

EPAF Supplemental Material

EPAF Approval Categories

Category	Description	Earn Code
COMMON TO EXEMPT, FACULTY OR CLASSIFIED EMPLOYEES		
GTMJB1	Common Termination of Job	
FTMJOB	Common Termination of Job (Used for Deferred Pay Faculty ONLY)	
GTRMRT	Common Termination of Job - Retirement	
GTRPRP	Phased Retirement Plan	
GLBDST	Common Labor Distribution Change	
GOADCP	Common Additional Compensation – Original (009025 / 01)	ADC
GRADCP	Common Additional Compensation – Repeat (009025 / 01)	ADC
GODPCH	Mid Yr Def Pay Change – Original (009027 / 01) Work w/ Provost Office	RAY
GRDPCH	Mid Yr Def Pay Change – Repeat (09027 / 01) Work w/ Provost Office	RAY
GOCOMM	Car Stipend Original	
GRCOMM	Car Stipend Repeat	
GOATCE	Teaching Exempt – Original (009024 / 01)	ADC
GRATCE	Teaching Exempt – Repeat (009024 / 01)	ADC
GOATCC	Teaching Classified – Original (009023 / 01)	RTP
GRATCC	Teaching Classified – Repeat (009023 / 01)	RTP
GLVWOA	Common Leave without Accrual; Spread Pay	LWA
GLVWOP	Common Leave without Pay with Benefits	LWB
GLWOPB	Common Leave without Pay without Benefits	LWO
GLWPAY	Common Leave with Pay and Benefits	LWP
GALPAY	Common Administrative Leave with Pay	ADL
GRFMLV	Common Return from Leave without Pay, with Benefits	
GRFWOB	Common Return from Leave without Pay, without Benefits	
NCHTTL	Common Change of Title for Classified and Exempt	

COMMON TO EXEMPT EMPLOYEES

NMSCCH	Exempt Miscellaneous Change	REX
NPOSCG	Exempt Position Change	REX
NCHPAY	Exempt Change of Pay	

COMMON TO FACULTY EMPLOYEES

FCHPAY	Faculty Change of Pay	
FMSCCH	Faculty Miscellaneous Change	RAY/RFY
FCHAPT	Faculty Change of Appointment Status	RAY/RFY
FCHTTL	Faculty Change of Title	

COMMON TO CLASSIFIED EMPLOYEES

CLMISC	Classified Miscellaneous Change	
CCHGPY	Classified Change of Pay	
CPOSCG	Classified Position Change	

EPAF Supplemental Material

COMMON TO <u>ALL</u> EMPLOYEES (including Temp Help)		
GSHCHG	Common Shift Change	
GTSORG	Common Change of Time Sheet Org	
GJOBLC	Common Change of Job Location	

CLASSIFIED PERMANENT (Suffix 00)		
CPPOAT	Classified Permanent Original Appointment	RCL
CPPRDT	Classified Permanent Reappointment, New PCN / Suffix	RCL
CPPRST	Classified Permanent Reappointment, Previous PCN / Suffix	RCL
CPPCNA	Classified Permanent Change to New PCN / Suffix, from T1 to C1	RCL
CPPCPA	Classified Permanent Change to New PCN / Suffix	RCL
CPPCPB	Classified Permanent Change to Previous PCN / Suffix	RCL
CPPPRA	Classified Promotion to New PCN / Suffix Needs Waiver	RCL
CPPAAT	Classified Permanent Additional Appointment, New PCN / Suffix	RCL

CLASSIFIED CONTINGENT (Suffix 01)		
CTPOAP	Classified Contingent Original Appointment	RCL
CTPRDP	Classified Contingent Reappointment, New PCN / Suffix	RCL
CTPRSP	Classified Contingent Reappointment, Previous PCN / Suffix	RCL
CTPCNA	Classified Contingent Change to New PCN / Suffix, from T1 to C1	RCL
CTPCPA	Classified Contingent Change to New PCN / Suffix	RCL
CTPCPB	Classified Contingent Change to Previous PCN / Suffix	RCL
CTPPRA	Classified Contingent Promotion to New PCN / Suffix Needs Waiver	RCL
CTPAAP	Classified Contingent Additional Appointment, New PCN / Suffix	RCL

