

Hire Student Exempt – Non FLSA [*HSENF] EPAF Upload

Hire Adjunct Faculty			
Purpose	Complete the data fields on the HAJFY 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)	_HSENF
	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.
		I9 Form Indicator:	Note – Field not available to UNH.
		I9 Date:	Note – Field not available to UNH.
		Personnel Date:	First day of work if this is different from the Query Date.
	Y	Contract Begin Date:	Set equal to Detail Eff Date.
	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 and UNH jobs.
	Y	Job Type:	Indicate if this job is 'P' – Primary or 'S' – Secondary.

	Y	Sub-Classification:	
		Complem Pos Info:	Required for GSC and KSC.
		Salary Grade:	Required for KSC jobs.
		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%.
		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:	ENTER lump sum value of Retro Payment due.
		Cancel Date:	First Day of the Following Pay Period.
	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.
		Comments:	