Leave with Full Pay/Benefits (USNH will not use)	P, Leave with Partial Pay with Benefits
Job Change Reason	Short code detailing reason for Job Change. *See attached documentation.*	LESBH, Sabbatical Leave Half Salary
PEAEMPL - Leave Pointer (STGR value)	Signifies leave status to Benefits Enrollment Form production processes.	L

NBAJOBS   Employee Jobs Form

NBAJOBS sample leave record:

Return Early/Cancel LOA Half/Full

Use this EPAF to process a cancellation of an approved Leave of Absence at either Half or Full pay when either the employee or the institution has reversed their decision and the employee does not go out on leave. Since the leave did not occur, the employee should not experience any loss of pay or benefits associated with their base job.

LOACAN

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		BE SURE TO CONTACT PAYROLL IF THE EMPLOYEE IS DUE RETRO PAY
Name/ID		
Querydate	Enter as Date employee leave was approved to begin	Enter as first day in current pay period
Approval Category	LOACAN	LOACAN
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave was scheduled to begin	Enter as actual date leave was scheduled to begin
Jobs Detail Eff Date	Enter as actual date leave was scheduled to begin	Enter as first day of current pay period
Leave Begin Date	Defaults '-' and cannot be overridden	Enter as first day of current pay period
Anticipated Return	Defaults '-' and cannot be overridden	Defaults '-' and cannot be overridden
Leave Type	Defaults '-' and cannot be overridden	Defaults '-' and cannot be overridden
Job Status	A	A
Job Change Reason	LXCAN	LXCAN
Accrue Leave	Y	Y
Leave Pointer	Defaults '-' and cannot be overridden	Defaults '-' and cannot be overridden
	<Save><Next Action><Next Block>	
EARN		
Default Earning Effective Date	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.
Earnings Code	299	299
Units	0.00	0.00
Ended As of Date	Enter as actual date leave was scheduled to begin plus 1 day	Enter as greater than the default earning Effective Date
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Leave of Absence from Department

Leave of Absence from the Department is by policy definition a leave without pay normally not to exceed a year wherein the employee maintains their position. Use Approval Category: LOADEP – LOA From Department

LOADEP

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOADEP	LOADEP
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave	Enter as Anticipated date of return from leave
Leave Type	40, override as "45" if leave is 'of benefit' to the institution.	40, override as "45" if leave is 'of benefit' to the institution.
Job Status	B, override with L if no benefits	B, override with L if no benefits
Job Change Reason	LELAD, override to LELDB if the leave is 'of benefit' to the institution	LELAD, override to LELDB if the leave is 'of benefit' to the institution
Accrue Leave	N	N
Leave Pointer	L	L

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

Leave of Absence for Interim Disability

Leave of Absence for Interim Disability is by policy definition a leave with pay provided to exempt employees when they are unable to work due to a medical condition that may meet or exceed six months. See USNH Policy. Because the employee retains full pay during the leave, the NBAJOBS status will remain "active." Use Approval Category: LOAIND – LOA Interim Disability

LOAIND

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAIND	LOAIND
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave	Enter as Anticipated date of return from leave
Leave Type	20	20
Job Status	A	A
Job Change Reason	LEIND	LEIND
Accrue Leave	N	N
Leave Pointer	L	L
	Save	
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

Leave of Absence from the Institution

1.   Leave of Absence from the Institution by policy definition ends the employees' current job and puts them on leave but provides them with re-employment rights, not necessarily to their former position. See USNH Policy USY.V.C.16.1.2.

2.   The business practice for processing an LOA from the Institution requires the employee be moved from their current job (Terminated) to a CYA job using a CYA position (non-paid) which has been created to look exactly like the position on the ending job. This action is done using the appropriate move EPAF – i.e. *MEXFT. The CYA position must be created before the move EPAF can be entered. The job change reason on the move EPAF should be AEPNC-Position Number Change Only. Once the employee has been moved into the CYA position, an LOAINS-LOA from Institution EPAF must be entered to place the CYA job on leave without pay with benefits (Job Status = B). Below are the instructions for entering the LOAINS EPAF for the CYA job.

