

Hire Hourly PT-FT-Casual [*HCPHY] EPAF Upload

Hire Hourly PT-FT-Casual			
Purpose	Complete the data fields on the HCPHY 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)	_HCPHY
	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.
		Current Hire Date:	Enter actual hire date if prior to Query 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.
	Y	PEAEMPL ECLS:	Must be valid for the ECLS on the position.
		I9 Form Indicator:	Note – Only GSC and KSC may enter data for this field.
		I9 Date:	Note – Only GSC and KSC may enter data for this field.
		Personnel Date:	Enter actual hire date if prior to Query Date.
	Y	Timesheet Orgn:	
	Y	Regular Rate:	Allows for 4 decimal places.
	Y	FTE:	Allows for 3 decimal places.
		Contract Number:	For KRONOS use only. Required for KRONOS jobs.
	Y	Sub-Classification:	
		Complem Pos Info:	
		STRS Assignment Code:	For KRONOS use only. Required for KRONOS jobs.
		Time Entry Method:	Used by PSU and UNH only. For Web Time Entry jobs enter W – Employee Time Entry Via

			Web; otherwise leave blank.
		Time Entry Type:	Used by PSU and UNH only. For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank.
		Time In/Out Ind:	Used by PSU and UNH only. For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank.
	Y	Effective Date [Term]:	Last day of work. If job has already ended it is the 1 st day of the next pay period.
		Personnel Date [Term]:	Last day of work if this is different from the Effective Date of the termination.
		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%.
		Comments:	