Awards [*AWARD] EPAF Upload

Awards			
Purpose	Complete the data fields on the AWARD EPAF UPLOAD spreadsheet.		
	Required Data?	Column Name	*If any required data is missing or is invalid job record(s) will not be created.*
	Y	ID:	USNH ID (9 digit #)
	Y	Query Date:	First day of Selected Pay Period
	Y	Approval Category: (Uppercase)	_AWARD
	Y	Position: (Uppercase)	*Must be a 'KE' position.*
	Y	Suff:	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. Any suffix number can be entered (1, 2, 3, a,b,c, etc.) for Suff column. If an employee has multiple jobs records in the file referencing the same position number **the suffix must be unique for each job record**.
	Y	Originator: (Uppercase)	Must be the Banner User Name in upper case.
	Y	Payroll Id:	*'B1' or 'B2'*
	Y	Timesheet Orgn:	
		Fund Code:	Optional; If entered, Org and Account must also be provided.
		Organization Code:	Optional; If entered Fund and Account must also be provided.
		Account Code:	Optional; If entered Fund and Org must also be provided.
		Activity Code:	Optional; If entered Fund, Org and Account must also be provided.
		Percent:	Optional; If multiple FOAPALs are entered, all rows must add up to 100%.
	Y	Special Rate:	Lump sum value of Award Payment due.
	Y	Cancel Date:	First Day of the Following Pay Period.
	Y	Effective Date [Term]:	First Day of the Following Pay Period.
		Personnel Date [Term]:	Last day of work if this is different from the Effective Date of the termination.
		Comments:	