

UHWKSY – AY UNH Work Study Hire EPAF

Used to hire a UNH/UNHM work study student for the Academic Year.

	On-Time Hire	Late Hire
Access NOAEPAF		
	Enter Key Block Information:	
Name/ID		
Query Date	First Day of Work	First day of pay period following the last completed pay period
Approval Category	UHWKSY	
Position/Suffix	Enter Position/Suffix, UN*CWS. Be sure to enter a new Suffix number if this person has previously had a job using this position number.	
NEXT BLOCK		
	CPHRJY	
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	Current value or XUNHCM for campus mailing address if employee is completely new and does not request payment to be mailed to a home/permanent address	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	Leave blank	
I9 Date	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; may be changed to S-Secondary	
Job Change Reason	AENEW	
Sub-Classification	00972; required	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	
Contract Number	Leave blank	
Time Sheet Orgn	TYPE appropriate timesheet orgn code	
FTE	1	
Salary Grade	01 – Academic Year	
Supervisor ID	Non-Overridable	
Workers Comp Code	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	

	JOB ECLS	Required - SW for On-Campus Work Study; SX for Off-Campus Work Study (coded by UNH HR Office only)
	Step	0
	Accrue Leave	N
	STRS Assignment code	Leave blank
	Complem Pos Info	Optional Field – See Part-Time/Full-Time Temp/Casual Job Cheat Sheet
	Timesheet COA	Y
	Home COAS	Y
	Overtime Waiver	If the Current Value... ... is not populated, enter STD = standard approach to overtime calculations ... is populated, enter the same value
SAVE, Next Action, NEXT BLOCK		
	TERM/TERMIN	
	Jobs Detail Eff Date	Defaults to end of Spring Semester; last day of work
	Jobs Personnel Date	Defaults to end of Spring Semester; last day of work
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
SAVE, Next Action, NEXT BLOCK		
	LABFUL	Replace default accounting with correct labor distribution info OR remove unwanted FOAPALs and adjust % on remaining FOAPALs until the sum of all % = 100%.
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		