EXEMPT PERMANENT (Suffix 00)		
EPPOAT	Exempt Permanent Original Appointment	REX
EPPRST	Exempt Permanent Reappointment, Previous PCN / Suffix	REX
EPPRDT	Exempt Permanent Reappointment, New PCN / Suffix	REX
EPPCPA	Exempt Permanent Change to Previous PCN / Suffix	REX
EPPCPB	Exempt Permanent Change to New PCN / Suffix	REX
EPPENA	Exempt Permanent Change, T1 to E1	REX
EPPPRA	Exempt Permanent Promotion to New PCN / Suffix Needs Waiver	REX
EPPAAP	Exempt Permanent Additional Appointment, Previous PCN / Suffix	REX
EPPAAT	Exempt Permanent Additional Appointment, New PCN / Suffix	REX

EXEMPT CONTINGENT (Suffix 01)		
ETPOAP	Exempt Contingent Original Appointment	REX
ETPRDP	Exempt Contingent Reappointment, New PCN / Suffix	REX
ETPRSP	Exempt Contingent Reappointment, Previous PCN / Suffix	REX
ETPCPB	Exempt Contingent Change to Previous PCN / Suffix	REX
ETPCPA	Exempt Contingent Change to New PCN / Suffix	REX
ETPENNA	Exempt Contingent Change, T1 to E1	REX
ETPPRA	Exempt Contingent Promotion to New PCN / Suffix Needs Waiver	REX
ETPAAP	Exempt Contingent Additional Appointment, New PCN / Suffix	REX

EPAF Supplemental Material

FACULTY NON-BENEFIT ELIGIBLE (F5)		
FNBOAP	Faculty Non Benefits Eligible Original Appointment	RAY
FNBRDP	Faculty Non Benefits Eligible Reappoint, New PCN / Suffix	RAY
FNBRSP	Faculty Non Benefits Eligible Reappoint, Previous PCN / Suffix	RAY
FNBAAP	Faculty Non Benefits Eligible Additional Appt, New PCN / Suffix	RAY
FNBAAP	Faculty Non Benefits Eligible Additional Appt, Previous PCN / Suffix	RAY

FACULTY PERMANENT Fiscal Year (Suffix 00)		
FPPOAF	Faculty Permanent Original Appointment, 26 pays	RFY
FPPRST	Faculty Permanent Reappointment, Previous PCN / Suffix	RFY
FPPRDT	Faculty Permanent Reappointment, New PCN / Suffix	RFY
FPPCPP	Faculty Permanent Change to Previous PCN / Suffix	RFY
FPPCPT	Faculty Permanent Change to New PCN / Suffix	RFY
FPPPRT	Faculty Permanent Promotion to New PCN / Suffix Needs Waiver	RFY
FPPAAT	Faculty Permanent Additional Appointment	RFY

FACULTY PERMANENT Academic Year (Suffix 00)		
FPPOAT	Faculty Permanent Original Appointment, 19.5 Pays	RAY
FPPRSA	Faculty Permanent Reappointment, Previous PCN / Suffix	RAY
FPPRDA	Faculty Permanent Reappointment, New PCN / Suffix	RAY
FPPCPD	Faculty Permanent Change to Previous PCN / Suffix	RAY
FPPCPC	Faculty Permanent Change to New PCN / Suffix	RAY
FPPPRA	Faculty Permanent Promotion to New PCN / Suffix Needs Waiver	RAY
FPPAAA	Faculty Permanent Additional Appointment	RAY

FACULTY CONTINGENT Fiscal Year (Suffix 01)		
FTPOAF	Faculty Contingent Original Appointment, 26 Pays	RFY
FTPRSP	Faculty Contingent Reappointment, Previous PCN / Suffix	RFY
FTPRDP	Faculty Contingent Reappointment, New PCN / Suffix	RFY
FTPCPP	Faculty Contingent Change to Previous PCN / Suffix	RFY
FTPCPN	Faculty Contingent Change to New PCN / Suffix	RFY
FTPPRM	Faculty Contingent Promotion to New PCN / Suffix Needs Waiver	RFY
FTPAAP	Faculty Contingent Additional Appointment to New PCN / Suffix	RFY
FTPAPP	Faculty Contingent Additional Appointment, Previous PCN / Suffix	RFY

