

# TNHN, TTU New Hire Nonexempt

## Purpose of this ePAF Approval Category:

For a person coming to Texas Tech as a new nonexempt employee; also anyone who previously worked at Texas Tech but left to work for another employer, and is now returning to be 'rehired.'

For details and comparison with other ePAFs, please review the [Guide for Choosing an ePAF](#) document on the HR Job Aids webpage .


## The **DATE** Reminders - **New Hire**

The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The Query Date is pre-populated with today's date and should be over-typed with the Personnel Date. For a re-hire, the Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date.

If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

## ePAF Template

Hint: Do not use the browser BACK  button



Hint: Save often

Hint: Follow the example for dates input.


Hint: Use Job Aid [ePAF Attachment Instructions](#)

Hint: No dashes or spaces in numbers

### NEW ePAF PERSON SELECTION Screen. This is the first ePAF entry screen

ID \_\_\_\_\_ Enter R#, OR  Search for R#, OR  Generate a new R#

Hint: Click first on the "search" icon before generating the ID.

Caution must be taken to verify that the person does not have a Banner R# ID (PIDM). Former employees or students or current vendors may have an R#. If no match is found then use the  Generate icon.

Query Date \_\_\_\_\_

Hint: Enter THE DATE (if it is not today's date)

Approval Category \_\_\_\_\_

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### ADDRESS and TELEPHONE SELECTION Screen: This screen only appears if the person already has a TTU work address stored with their R#.

In the "Type" Column

HINT: Always choose the line with 'Texas Tech Work' and click the round radial in the "Select" column, then click GO.

IF the person worked previously in your department, click ALL JOBS and select the line with your department.

**NEVER choose the "New Record" line!**

### NEW ePAF JOB SELECTION Screen: This is the screen where you enter or select the T# position.

HINT: If the person was previously appointed to this T#, click ALL JOBS for a list of prior appointments then click the round radial on the previous appointment line.

HINT: Be sure to click the NEXT APPROVAL TYPE button until the GO button remains.

Enter Position Number \_\_\_\_\_

Hint: Enter Position # for the new job, and TAB to the Suffix.

Suffix \_\_\_\_\_

00 is the standard entry for New Hire (primary job)

**The ePAF entry form opens: Be sure to follow these hints before starting your entry:**

**HINT:** Verify the T#, suffix and title appear correctly above each Approval Type.

**HINT:** On a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

**HINT:** The Effective Date is not defaulted to Default Earnings; each Earn code row must have the Query Date.

**CREATE OR UPDATE GENERAL PERSON**

First Name	_____	Capitalize 1st letter only (Jim) from Biographical Data Form
Middle Name	_____	Capitalize 1st letter only (Bob) from Biographical Data Form
Last Name	_____	Capitalize 1st letter only (Smith) from Biographical Data Form
SSN	_____	<b>Hint:</b> SSN, no dashes/spaces, from Biographical Data Form. Extra caution should be taken to ensure SSN field is correct.
Name Prefix	_____	Optional
Name Suffix	_____	Optional
Sex	Pick From List	Use employee's Biographical Data Form.
Birth Date (MM/DD/YYYY)	_____	Use employee's Biographical Data Form.
Citizenship	Pick From List	Use employee's Biographical Data Form.
Ethnicity	Pick From List	Use employee's Biographical Data Form.
Veteran File Number	_____	Leave blank. Not used
Veteran Category	_____	Leave blank. Not used
Active Duty Sep Date (MM/DD/YYYY)	_____	Leave blank. Not used
Armed Forces Medal	No	Not Enterable

***The following Address and Phone are the Home Department where the employee receives campus mail (NOT employee's home). This address and phone will be published in the campus directory.***

Address Type	WK	Default for department work address; not overrideable. (NOTE: Personal Biographic form collects home address)
Address Sequence No	Leave Blank	
Address Line 1	_____	Enter Mail Stop with no spaces. Ex: MS1093
Address Line 2	_____	Optional Department Work Address
Address Line 3	_____	Optional Department Work Address
City	_____	Enter City (required)
State	Pick From List	(TX)
Zip or Postal Code	79409	Enter Zip or search list (79409 is TTU Zip)
County	Pick From List	(48303, Lubbock)
Nation	Pick From List	
Telephone Type (Not Overrideable)	WK	Default for employee work phone; not overrideable.
Telephone Sequence No	Leave Blank	
Area Code	_____	
Telephone (No spaces or dashes)	_____	7 digits such as 7421234
Phone Extension	_____	

