

What EPAF do I use? Reference Guide

I want to...	EPAFS	Description	Example	Position #'s to use	Payroll	Approval Levels
Assign a staff roll.	N_EMPL	Create or re-activate employee in PEAEMPL for all employee types.	Derek will be starting in less than 30 days. In order to assign his staff role N_EMPL will first need to be processed.	All employee classes	None	BUSMGR APPLY
Employees NOT in PEAEMPL:	NH_	New Job Assignments				
Assign a graduate student an assistantship position.	NH_MGA	Job Assignment Graduate Assistant	Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out.	P03XXX	GA	HHOME DHOME GRAD STUEMP SEAPL
Hire an <u>exempt employee</u> with no benefits on a one time pay or semi-monthly flat rate.	NH_MW H	Job Assignment Semi Monthly Wage	Department wants to pay Dave, an employee of Hunter Scientific, a semi-monthly payment of \$800 for the semester. <i>Used for exempt work.</i>	P10XXX	HX	HHOME STUEMP SEAPL
Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts.	NH_NP	Job Assignment No Pay	Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts.	P08XXX	None	HHOME HR APPLY
Hire exempt, non-exempt and faculty employees into benefited positions.	NH_SAL	Job Assignment Salaried	Jane has accepted a benefited position	99XXX	SA	HHOME DHOME EXEC HR APPLY
Hire an individual to a teaching position with no benefits.	NH_TN2	Job Assignment Teaching No Benefits	Mary will teach a class in Chemistry but receives no benefits; other than FICA, Workers Compensation Insurance, and Unemployment Insurance. This will be semi-monthly payments.	P07XXX	HX	HHOME DHOME HR APPLY
Hire a person for wage hourly or work study position (no benefits).	NH_WH	Job Assignment Wage Hourly	Sally will be working for an hourly wage. If setting up a work study use your P04xxx position.	P05XXX (WH employee class) P04XXX (WS employee class)	HX	HHOME STUEMP SEAPL

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Employees in PEAEMPL: (current or rehire)	JB_	New Job Assignments				
Assign a <u>benefited employee</u> to additional responsibilities and pay.	JB_ADJ	Job Assignment Adjustment	Current benefited employee who is getting an additional assignment (O for overload). ESC form required for P01xxx or P09xxx	P01XXX Teaching only P09XXX Non-teaching Z_ADDDT Only for Leave payout, moving allowances, and Awards DO NOT USE 99XXXX	SA	HHIRE DHIRE HR APPLY
Assign a graduate student an assistantship position.	JB_MGA	Job Assignment Graduate Assistant	Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out.	P03XXX	GA	HHOME DHOME GRAD STUEMP SEAPL
Hire an <u>exempt employee</u> with no benefits on a one time pay or semi-monthly flat rate.	JB_MW2	Job Assignment Semi Monthly Wage	Department wants to pay Dave, an employee of Hunter Scientific, a semi-monthly payment of \$800 for the semester. Used for exempt work.	P10XXX	HX	HHIRE STUEMP SEAPL
Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts.	JB_NP	Job Assignment No Pay	Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts.	P08XXX	None	HHOME HR APPLY
Hire exempt, non-exempt and faculty employees into benefited positions.	JB_SAL	Job Assignment Salaried	Jane has accepted a Staff Assistant II position. (Remember to check for a current I-9 on PEAEMPL "United States Regulatory.")	99XXXX	SA	HHOME DHOME EXEC HR APPLY

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Add up to three months onto an academic year 9-month contract.	JB_SUM	Job Assignment Academic Year Summer Months	Bob is an academic year professor who will be teaching an additional class. John is an academic year professor who is doing research for the summer.	P02XXX	SA	HHOME DHOME HR APPLY
Hire an individual to a teaching position with no benefits.	JB_TN2	Job Assignment Teaching No Benefits	Mary will teach a class in Chemistry but receives no benefits; other than FICA, Workers Compensation Insurance and Unemployment Insurance. This will be semi-monthly payments.	P07XXX	HX	HHOME DHOME HR APPLY
Hire a person for wage hourly or work study position (no benefits).	JB_WH	Job Assignment Wage Hourly	Sally will be working for an hourly wage, either on work study (student) or not.	P05XXX P04XXX	HX	HHOME STUEMP SEAPL

I want to...	EPAFS	Description	Example	Position #'s to use	Payroll	Approval Levels
For changes to a job the employee already has	JC_					
Put an employee on a Leave of Absence	JC_LOA	Job change Leave of Absence	Sue is going on a Personal Leave of Absence for 3 months.	The employee's current 99XXXX number.	SA	HHOME DHOME EXEC HR APPLY
Change the semi-monthly rate payment.	JC_MW2	Job Change Semi Monthly Wage Hourly (non-benefited) <hr/> Job Assignment change Teaching No Benefits	John receives a semi-monthly flat rate for performing exempt responsibilities. The department wants to change the sum that she will get. This will not change the end date. <hr/> Mary is teaching a class in Chemistry and receives a semi-monthly amount. The class has added 3 more students therefore the dept needs to increase her amount. This will not change the end date.	The employee's current P10XXX number. <hr/> The employee's current P07XXX number.	HX	HHOME STUEMP SEAPL
Change the base salary amount, and/or FTE, and/or appointment %, and/or title. Also use for Sabbatical.	JC_STC	Job Change Status Change	Ron is a benefited employee and you need to change his title and salary. This EPAF is only used to change a benefited position.	The employee's current 99XXXX number.	SA	HHOME DHOME HR APPLY

I want to...	EPAFS	Description	Example	Position #'s to use	Payroll	Approval Levels
Terminate job assignment of the employee.	JC_TRM	Job Change Termination	<p>Joe quit one of his jobs at the University on Monday; but he has one other job at USU. Submit this EPAF as quickly as you can for the position he quit. For hourly or work study, if the EPAF deadline is missed, terminate on the last paid date.</p> <p>If needing to terminate a P10xxx, P03xxx or P07xxx position sooner than the term date that is in the system, you will need to email hr@usu.edu with the new termination date and reason, then HR will change the termination date.</p>	Any and all position numbers that you want to terminate.	Depends on position	HHOME HR APPLY
Change the hourly rate of an hourly employee.	JC_WGH	Job Change Wage Hourly	Sally, hourly work study, currently earns \$5.20/hour. You want to give her a raise to \$6.15/hour.	P05XXX P04XXX	HX	HHOME STUEMP SEAPL

For Payroll Functions	P_	Description	Example	Position #'s to use	Approval levels
Change accounts assigned to an existing position.	P_LABR	Payroll Labor Change	Tim's grant account closes January 15, with another grant effective January 16.	Any position number you want to change accounts. (NOT for Work Study)	HHOME HR APPLY
Change the index for two future months the employee is being paid from.	P_LBR2	Multiple Payroll Labor Changes	Wendy is working on an additional grant for two months. Need to do an epaf that I can change the labor distribution to the new grant and then back to the old one.	Any employee's active position number.	HHOME HR APPLY
Change accounts assigned to an existing work study position.	WS_LBR	Work Study Account Change	Greg's grant account closes November 30 with another grant effective December 1.	The employee's current P04XXX number.	HHOME STUEMP SEAPL