FACULTY CONTINGENT Academic Year (Suffix 01)		
FTPOAP	Faculty Contingent Original Appointment, 19.5 Pays	RAY
FTPRSA	Faculty Contingent Reappointment, Previous PCN / Suffix	RAY
FTPRDA	Faculty Contingent Reappointment, New PCN / Suffix	RAY
FTPCPD	Faculty Contingent Change to Previous PCN / Suffix	RAY
FTPCPC	Faculty Contingent Change to New PCN / Suffix	RAY
FTPPRA	Faculty Contingent Promotion to New PCN / Suffix Needs Waiver	RAY
FTPAAA	Faculty Contingent Additional Appointment to New PCN / Suffix	RAY
FTPAPA	Faculty Contingent Additional Appointment to Previous PCN / Suffix	RAY

EPAF Supplemental Material

FACULTY Sabbatical		
NSAB1Y	Faculty Sabbatical-One Year (Change in salary – get half pay)	
NSABHY	Faculty Sabbatical-Semester (No change in salary – get full salary)	
NSRT1Y	Return from Sabbatical (Must return first Sunday of pay period)	

Post-Doctoral Fellows		
PTPOAP	Post-Doc Contingent Original Appointment	REX
PTPRDP	Post-Doc Contingent Reappointment to New PCN / Suffix	REX
PTPRSP	Post-Doc Contingent Reappointment to Previous PCN / Suffix	REX
PTPCPN	Post-Doc Contingent Change to New PCN / Suffix	REX
PTPCPP	Post-Doc Contingent Change to Previous PCN / Suffix	REX
PMSCCH	Post-Doc Miscellaneous Change	
PCHPAY	Post-Doc Change of Pay	

AFFILIATE MEMBERS		
MFOAPT	Affiliate Member Appointment	
MFOSUP	Affiliate Member Appointment – Supervisory Role	
MFTERM	Term Affiliate Member – Non-Supervisory Role	
MFTRMS	Term Affiliate Member – Supervisory Role	

EPAF Supplemental Material

Graduate Assistant (GA) Information

- Graduate Assistants: **MUST** be enrolled in one credit in the summer to be a Research Assistant or Teaching Assistant. Please contact the College of Graduate Studies for questions regarding this.
- Graduate Assistants **can** cross fiscal year in the summer. Then a new EPAF will need to be put on the system for the fall semester or academic year.
- They **cannot** be on the system May to May, August to August, December to December.
- College of Graduate Studies (COGS) will review ONLY Teaching Assistant EPAFs:
 - EPAF Comments: it would be helpful for her to provide this information if known:
 - a) What course they are assisting with.
 - b) If the TA is a non-resident, this will help her check their residency status to see if they need an out-of-state waiver. She will contact departments for questions regarding this.

For more info, visit this website: www.uidaho.edu/cogs/faculty-resources/ta-support-faqs

TEACHING / SUPPORT ASSISTANTS (GA) - Suffix 01

TAOAPT	Teaching / Support Asst Original Appointment	RGA
TAREDP	Teaching / Support Asst Reappointment, New PCN / Suffix	RGA
TARESP	Teaching / Support Asst Reappointment, Previous PCN / Suffix	RGA
TAAAPP	Teaching / Support Asst Additional Appointment, Previous PCN / Suffix	RGA
TAAAPT	Teaching / Support Asst Additional Appointment, New PCN / Suffix	RGA
TACASP	Teaching / Support Asst Continued Appointment, Previous PCN / Suffix	RGA
TACPOS	Teaching / Support Asst Change to New PCN / Suffix	RGA
TACPPS	Teaching / Support Asst Change to Previous PCN / Suffix	RGA

COMMON TO TEACHING / SUPPORT ASSISTANTS

TAHGPY	Teaching / Support Asst Change of Pay	
TABDST	TA / SA Labor Distribution Change	
TAMISC	Teaching / Support Asst Job Change (Pay, FTE, Hours, Budget)	RGA
TATERM	Teach / Support Asst Termination of Job	