## EMPLOYEE RECORD

Employee Status	<u>          A          </u>	Default. Not overrideable.
Employee Class Code	<u>                          </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Leave Category	<u>    Pick From List    </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Benefit Category	<u>    Pick From List    </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
FT/PT	<u>    Pick From List    </u>	Indicates the status of the Employee (not the Job)
Home COAS	<u>                          </u>	Chart of Account, T or S
Home Organization	<u>                          </u>	Home Organization code such as C11000
Distribution COAS	<u>                          </u>	Chart of Account, T or S (repeat of above)
Distribution Organization	<u>                          </u>	Home Organization code such as C11000 (repeat of above)
Current Hire Date (MM/DD/YYYY)	<u>                          </u>	<b>Hint:</b> Should be the same as the Personnel Date. Actual date of hire. If a rehire, after a break in service, the first day to return to Texas Tech.
Location Code	<u>    Pick From List    </u>	Code of the Building

## NEW JOB NON-EXEMPT

Job Begin Date (MM/DD/YYYY)	<u>                          </u>	<b>Hint:</b> Use the Query Date as the Job Begin Date. <b>Exception:</b> If the employee is a rehire and was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type	<u>    Primary    </u>	Default. Not overrideable.
Jobs Effective Date (MM/DD/YYYY)	<u>                          </u>	<b>Hint:</b> Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)	<u>                          </u>	<b>Hint:</b> Follow <b>THE DATE</b> Reminders above.
Step	<u>                  0                  </u>	Default. Not overrideable.
Hourly Rate	<u>                          </u>	Pay Rate per Hour
Job Status	<u>    Active    </u>	Default. Not overrideable.
Position Title	<u>                          </u>	Entry not allowed; it will default AFTER the ePAF applies.
FTE	<u>                          </u>	1.0 is FT; 3 decimals: .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	<u>    NEWHI    </u>	Default. Not overrideable.
Timesheet COA	<u>                          </u>	Chart of Account, T or S
Timesheet Orgn	<u>                          </u>	Home Organization code such as C11000
Time Entry Method	<u>    Pick From List    </u>	Employee Time Entry via the Web
Premium Pay Code	<u>    Pick From List    </u>	LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Supervisor ID	<u>                          </u>	R# ID of the job supervisor, who must have an active job.

## COMPENSATION Nonexempt - Factor & Pays

Effective Date MM/DD/YYYY	<u>                          </u>	Hint: Use the Query Date
Hours per Day	<u>                          </u>	Use the ePAF Calculator job aid.
Hours per Pay	<u>                          </u>	Use the ePAF Calculator job aid.
Factor (Not Overrideable)	<u>                  24                  </u>	Default. Not overrideable.
Pays (Not Overrideable)	<u>                  24                  </u>	Default. Not overrideable.

## CREATE OR CHANGE DEFAULT EARNINGS

### New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
	Pick from List					
Use Query Date	HLD or HLN	1	Lv Blank	Lv Blank	1	Lv Blank
					1	

**Hint:** Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; Lv Blank - leave column blank - column is not used).

**Effective Date:** Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.

**HLN (Not Eligible) or HLD (Eligible)** is for Longevity (or Hazardous Duty): Choose either HLN or HLD. Only Full Time Staff are eligible = HLD; all others are HLN. Insert 1 (Unit) in the Hrs or Units column.

**RGH** for Nonexempt Hourly is not required

**CAUTION: Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.**

**Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.**

## CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

Effective Date (MM/DD/YYYY) Hint: Date defaults to the Query Date

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T of S							

Hint: Effective Date should be query date. Hint: Percent column should total to 100.

**CAUTION: FOAPAL defaults from the Position and only the Percent can be edited. To remove a FOAP, set the percent to 0 and click to remove the line. Add new FOAPs on new line(s) with appropriate percents.**

**Be sure to click "SAVE and Add New Rows" if you make changes to the FOAPs.**

## ROUTING QUEUE

20 - Department	Approve	<b>HINT:</b> The <u>Approval Matrix</u> on the HR Job Aids web page
75 - Compensation	Approve	offers guidance about adding optional approval levels.
80 - Budget	Approve	<b>HINT:</b> Find the "Default Routing" link in your Originator
95 - HR TTU Approval	Approve	Summary and save the names of the approvers for
99 - HR TTU Apply - Upload	Apply	each ePAF Approval Category.

**HINT:** The minimum approvals for most ePAF's are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approvals are required by your department management or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.