

## Hire Additional Pay Salary Services [\*HAPSS] EPAF Upload

Hire Additional Pay Salary Services			
Purpose	Complete the data fields on the HAPSS 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 work. If hire is being entered late, it is the first day of pay period following the last completed pay period.
	Y	Approval Category: (Uppercase)	_HAPSS
	Y	Position: (Uppercase)	
	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 character 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 <b>the suffix must be unique for each job record.</b>  If multiple FOAPALs are entered for a job all rows must use the same Suffix.
	Y	Originator: (Uppercase)	Must be the Banner User Name in UPPERCASE.
	Y	Contract End Date:	Enter actual hire date if prior to Query Date.
	Y	Timesheet Orgn:	
	Y	Regular Rate:	Allows for 4 decimal places.
	Y	Pays:	Allows for 1 decimal place.
	Y	Factor:	Allows for 1 decimal place.
	Y	FTE:	Allows for 3 decimal places.
		Contract Number:	Required for GSC.
	Y	Sub-Classification:	
		Comple Pos Info:	Required for GSC and KSC jobs.
		Salary Grade:	Required for KSC jobs.
	Y	Effective Date [Term]:	Last day of work. If job has already ended it is the 1 <sup>st</sup> day of the next pay period.
		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.

		<b>Percent:</b>	Optional; If FOA is entered, all rows must add up to 100%.
		Personnel Date:	First day of work if this is different from the Query Date.
		Earnings Code:	Only to be used if retro pay is needed. Use 155 for retro pay.
		Special Rate:	Only to be used if retro pay is needed. Is the full amount of the retro payment.
		Cancel Date:	Only to be used if retro pay is needed. First day of the next pay period.
		Personnel Date [Term]:	Last day of work if this is different from the Effective Date of the termination.
		Comments	