RESEARCH ASSISTANTS (GA) – Suffix 01

TPOAPT	Research Assistant Original Appointment	RGA
TPAAPP	Research Assistant Additional Appointment, Previous PCN / Suffix	RGA
TPAAPT	Research Assistant Additional Appointment, New PCN / Suffix	RGA
TPREDP	Research Assistant Reappointment, New PCN / Suffix	RGA
TPRESP	Research Assistant Reappointment, Previous PCN / Suffix	RGA
TPCASP	Research Assistant Continued Appointment, Previous PCN / Suffix	RGA
TPCPOS	Research Assistant Change to New PCN / Suffix	RGA
TPCPPS	Research Assistant Change to Previous PCN / Suffix	RGA

COMMON TO RESEARCH ASSISTANTS

TCHGPY	Research Asst Change of Pay	
TLBDST	RA Labor Distribution Change	
TPMISC	Research Asst Job Change (Pay, FTE, Hours, Budget)	RGA
TTMJOB	Research Asst Termination of Job	

EPAF Supplemental Material

TEMPORARY HELP NON-PERSI NON STUDENT (T4) / STUDENT (ST)		
IHFOAP	T4 / ST Non PERSI Original Appointment	
IHFRSP	T4 / ST Non PERSI Reappointment Previous PCN / Suffix	
IHFRDP	T4 / ST Non PERSI Reappointment New PCN / Suffix	
IHFCS	T4 / ST Non PERSI Continuation Previous PCN / Suffix	
IHFAAP	T4 / ST Non PERSI Additional Appointment New PCN / Suffix	
IHAAPP	T4 / ST Non PERSI Additional Appointment Previous PCN / Suffix	
IHCPPS	T4 / ST Non PERSI Change to Previous PCN / Suffix	
IHCNPS	T4 / ST Non PERSI Change to New Non PERSI PCN / Suffix	
COMMON TO TEMPORARY HELP NON-PERSI STUDENT/NON STUDENT		
IHCPAY	T4 / ST Non PERSI Change of Pay	
IHLDST	T4 / ST Non PERSI Change Labor Distribution	
IHMISC	T4 / ST Non PERSI Miscellaneous Change	
IHTRMJ	T4 / ST Non PERSI Terminate Job	
TEMPORARY HELP PERSI ELIGIBLE (Suffix 05 ONLY)		
IPFOAP	T1 PERSI Original Appointment	
IPFRSP	T1 PERSI Reappoint Previous PCN / Suffix	
IPFRDP	T1 PERSI Reappoint New PCN / Suffix	
IPFAAP	T1 PERSI Additional Appointment New PCN / Suffix	
IPAAPP	T1 PERSI Additional Appointment Previous PCN / Suffix	
IPCNPS	T1 PERSI Change to New PERSI PCN / Suffix	
COMMON TO TEMPORARY HELP PERSI ELIGIBLE		
IPCPAY	T1 PERSI Change of Pay	
IPLDST	T1 PERSI Labor Distribution Change	
IPMISC	T1 PERSI Miscellaneous Change	
IPTRMJ	T1 PERSI Termination of Job	
PPACA	ACA Benefit Plan	
WORK STUDY		
WSOAPT	Work Study Original Appointment	
WSREDP	Work Study Reappointment New PCN / Suffix	
WSRESP	Work Study Reappointment Previous PCN / Suffix	
WSAANP	Work Study Additional Appointment New PCN / Suffix	
WSAAPP	Work Study Additional Appointment Previous PCN / Suffix	
WSTRMJ	Work Study Termination of Job	
WSCPAY	Work Study Change of Pay	
WSMISC	Work Study Miscellaneous Change	
UNIT PAY		
IHUPOA	Unit Pay Original Appointment	
IHUPAN	Unit Pay Additional Appointment New PCN / Suffix	
IHUPAP	Unit Pay Additional Appointment Previous PCN / Suffix	
IHUPRN	Unit Pay Reappointment New PCN / Suffix	
IHUPRP	Unit Pay Reappointment Previous PCN / Suffix	

EPAF Supplemental Material

<u>Suffix & PCNs</u>		
Suffix	Description	PCNs
00	Permanent Board Appointed Positions	See PeopleAdmin
01	Contingent Board Appointed Positions	See PeopleAdmin
01	Pooled Positions: Post-Doc, GA, Temp Lecture, Add'l Comp	009000 +, Check with AAC
03, 13, 23, ...	Summer Session Appointments (SS)	009965
05	Temporary Help – PERSI Eligible Positions (T1)	See Below
05, 15, 25, ...	Temporary Help - Non-Student Appointments (T4)	See Page 7
06, 16, 26, ...	Student Appointments (ST)	See Page 7
02, 03, 04, ...	Work Study Appointments (identified on WS referral letter)	009020 (Federal), 009021 (State)

