# Hire Student Hourly [*HSTHY] EPAF Upload

| **Hire Student Hourly** | | | |
|---|---|---|---|
| Purpose | Complete the data fields on the HSTHY 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) | _HSTHY |
| | 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. |
| | | 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 only. |
| | | I9 Date: | Defaults to Query Date for Kronos only. |
| | | Personnel Date: | Enter actual hire 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: | |
| | | 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 | **PSU & UNH** Only – For Web Time Entry jobs enter W – Employee Time Entry Via Web; otherwise leave blank. |
| --- | --- | --- | --- |
| | | Time Entry Type | **PSU & UNH** Only – For Web Time Entry jobs enter T – Pay Period Time Sheet; otherwise leave blank. |
| | | Time In/Out Ind | **PSU & UNH** Only – For Web Time Entry jobs enter Y – Time In/Out Required; otherwise leave blank. |
| | Y | Effective Date [Term]: | Last day of work. |
| | | Personnel Date [Term]: | Enter if last day of work is prior to Effective Date [Term]. |
| **At least one FOAPAL record must always be entered.** | | | |
| | Y | Fund Code: | Required by Keene only; Org and Account must also be provided. |
| | Y | Organization Code: | Required by Keene only; Fund and Account must also be provided. |
| | Y | Account Code: | Required by Keene only; 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 |