Hire Graduate Appointment [*HGRAD] EPAF Upload

Hire Graduate Appointment			
Purpose	Complete the data fields on the HGRAD 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)	_HGRAD
	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 **the suffix must be unique for each job record**. 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.
		I9 Form Indicator:	
		I9 Date:	
		Distribution Orgn:	Only code for new hires or employees that have specifically requested the pay stub go to a new location. Not for address changes.
		PEAEMPL ECLS:	Can only be entered for Keene and UNH. Must be valid for the ECLS on the position.
	Y	Contract End Date:	
	Y	Timesheet Orgn:	
	Y	Regular Rate:	Allows for 4 decimal places.
	Y	Pays:	Allows for 1 decimal place.
	Y	Factors:	Allows for 1 decimal place.
	Y	FTE:	Allows for 3 decimal places.
		Contract Number:	CLL uses for Course code, UNH uses for total contract value.
	Y	Sub-Classification:	
		Complem Pos Info:	Required for GSC and KSC.
		Salary Grade:	Required for KSC.
	Y	Effective Date [Term]:	Last day of work. If job has already ended it is the 1st 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.
		Percent:	Optional; If FOA is entered, all rows must add up to 100%.
		Current Hire Date:	If different than the Query Date.
		Personnel Date:	First day of work if different than the Query Date.
		Earnings Code:	If Retro payment is needed.
		Earnings Hrs/Units:	1 if Retro payment is needed.
		Special Rate:	ENTER lump sum value of Retro Payment due.
		Cancel Date:	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:	