

Transition Allowance *HAPSS Cheat Sheet

Used to generate a Transition Allowance payment when an employee's Status job HAS BEEN entered into Banner.

Transition Allowance		
Example	Use *HAPSS EPAF to process a Transition Allowance lump sum payment when the employee's Status job HAS BEEN created.	
Purpose	Create a job record to pay only the Transition Allowance in a lump sum in one pay period.	
Access NOAEPAF		
	Enter Key Block Information:	
	Name/ID	
	Query Date	Enter as first day of selected pay period
	Approval Category	*HAPSS
	Position/Suffix	Enter Position/Suffix. The position used MUST have an ECLS of KE – One Time Payment. Be sure to review the employee's list of jobs [NBIJLST] and "one-up" the suffix if this employee has had a job using this position previously.
NEXT BLOCK		
	APJOB	This step will establish an NBAJOBS record that will "hold" the appointment information, labor distribution, but will not generate pay directly because the regular rate will be set to \$0.00. Pay will be generated based upon the 418 Earnings entered on the EARN step.
	Personnel Date	Enter as first day of the selected pay period
	Job Begin Date	Enter as first day of the selected pay period
	Jobs Detail Eff Date	Enter as first day of the selected pay period
	Contract Begin Date	Enter as first day of the selected pay period
	Contract End Date	Enter as first day of following pay period
	Regular Rate	***MUST ONLY BE 0.00***
	Pays	1
	Factor	1
	Sub-Classification	Enter as 02960
	Jobs ECLS	KE
	FTE	1
	Timesheet Orgn	Valid value required.
	Supervisor ID	Non-Overridable
	Workers Comp Code	Enter as 8868
	Job Change Reason	AERAP
	Job Type	O – Overload; Cannot be overridden.
	Complem Pos Info	Enter as Transition Allowance

	Step	0
	Accrue Leave	N
	Contract Number	Enter full amount of Transition Allowance
	Salary Grade	Leave blank.
SAVE, Next Action, NEXT BLOCK		
	LABFUL	UNH/PSU: Override labor distribution as appropriate; System/KSC: use LABPER; GSC: Omit this step.
SAVE, Next Action, NEXT BLOCK		
	EARN	<i>This step will be used to enter the lump sum value of the Transition Allowance. Lines for 130 and 418 earnings are required.</i>
130 Earnings must be entered.		
	Effective Date	Defaults as Query Date. Set equal to Jobs Detail Eff Date on APSJOB step.
	Earnings Code	130
	Hour/Units	10
	Deemed	Leave blank
	Special rate	Leave blank
	Ended As Of Date	Leave blank
418 Earnings must be entered.		
	Effective Date	Defaults as Query Date. Set equal to Jobs Detail Eff Date on APSJOB step.
	Earnings Code	418
	Hour/Units	1
	Deemed	Leave blank
	Special rate	Enter full amount of Transition Allowance
	Ended As Of Date	Enter as first day of following pay period
SAVE, Next Action, NEXT BLOCK		
	TERMIN/TERM	
	Jobs Detail Eff Date	Enter as first day of the following pay period
	Personnel Date	Enter as first day of the following pay period
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		