

## Additional Pay Hourly Services Summer [\*HAHSM] EPAF Upload

Additional Pay Hourly Services Summer for PSU, UNH and Kronos			
Purpose	Complete the data fields on the HSTHY EPAF UPLOAD spreadsheet.		
	Required Data?	Column Name	<i>If any required data is missing or is invalid job record(s) will not be created.</i>
	Y	ID:	USNH ID (9 digit #)
	Y	Query Date:	First day of Selected Pay Period
	Y	Approval Category: (Uppercase)	_HAHSM
	Y	Position: (Uppercase)	
	Y	Suff:	<p>Using the suffix entered in the Suff column, the NZPELOD program will create an EPAF with the next available one-up suffix as determined by reviewing existing jobs and outstanding EPAFs.</p> <p>Any character can be entered (1, 2, 3, a,b,c, etc.) for Suff column.</p> <p>If an employee has multiple jobs records in the file referencing the same position number <b>the suffix must be unique for each job record.</b></p> <p>If multiple FOAPALs are entered for a job all rows must use the same Suffix.</p>
	Y	Originator: (Uppercase)	Must be the Banner User Name in upper case.
		Current Hire Date:	Enter actual hire date if different from Query Date.
		Distribution Orgn:	Coded for new hires or employees that have specifically requested the pay stub go to a new location. Not for address changes.
		Personnel Date:	Enter actual hire date if different from Query Date.
	Y	Regular Rate:	Allows for 4 decimal places.
		Contract Number:	Required for Kronos.
	Y	Timesheet Orgn:	
	Y	Sub-Classification:	
	Y	FTE	
		STRS Assignment Code:	Kronos use only.
	Y	Jobs ECLS:	
		Comple Pos Info:	Optional; Allows for unique Job Descriptions
		Workers Comp Code:	Will default to 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities.

	Y	Effective Date [Term]:	Last day of work.
<b>Two rows must be entered to provide FOAPAL information for Approval Types LABFUL and 2LDCHG.</b>			
1 <sup>st</sup> Row			
	Y	APTY:	LABFUL
	Y	Fund Code:	Org and Account must also be provided.
	Y	Organization Code:	Fund and Account must also be provided.
	Y	Account Code:	Fund and Org must also be provided.
		Activity Code:	Optional; If entered Fund, Org and Account must also be provided.
	Y	Percent:	If multiple FOAPALS are entered, all rows must add up to 100%.
2 <sup>nd</sup> Row			
	Y	APTY:	2LDCHG
		Lab Dis Eff Date:	UNH with APTY = 2LDCHG only. Enter effective date for Current labor distribution record.
	Y	Fund Code:	Org and Account must also be provided.
	Y	Organization Code:	Fund and Account must also be provided.
	Y	Account Code:	Fund and Org must also be provided.
		Activity Code:	Optional; If entered Fund, Org and Account must also be provided.
	Y	Percent:	If multiple FOAPALS are entered, all rows must add up to 100%.
		Comments:	Optional