LOAINS

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAINS	LOAINS
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Leave blank	Leave blank
Anticipated Return	Leave blank	Leave blank
Leave Type	Leave blank	Leave blank
Job Status	B	B
Job Change Reason	TLOAI	TLOAI
Accrue Leave	Leave blank	Leave blank
Leave Pointer	Leave blank	Leave blank
	Save	
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations:

Leave of Absence Professional Development Leave Full Salary

Leave of Absence for Professional Development Leave Full Salary may be offered to qualified staff. Please see USNH policy for further information. Because the employee retains full pay during the leave, the NBAJOBS status will remain "active." Use Approval Category: LOAPDF – LOA Prof Dev Lv Full Salary

LOAPDF

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAPDF	LOAPDF
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.
Leave Type	50	50
Job Status	A	A
Job Change Reason	LEPDF	LEPDF
Accrue Leave	Y	Y
Leave Pointer	L	L
	Save	
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

Leave of Absence Professional Development – Half Salary

Leave of Absence for Professional Development – Half Salary may be offered to qualified staff. See USNH policy for further information. Use Approval Category: LOAPDH – LOA Prof Dev Lv Half Salary

LOAPDH

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAPDH	LOAPDH
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.
Leave Type	55	55
Job Status	P	P
Job Change Reason	LEPDH	LEPDH
Accrue Leave	Y	Y
Leave Pointer	L	L
	<Save><Next Action><Next Block>	
EARN		
Default Earning Effective Date	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.
Earnings Code	299	299
Units	10	10
Ended As of Date	Enter as the date employee is expected to return to active status	Enter as the date employee is expected to return to active status
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations: Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the

onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

The "Anticipated Return" field is a memo only note that will not impact payroll processing. The Default Earnings "Ended as of Date" will effectively stop earnings from occurring. If the Anticipated Return needs to be adjusted, the Default Earnings should be reviewed and possibly adjusted as well.

Leave of Absence Sabbatical Full Salary

Leave of Absence for Sabbatical Full Salary may be offered to qualified faculty. Please see USNH policy for further information. Because the employee retains full pay during the leave, the NBAJOBS status will remain "active." Use Approval Category: LOASFS – LOA Sabbatical Full Salary

LOASFS

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOASFS	LOASFS
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.
Leave Type	70	70
Job Status	A	A
Job Change Reason	LESBF	LESBF
Accrue Leave	Y	Y
Leave Pointer	L	L
	Save	
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

Additionally, as the deferred pay employees' contract dates do not reflect the "actual" dates of appointment, the Personnel Date can be used to reflect the actual sabbatical start date, irrespective of pay deferral.

Leave of Absence Sabbatical– Half Salary

Leave of Absence for Sabbatical – Half Salary may be offered to qualified staff. See USNH policy for further information. Use Approval Category: LOASHS – LOA Sabbatical Half Salary

LOASHS

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOASHS	LOASHS
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.	Enter as Anticipated date of return from leave. * If going on leave for either whole academic year or 2nd semester, use the 1st date of the next academic as the return from leave date.
Leave Type	75	75
Job Status	P	P
Job Change Reason	LESBH	LESBH
Accrue Leave	Y	Y
Leave Pointer	L	L
	<Save><Next Action><Next Block>	
EARN		
Default Earning Effective Date	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.	Will default from Querydate, override if necessary to equal Jobs Detail Effective Date from previous LEAVE step.
Earnings Code	299	299
Units	10	10
Ended As of Date	Enter as the date employee is expected to return to active status	Enter as the date employee is expected to return to active status
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations: Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the

onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

The "Anticipated Return" field is a memo only note that will not impact payroll processing. The Default Earnings "Ended as of Date" will effectively stop earnings from occurring. If the Anticipated Return needs to be adjusted, the Default Earnings should be reviewed and possibly adjusted as well.

Additionally, as the deferred pay employees' contract dates do not reflect the "actual" dates of appointment, the Personnel Date can be used to reflect the actual sabbatical start date, irrespective of pay deferral.

Leave of Absence Paid Medical Leave

Paid Medical Leave will be used when an employee is using accrued earned time, vacation, and/or sick leave for a qualified medical need. May also include employees' use of accrued vacation or earned time to care for a spouse/dependent under provision of FMLA. Please see USNH policy for further information. Because the employee retains full pay during the leave, the NBAJOBS status will remain "active." Use Approval Category: LOAPML.

LOAPML

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAPML	LOAPML
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave	Enter as Anticipated date of return from leave
Leave Type	60	60
Job Status	A	A
Job Change Reason	**LEEML**, override as **LEFPO** if leave is qualified FMLA leave for care of spouse/dependent.	**LEEML**, override as **LEFPO** if leave is qualified FMLA leave for care of spouse/dependent.
Accrue Leave	Y	Y
Leave Pointer	L	L
	Save	
	<Options-Transaction Comments>	
	<Options-Routing Information)	
	<Submit>	

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

If the medical leave qualifies for FMLA, formal FMLA tracking should be entered through PEAFMLA.

Leave of Absence Unpaid Medical Leave

Paid Medical Leave will be used when an employee is on leave for a qualified medical need that DOES NOT qualify as Interim Disability and is without accrued leave and therefore is without pay. May also include employee leave to care for a spouse/dependent under provision of FMLA. Can be use for Adjunct and OS. Please see USNH policy for further information.   Use Approval Category: LOAUML.

