

SHRA Bi-Weekly Temporary Cheat Sheet

DATE TIPS	
Query Date:	First day the employee will work and be payable.
Current Hire Date:	First day the employee will work.
Last Work Date:	Last day the employee will work.
Job Begin Date:	First day the employee will work.
Job Effective Date:	First day the employee will work. (DEFAULTED)
Termination Date:	The last day the employee will work.
Terminate Job Record Section	
Job Effective Date:	Last day the employee will work.
Personnel Date:	Last day the employee will work.
SHADED ITEMS REFER TO PAYROLL DATES	
UNSHADED ITEMS REFER TO CONTRACT DATES	

POSITION LOGIC
H/6-DIGIT ORGANIZATION CODE
EX: H44000
"H" REPRESENTS SHRA TEMPORARY BI-WEEKLY (HOURLY)

ADDITIONAL TIPS
<p>1. Employee Job Information: Query Date, Job Begin Date, Jobs Effective Date, and Personnel Date should all match</p> <p style="padding-left: 20px;">Terminated Job Record: Jobs Effective Date and Personnel Date should BOTH match</p>
<p>2. Hours Per Pay: The amount of hours the employee will work per week multiplied by the number of weeks the employee will work</p> <p>EX: Employee works 40 hours per week for 12 weeks (40 x 12 = 480 Hours Per Pay)</p>
<p>3. REMEMBER TO SAVE AFTER EACH SECTION</p>

Default Routing Queue
<p>If you want to use the same routing queue for approving all electronic approval transactions in a particular approval category (for example, if you always want to use the same approval queue when hiring a student using state funds that needed to be approved by the Dean As well), you can establish that routing queue on the ePAF Default Routing Queue page.</p>

When creating your Routing Queue and Default Routing be sure to select Tia Uitenham as your Superuser approval level [LVL_97]