<table>
<thead>
<tr>
<th>I want to...</th>
<th>EPAFS</th>
<th>Description</th>
<th>Example</th>
<th>Position #’s to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put employee on Short Term Disability status.</td>
<td>EC_STD</td>
<td>Short Term Disability</td>
<td>Employee out for surgery, maternity, or other disability.</td>
<td>99XXX</td>
</tr>
<tr>
<td><strong>Employees not in PEAEMPL:</strong></td>
<td><strong>NH</strong>_</td>
<td><strong>New Job Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign a graduate student an assistantship position.</td>
<td>NH_MGA</td>
<td>Job Assignment Graduate Assistant</td>
<td>Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out.</td>
<td>P03XXX</td>
</tr>
<tr>
<td>Hire an exempt employee with no benefits on a one time pay or semi-monthly flat rate.</td>
<td>NH_MWH</td>
<td>Job Assignment Semi Monthly Wage</td>
<td>Department wants to pay Dave, an employee of Hunter Scientific, a semi monthly payment of $800 for the semester. <em>Use JB_WH for non-exempt employees.</em></td>
<td>P10XXX</td>
</tr>
<tr>
<td>Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts.</td>
<td>NH_NP</td>
<td>Job Assignment No Pay</td>
<td>Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts.</td>
<td>P08XXX</td>
</tr>
<tr>
<td>Hire exempt, non-exempt and faculty employees into benefited positions.</td>
<td>NH_SAL</td>
<td>Job Assignment Salaried</td>
<td>Jane has accepted a Staff Assistant II position. Electronic I9 will need to be done on day of hire or before.</td>
<td>99XXXX</td>
</tr>
<tr>
<td>Hire an individual to a teaching position with no benefits.</td>
<td>NH_TN2</td>
<td>Job Assignment Teaching No Benefits</td>
<td>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.</td>
<td>P07XXX</td>
</tr>
<tr>
<td>Hire a person for wage hourly or work study position (no benefits).</td>
<td>NH_WH</td>
<td>Job Assignment Wage Hourly</td>
<td>Sally will be working for an hourly wage. If setting up a work study use your P04xxx position.</td>
<td>P05XXX Wage Hourly P04XXX Work Study</td>
</tr>
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</tr>
<tr>
<td><strong>Employees in PEAEMPL: (current or rehire)</strong></td>
<td>JB_</td>
<td><strong>New Job Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign a benefited employee to additional responsibilities and pay.</td>
<td>JB_ADJ</td>
<td>Job Assignment Adjustment</td>
<td>Current benefited employee who is getting an additional assignment (O for overload).</td>
<td>P01XXX Teaching only P09XXX Non teaching Z_ADDT Only for Moving Allowance, Leave payout and Awards DO NOT USE 99XXXX</td>
</tr>
<tr>
<td>Assign a graduate student an assistantship position.</td>
<td>JB_MGA</td>
<td>Job Assignment Graduate Assistant</td>
<td>Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out.</td>
<td>P03XXX</td>
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<td>Hire an exempt employee with no benefits on a one time pay or semi monthly flat rate.</td>
<td>JB_MW2</td>
<td>Job Assignment Semi Monthly Wage</td>
<td>Department wants to pay Dave, an employee of Hunter Scientific, a semi monthly payment of $800 for the semester. <em>Use JB_WH for non-exempt employees.</em></td>
<td>P10XXX</td>
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<td>Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts.</td>
<td>JB_NP</td>
<td>Job Assignment No Pay</td>
<td>Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts.</td>
<td>P08XXX</td>
</tr>
<tr>
<td>( )</td>
<td>JB_SAL</td>
<td>Job Assignment Salaried</td>
<td>Jane has accepted a Staff Assistant II position. (Remember to check for a current I-9 on the Electronic I9 system)</td>
<td>99XXXX</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Add up to three months onto an academic year 9-month contract.</td>
<td>JB_SUM</td>
<td>Job Assignment Academic Year Summer Months</td>
<td>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.</td>
