

## UCEXFT Cheat Sheet

### Entry to a CYA Exempt Staff Full Time

To be used for placing a status employee on leave from a current status appoint into a fulltime year round (100%) Exempt Staff Current Year Adjustment (CYA) appointment

	Is being entered on-time (before the Monday am of the pay period that the “CYA” is effective).	Is being entered late and will require review for retroactivity.
<b>Access NOAEPAF</b>		
Enter Keyblock Information		
Name/ID		
Querydate	Set to the actual Hire Date	Set to first day of the current pay period.
Approval Category	*CEXFT	*CEXFT
Approval Type	Will automatically populate from Approval Category Selection	Will automatically populate from Approval Category Selection
Position/Suffix	Enter Position/Suffix of Job record being placed on Leave	Enter Position/Suffix of Job record being placed on Leave
<Next Block>		
<b>LEAVE</b>		
Personnel Date	Enter as day “new appointment” is effective.	Enter as date Leave and CYA should have been effective.
Jobs Detail Eff Date	Enter as day “new appointment” is effective	Enter as first day of current pay period
Leave Begin Date	Enter effective start date of leave	Enter effective start date of leave
Anticipated Return	Memo field – enter anticipated date employee will return to base appointment	Memo field – enter anticipated date employee will return to base appointment
Leave Type	See list below	See list below
Job Status	Defaults as “L,” do not override	Defaults as “L,” do not override
Job Change Reason	See list below	See list below

Accrue Leave	N	N
Leave Pointer	Leave blank	Leave blank
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
<b>STEXJE</b>		
Jobs Detail Eff Date	Should be entered as the date of hire if the appointment is in the current or future pays. SHOULD be the same date as the LEAVE effective date in the previous step.	If actual appointment date is in a previous pay period, enter the second day (usually Sunday) of the current pay period. SHOULD be the same date as the LEAVE effective date in the previous step.
Job Begin Date	Set equal to the Jobs Detail Eff Date	Set equal to the Jobs Detail Eff Date
Contract Begin Date	No visit field	No visit field
Personnel Date	Enter the actual date of appointment	Enter the actual date of appointment
Contract End Date	No visit field	No visit field
Job Type	S	S
Annual Salary	Enter approved Annual Salary	Enter approved Annual Salary
Timesheet Orgn	Set equal to the Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)	Set equal to the Position Orgn (may be reviewed on the Salary Budget window of NBAPBUD)
FTE	1	1
Job Change Reason	See list below	See list below
Factor	No visit field	No visit field
Pays	No visit field	No visit field
Deferred Pay Code	No visit field	No visit field
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.	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.
Supervisor ID	Non-Overridable	Non-Overridable
Step	0	0

Accrue Leave	Y	Y
	<b>Save, Next Action, Next Block</b>	<b>Save, Next Action, Next Block</b>
If RCEXFT, LABFUL	override labor distribution as necessary	override labor distribution as necessary
	<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>

Notes: Campus HR approver should review employee appointment information for prior service issues; at UNH, note District entry needed for PAT Council Districts; confirm PEAEMPL ECLS selection is appropriate for overall status activity, adjusting PEAEMPL Home Org assignment to match new status timesheet org assignment. If a change to the PEAEMPL ECLS is warranted, the HR response may require adjustments to deductions and leave balances.

*EPAFs for salaried, exempt employees need to be submitted, approved, and completed by Monday 8 am before the pay period end date.*

**Job Change Reason codes to be used for CYA activities:**

<b>CYA Justification</b>	<b>Reason on LEAVE Step (Be sure to apply against Base Position)</b>	<b>Leave Type to be Entered on LEAVE Step</b>	<b>Reason on CYA Job Entry Step (Be sure to apply against CYA Position)</b>
Assuming Temporary Upgrade	LETUP	120	AETUP
Assuming Role as Interim	LEINT	30	AEINT
Taking a Temporary Reduction in Percent	LETDP	110	AETDP
Assuming a Temporary Increase in Percent	LETIP	115	AETIP