

## Hire AY Work Study [\*HWKSY] EPAF Upload

Hire AY Work Study			
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)	_HWKSY
	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 UPPERCASE.
		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.
		I9 Form Indicator:	Required for Kronos.
		I9 Date:	Defaults to Query Date for Kronos only.
		Personnel Date:	Enter actual hire date if different from Query Date.
	Y	Job Type:	Indicate if this job is 'P' – Primary or 'S' – Secondary.
	Y	Regular Rate:	Allows for 4 decimal places.
		Contract Number:	Required for Kronos.
	Y	Timesheet Orgn:	
		Salary Grade:	Required for GSC, PSU and UNH. For Kronos and KSC will default to 01. 01 – Academic Year, 02 – Summer
		JOBS ECLS:	Defaults to SW for On-Campus Work Study; Use SX for Off-Campus Work Study (At UNH coded by UNH HR Office only.)
		STRS Assignment Code:	Kronos use only.
		Complem 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.
		Time Entry Method:	<b>PSU &amp; UNH</b> Only – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank.
		Time Entry Type:	<b>PSU &amp; UNH</b> Only – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.
		Time In/Out Ind:	<b>PSU &amp; UNH</b> Only – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.
	Y	Effective Date [Term]:	Last day of work; For UNH, defaults to end of Spring Semester.
<b>A Federal FOAPAL record must always be entered. An additional Campus FOAPAL record may also be required.</b>			
	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.
		Percent:	If multiple FOAPALs are entered, all rows must add up to 100%.
		Comments:	Optional