<td>P02XXX</td>
</tr>
<tr>
<td>Hire an individual to a teaching position with no benefits.</td>
<td>JB_TN2</td>
<td>Job Assignment Teaching No Benefits</td>
<td>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.</td>
<td>P07XXX</td>
</tr>
<tr>
<td>Hire a person for wage hourly or work study position (no benefits).</td>
<td>JB_WH</td>
<td>Job Assignment Wage Hourly</td>
<td>Sally will be working for an hourly wage, either on work study (student) or not.</td>
<td>P05XXX Wage Hourly P04XXX Work Study</td>
</tr>
<tr>
<td><strong>For changes to a job the employee already has</strong></td>
<td>JC_</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Put an employee on a Leave of Absence</td>
<td>JC_LOA</td>
<td>Job change Leave of Absence</td>
<td>Sue is going on a Personal Leave of Absence for 3 months.</td>
<td>The employee’s current 99XXXX number.</td>
</tr>
<tr>
<td>Change the semi monthly rate payment.</td>
<td>JC_MW2</td>
<td>Job Change Semi Monthly Wage Hourly (non-benefited) Job Assignment change Teaching No Benefits</td>
<td>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. 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.</td>
<td>The employee’s current P10XXXX number. The employee’s current P07XXX number.</td>
</tr>
<tr>
<td>Action Description</td>
<td>Action Code</td>
<td>Detailed Description</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Change the base salary amount, and/or FTE, and/or appointment %, and/or title. Also use for Sabbatical.</td>
<td>JC_STC</td>
<td>Ron is a benefited employee and you need to change his title and salary. This EPAF is only used to change a benefited position.</td>
<td>The employee’s current 99XXXX number.</td>
<td></td>
</tr>
<tr>
<td>Terminate job assignment of the employee.</td>
<td>JC_TRM</td>
<td>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 any position, if the EPAF deadline is missed, terminate on the last paid date. 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 <a href="mailto:hrbanner@usu.edu">hrbanner@usu.edu</a> with the new termination date and HR will change the termination date.</td>
<td>Any and all position numbers that you want to terminate.</td>
<td></td>
</tr>
<tr>
<td>Change the hourly rate of an hourly employee.</td>
<td>JC_WGH</td>
<td>Sally, hourly work study, currently earns $7.25/hour. You want to give her a raise to $8.00/hour.</td>
<td>The employee’s current P04XXX (work study) or P05XXX number.</td>
<td></td>
</tr>
<tr>
<td>Change the index an employee is being paid from.</td>
<td>P_LABR</td>
<td>Susie is now working on Dr Smith’s project so needing to change the labor distribution.</td>
<td>Any employee’s active position number. Not for P04XXX</td>
<td></td>
</tr>
<tr>
<td>Change the index for two future months the employee is being paid from.</td>
<td>P_LBR2</td>
<td>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.</td>
<td>Any employee’s active position number. Not for P04XXX</td>
<td></td>
</tr>
<tr>
<td>Change the index on a work-study employee</td>
<td>WS_LBR</td>
<td>Susie is now working on Dr Smith’s project so needing to change the labor distribution.</td>
<td>P04XXX positions</td>
<td></td>
</tr>
</tbody>
</table>
Revised 10/08/2015
<table>
<thead>
<tr>
<th>For Payroll Functions</th>
<th>P_</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change accounts</td>
<td>P_LABR</td>
<td>Payroll Labor Change</td>
<td>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)</td>
</tr>
<tr>
<td>assigned to an existing position.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change accounts</td>
<td>WS_LBR</td>
<td>Work Study Account Change</td>
<td>Greg’s grant account closes November 30 with another grant effective December 1. The employee’s current P04XXX number.</td>
</tr>
<tr>
<td>assigned to an existing work study position.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>