

*HWKSM – Summer UNH Work Study Hire EPAF

Used to hire a UNH/UNHM work study student for the Summer.

	On-Time Hire	Late Hire
Access NOAEPAF		
Enter Key Block Information:		
Name/ID		
Query Date	First Day of Work	First day of pay period following the last completed pay period
Approval Category	*HWKSM (use first character to indicate U for regular hires, 3 for Kronos hires)	
Position/Suffix	Enter Position/Suffix, UN*CWS. Be sure to enter a new Suffix number if this person has previously had a job using this position number.	
NEXT BLOCK		
CPHRJY		
Current Hire Date	Same as Query Date	First day of work
Distribution Orgn	If the Current Value... ... is populated, enter the same value ... is not populated, enter XUNHCM if the employee has not requested their check be mailed to their home/permanent mailing (PM) address.	
PEAEMPL ECLS	73	
Home Organization	XSTDHR	
I9 Form Indicator	Leave blank	
I9 Date	Leave blank	
Jobs Begin Date	Same as Query Date	
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	First day of work.
Job Type	P-Primary defaults; may be changed to S-Secondary	
Job Change Reason	AENEW	
Sub-Classification	00972; required	
Regular Rate	TYPE hourly rate	
Salary Encumbrance	0	
Contract Number	<p>Kronos users only Enter the contract code associated with this appointment.</p> <ul style="list-style-type: none"> • If the job is the employee's HOME job, enter an "H" followed by 3000 or the 4 digit code from Kronos Labor Level 3 valid list of codes (i.e., H3000, H3131, etc.). • If the employee already occupies an active Kronos job the code begins with a space followed by the 	

		4 digit code from the Kronos Labor Level 3 valid list of values (i.e., _3101, _3121, etc.)
	Time Sheet Orgn	TYPE appropriate timesheet orgn code
	FTE	1
	Salary Grade	02 – Academic Year
	Supervisor ID	Non-Overridable
	Workers Comp Code	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information
	JOBS ECLS	Required - SW for On-Campus Work Study; SX for Off-Campus Work Study (coded by UNH HR Office only)
	Step	0
	Accrue Leave	N
	STRS Assignment code	Kronos users only Enter Banner Assignment Code that represents the Kronos pay rule. Codes are found on the Banner PTVASSN form (i.e., 10, 11, etc.)
	Complem Pos Info	Optional; See “Part-Time/Full-Time Temp/Casual Job Information”, under Coding Section, for coding standards.
	Timesheet COA	Y
	Home COAS	Y
	Overtime Waiver	STD
	Time Entry Method	UNH – Defaults to W – Employee Time Entry via Web; for non-Web Time Entry jobs change to D – Department Time Entry with Approvals. Kronos – Defaults to D – Department Time Entry with Approvals; do not update.
	Time Entry Type	UNH – Defaults to T – Pay Period Time Sheet. Kronos – Defaults to T – Pay Period Time; do not update.
	Time In/Out	UNH – Defaults to Y – Time In/Out Required; for non-Web Time Entry jobs change to N – Not Required. Kronos – Defaults to T – Pay Period Time; do not update.
SAVE, Next Action, NEXT BLOCK		
	TERM/TERMIN	
	Jobs Detail Eff Date	Last day of work
	Jobs Personnel Date	Last day of work
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
SAVE, Next Action, NEXT BLOCK		

	LABFUL	
	Labor Distribution	Replace default accounting with correct labor distribution info OR remove unwanted FOAPALS and adjust % on remaining FOAPALS until the sum of all % = 100%.
SAVE, Next Action, NEXT BLOCK		
	2LDCHG	
	Labor Distribution	If appointment extends beyond 07.01.YYYY change Federal FOAPAL as of 07.01.YYYY; otherwise leave blank.
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		