LOAUML

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Enter as Date employee leave begins.	Enter as first day in current pay period
Approval Category	LOAUML	LOAUML
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date leave begins	Enter as actual date leave begins
Jobs Detail Eff Date	Enter as actual date leave begins	Enter as first day of current pay period
Leave Begin Date	Enter as actual date leave begins	Enter as first day of current pay period
Anticipated Return	Enter as Anticipated date of return from leave	Enter as Anticipated date of return from leave
Leave Type	65	65
Job Status	B	B
Job Change Reason	**LEEUS**, override as **LEFUO** if leave is qualified FMLA leave for care of spouse/dependent.	**LEEUS**, override as **LEFUO** if leave is qualified FMLA leave for care of spouse/dependent.
Accrue Leave	Y	Y
Leave Pointer	L	L
	Save	**Save**
	<Options-Transaction Comments>	**<Options-Transaction Comments>**
	<Options-Routing Information)	**<Options-Routing Information)**
	<Submit>	**<Submit>**

Special Considerations:

Exempt employees who defer their pay may have their appointments extended to the beginning of the first pay period to facilitate the Deferred Pay process. If the leave status is effective at the onset of a contract period, please review Contract Start (Contract Begin) date and enter the leave effective date equal to the Contract Begin Date.

If the medical leave qualifies for FMLA, formal FMLA tracking should be entered through PEAFMLA.

Leave of Absence - Return from Leave of Absence (LOA)

To be used to return an employee from leave to active service. [If employee has been on Leave from the Position assuming a CYA role, LOACYR must be used instead.]   Use Approval Category LOARET

LOARET

	If processing a leave that is effective in the current or future pays	If processing a leave that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information		BE SURE TO CONTACT PAYROLL IF THE EMPLOYEE IS DUE RETRO PAY
Name/ID		
Querydate	Enter as Date employee returns. Note: For academic faculty returning from leaves for 2nd semester or full year leaves, use the beginning date of the next academic year appointment as the return from leave date.	Enter as first day of current pay period. Note: For academic faculty returning from leaves for 2nd semester or full year leaves, use the beginning date of the next academic year appointment as the return from leave date.
Approval Category	LOARET	LOARET
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date employee returns	Enter as actual date employee returns
Jobs Detail Eff Date	Enter as actual date employee returns	Enter as first day of current pay period
Leave Begin Date	-	-
Anticipated Return	-	-
Leave Type	-	-
Job Status	A	A
Job Change Reason	The job change reason should be the "LX" reason related to the original "LE" reason. For example, LELAD-Leave from the department should be matched upon return with LXLAD. See list below.	The job change reason should be the "LX" reason related to the original "LE" reason. For example, LELAD-Leave from the department should be matched upon return with LXLAD. See list below.
Accrue Leave	Y	Y
Leave Pointer	-	-
	Save	**Save**
	<Options-Transaction Comments>	**<Options-Transaction Comments>**
	<Options-Routing Information)	**<Options-Routing Information)**
	<Submit>	**<Submit>**

Special Considerations:

Job Change Reasons for Returning from Leave

LXCWC	End Wrkrs Comp	**LXEML**	End Pd Med Lv	**LXSBH**	End Sabbatical (halfsal)
LXIND	End Int Disability	**LXFUO**	End Leave for Unpaid FMLA	**LXEUS**	End Unpd Med Lv

LXLAD	End Lv Dept	**LXFUL**	End Fullbright Schol	**LXTUP**	End Temp Upgrade
LXPDH	End Prof Dev (halfsal)	**LXINT**	End Interim Lv	**LXTDP**	End Temp Dec %
LXSBF	End Sabbatical	**LXPDF**	End Prof Dev Lv	**LXTIP**	End Temp Inc %
LXSRL	End Special Res Lv	**LXRPD**	End Part Duty	**LXSWC**	End Chronic Wrkrs Cp
		LXFPO	End Leave for Paid FMLA		

LOACYR

To be used to return an employee to their base appointment while terminating an active CYA (Current Year Adjustment) appointment.

