

## Transition Allowance \*HCPEX Cheat Sheet

Used to generate a Transition Allowance payment when an employee's Status job HAS NOT BEEN entered into Banner.

Transition Allowance		
<i>Example Use *HCPEX EPAF to process a Transition Allowance lump sum payment when the employee's Status job HAS NOT BEEN created.</i>		
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	*HCPEX	
Position/Suffix	Enter Position/Suffix. (i.e. UN*NSS, YN*NSS, etc.) 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		
CPEXJE	This step will code required values to the PEAEMPL (employee) record and 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.	
Current Hire Date	Enter first day of the selected pay period.	
Distribution Orgn	If a Current Value is displayed, leave the field blank. If no Current Value is displayed, enter X***CM [where *** = CLL, KSC, PSC, SYS, UNH]	
PEAEMPL ECLS	70 If job ECLS CE 74 If job ECLS DE 75 If job ECLS JE 75 If job ECLS KE	
Home COAS	Y	
Home Organization	XCASEX	
19 Form Indicator	Optional by campus	
19 Date	Optional by campus	
Jobs Detail Eff Date	Enter as first day of the selected pay period	
Job Begin Date	Enter as first day of the selected pay period	
Contract Begin Date	Enter as first day of the selected pay period	
Personnel Date	Enter as first day of the selected pay period	
Contract End Date	Enter as first day of following pay period	

	Job Change Reason	AENEW
	Timesheet Orgn	Valid value required.
	Regular Rate	***MUST ONLY BE 0.00.***
	Pays	1
	Factor	1
	FTE	1
	Contract Number	Enter full amount of Transition Allowance
	Job Type	P – Primary If a primary job already exists, check it to make sure it isn't the employee's Status job. If it is their Status job an *HAPSS EPAF will have to be entered instead of this one.
	Sub-Classification	Enter as 02960
	Complem Pos Info	Enter as Transition Allowance
	Salary Grade	Leave blank
	Supervisor ID	Non-Overridable
	Jobs ECLS	Required - Must match position ECLS
	Accrue Leave	N
	Step	0
	Workers Comp Code	Enter as 8868
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>LABFUL</b>	UNH/PSU: Override labor distribution as appropriate; System/KSC: use LABPER; GSC: Omit this step.
<b>SAVE, Next Action, NEXT BLOCK</b>		
	<b>EARN</b>	<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>
<b>130 Earnings must be entered.</b>		
	Effective Date	Defaults as Query Date. Set equal to Jobs Detail Eff Date on CPEXJE step.
	Earnings Code	130
	Hour/Units	10
	Deemed	Leave blank
	Special rate	Leave blank
	Ended As Of Date	Leave blank
<b>418 Earnings must be entered.</b>		
	Effective Date	Defaults as Query Date. Set equal to Jobs Detail Eff Date on CPEXJE 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**

	<b>TERMIN/TERM</b>	
	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
<b>SAVE, Routing Information</b>		
<b>Transaction Comments, SAVE</b>		
<b>Submit Transaction</b>		