# Hire PSUTLA Eligible Faculty [PHAJFP] EPAF Upload

| Hire Adjunct Faculty | | | |
|---|---|---|---|
| Purpose | Complete the data fields on the PHAJFP 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) | PHAJFP |
| | 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.<br><br>Any character can be entered (1, 2, 3, a,b,c, etc.) for Suff column.<br><br>If an employee has multiple jobs records in the file referencing the same position number **the suffix must be unique for each job record**.<br><br>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. |
| | | Comments: | |
| | | 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 | 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. |
| | Y | Sub-Classification: | |
| | | Complem Pos Info: | |
| | 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 from the Query Date. |
| | | 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. |
| | | Earnings Hrs/Units: | Only to be used if retro pay is needed.  Use 1 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. |