	If processing a return from CYA appointment that is effective in the current or future pays	If processing a return from CYA appointment that is effective in a previous pay period
Access NOAEPAF		
Enter Keyblock Information	Enter Position/Suffix of base appointment	Enter Position/Suffix of CYA appointment being terminated
Name/ID		
Querydate	Enter as Date employee returns to active service in base appointment	Enter as first day in pay period
Approval Category	LOACYR	LOACYR
Approval Type	Will automatically populate from Approval Category selection	Will automatically populate from Approval Category selection
	<Next Block>	
LEAVE		
Personnel Date	Enter as actual date of return to base appointment	Enter as actual date of return to base appointment
Jobs Detail Eff Date	Enter as actual date of return to base appointment. Should NOT be the same date as the TERMIN Jobs Detail Eff Date	Enter as second day of current pay period. Should NOT be the same date as the TERMIN Jobs Detail Eff Date.
Leave Begin Date	-	-
Anticipated Return	-	-
Leave Type	-	-
Job Status	A	A
Job Change Reason	LXINT if returning from Interim Role LXTIP if returning from Temp Increase in Percent LXTDP if returning from Temp Deduction in Percent LXTUP if returning from Temp Upgrade.	
Accrue Leave	Y	Y
Leave Pointer	No visit field	No visit field
	<Save><Next Action>	
Keyblock Information	Enter Position/Suffix of CYA appointment being terminated	Enter Position/Suffix of CYA appointment being terminated
	<Next Block>	
TERMIN		
Jobs Detail Eff Date	Enter as last day of appointment in terminating job	Enter as the first day of the current payroll.
Personnel Date	Enter as last day of appointment in terminating job.	Enter as last day of appointment in terminating job.
Job Status	T	T
Job Change Reason	See list below	See list below
Contract Begin Date	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff Date is later

	Date is later than Contract Begin Date, leave blank. If no Contract Begin Date exists, leave blank.	than Contract Begin Date, leave blank. If no Contract Begin Date exists, leave blank
Contract End Date	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date. If no Contract End Date exists, leave blank.	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date. If no Contract End Date exists, leave blank
Note		**If entering a termination record retroactively, notify USNH Payroll directly as overpayment may have occurred.**

If You Are Unable to See Current Values during EPAF ENTRY

If you are terminating a Job that has a Timesheet Orgn assignment that is not part of your security profile, you will be unable to view the Current Values on the EPAF. Subsequently, you will not recognize that Contract Dates may exist on the job that will require attention. Review the Error Messages you receive on submission and resolve as follows:

Error Reads	Resolution
Contract End Date must not be later than Base Job End Date	Set the Contract End Date equal to the Termination Jobs Detail Eff Date If the Termination date is also prior to the Contract Begin (Start) Date, reset the Contract Begin Date equal to the Termination Jobs Detail Eff Date.
Contract Start Date must be earlier than Contract End Date	You will get this error if you adjust the Contract End Date to a date PRIOR to the Contract Begin (Start) Date and fail to reset the Contract Begin Date as well. SET the Contract Begin Date equal to the Termination Jobs Detail Eff Date

Note to Campus HR approvers:

Campus HR approvers may need to take additional action in response to the Status Termination EPAF including but not limited to: adjustment of benefits using PEAESCH, adjustment of PEAEMPL ECLS and HOME), change of Operational Title from PPACMNT; process of earned time, traditional vacation, or vacation leave payout as per policy.

Termination Step (TERMIN) Examples

EXAMPLES	Notes	Therefore EPAF Entry
Scenario 1	Processing a Termination for October 1 for an Active Job with Contract Begin = August 16 and Contract End = May 21. EPAF Entry Date = September 20.	
Jobs Detail Eff Date	Enter as last day of appointment in terminating job	Enter October 1.
Personnel Date	Enter as last day of appointment in terminating job.	Enter October 1.
Job Status	T	T
Job Change Reason	See list below	TTERM
Contract Begin Date	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff Date is later than Contract Begin Date, leave blank.	Leave blank
Contract End Date	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date.	Enter October 1.
Results?	With Contract Dates still in place (albeit altered) the encumbrance for the record is based on the new dates and not the entire fiscal year. Encumbrance will equal the August 16 through October 1 value.	
Scenario 2	Processing a Termination for August 1 when Active Job with Contract Begin = August 16 and Contract End = May 21. EPAF entry date August 9	
Jobs Detail Eff Date	Enter as last day of appointment in terminating job	Enter August 1.
Personnel Date	Enter as last day of appointment in terminating job.	Enter August 1.
Job Status	T	T
Job Change Reason	See list below	TTERM
Contract Begin Date	If Termination Jobs Detail Eff Date is earlier, change Contract Begin date to equal Termination Jobs Detail Eff Date. If Termination Jobs Detail Eff Date is later than Contract Begin Date, leave blank.	Enter August 1 to override August 16 Contract Begin Date.
Contract End Date	If Contract End Date is earlier than Termination Jobs Detail Eff Date, leave blank. If Contract End Date is later than Termination Jobs Detail Eff Date, change Contract End Date to equal termination effective date.	Enter August 1 to override May 21 Contract Begin Date.
Results?	Will create a record that encumbers $0 as a result of Contract Begin and End Dates being the same day. Prior encumbrance will be relieved. If the Contract Dates had been simply removed, the record would have erroneously calculated an encumbrance for July 1 – August 1.	