# Earned Time or Traditional Vacation Payout [ETTVPO] EPAF Upload

**\*Note – At UNH this EPAF Upload is completed only by HR Operations and should not be used by the BSCs.**

| Earned Time or Traditional Vacation Payout | | | |
|---|---|---|---|
| Purpose | Complete the data fields on the ETTVPO 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: | Begin date of the pay period in which the time is being paid. |
| | Y | Approval Category: (Uppercase) | ETTVPO |
| | Y | Position: (Uppercase) | YEPESB |
| | 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. If an employee has only one jobs record in the file referencing the same position number enter the suffix as 0 and the program will automatically one-up to the next available suffix. If an employee has multiple jobs records in the file referencing the same position number **the suffix must be unique for each job record**.  The recommendation is to use 0 as the suffix for the first job, 1 as the suffix for the second job, etc… |
| | Y | Originator: (Uppercase) | Must be the Banner User Name in UPPERCASE. |
| | Y | Payroll ID: | Payroll to pay earnings on. |
| | Y | Workers Comp Code: | Normally coded 8868; however, risk factors may require 9101. |
| | Y | Earnings Code: | 421 |
| | Y | Special Rate: | Total amount to be paid. |
| | Y | Cancel Date: | Begin date of the pay period following the period in which the time is paid. |
| | Y | Effective Date [Term]: | Begin date of the pay period following the period in which the time is paid. |
| | | Activity Code: | Set to specify campus. |
| | | Comments: | |