<u>Account Code & Title</u>		
Account Code	Employee Class (ECLS)	Expense Code Title
E4105	F1, F2, F3, F4, F6, F7, F8, F9	Faculty
E4106	C1, C2, C3, E1, E2, E3, E4, P1, P2, P3, P4,	Staff
E4107	F1, F2, F3, F4, F6, F7, F8, F9	Salary Admin Increment
E4108	SS	Summer Salary
E4109	GA (TA/SA and RA)	RA/TA/SA Salary
E4110	T1, T4, T5, AC, TC, TE	Temporary Employee
E4135	ST, WS, T6	Temporary Student
E4145	F9, F5 Faculty Position with Position Class Code of 15300	Contingent Faculty - Lecturer
E4113	Car Stipend	Non Salary Reimbursement Stipend
E4140	Staff Night Shift Differential	

<u>Temporary Help PERSI Eligible Appointment - T1 Positions</u>								
PCN#	PCN#	PCN#	PCN#	PCN#	Suffix	Employee Class	Title	Account Code
1st Job	2 nd Job	3 rd Job	4 th Job	5 th Job				
XX9900	XX9600	XX9800	XX9840	XX9860	05	T1	TH-Clerical/Tutors	E4110
XX9901	XX9601	XX9801	XX9841	XX9861	05	T1	TH-Instructor/Coach	E4110
XX9902	XX9602	XX9802	XX9842	XX9862	05	T1	TH-Laborer	E4110
XX9903	XX9603	XX9803	XX9843	XX9863	05	T1	TH-Childcare Provider	E4110
XX9904	XX9604	XX9804	XX9844	XX9864	05	T1	TH-Logging	E4110
XX9905	XX9605	XX9805	XX9845	XX9865	05	T1	TH-Dairy	E4110
XX9906	XX9606	XX9806	XX9846	XX9866	05	T1	TH-Farming	E4110
XX9907	XX9607	XX9807	XX9847	XX9867	05	T1	TH-Cattle/Sheep	E4110
XX9908	XX9608	XX9808	XX9848	XX9868	05	T1	TH-Drivers	E4110
XX9909	XX9609	XX9809	XX9849	XX9869	05	T1	TH-Research-Lab	E4110
XX9910	XX9610	XX9810	XX9850	XX9870	05	T1	TH-Research-Non-Lab	E4110

All Job Titles start with 'XX' characters. You cannot have two positions in the same title – e.g. XX9900 for one position and the 2nd job will be XX9600. Both jobs have the title of “TH-Clerical/Tutors”

EPAF Supplemental Material

PCN#	Suffix	Employee Class	Title	Account Code
<u>Temporary Help Non-Student Appointment – T4 Positions</u>				
T49950	05, 15, 25...	T4	TH-Clerical/Tutors	E4110
T49951	05, 15, 25...	T4	TH-Instructor/Coach	E4110
T49952	05, 15, 25...	T4	TH-Laborer	E4110
T49953	05, 15, 25...	T4	TH-Childcare Provider	E4110
T49954	05, 15, 25...	T4	TH-Logging	E4110
T49955	05, 15, 25...	T4	TH-Dairy	E4110
T49956	05, 15, 25...	T4	TH-Farming	E4110
T49957	05, 15, 25...	T4	TH-Cattle/Sheep	E4110
T49958	05, 15, 25...	T4	TH-Drivers	E4110
T49959	05, 15, 25...	T4	TH-Research-Lab	E4110
T49960	05, 15, 25...	T4	TH-Research-Non-Lab	E4110
<u>Temporary Help Student Appointment – ST Positions</u>				
ST9950	06, 16, 26...	ST	TH-Clerical/Tutors	E4135
ST9951	06, 16, 26...	ST	TH-Instructor/Coach	E4135
ST9952	06, 16, 26...	ST	TH-Laborer	E4135
ST9953	06, 16, 26...	ST	TH-Childcare Provider	E4135
ST9954	06, 16, 26...	ST	TH-Logging	E4135
ST9955	06, 16, 26...	ST	TH-Dairy	E4135
ST9956	06, 16, 26...	ST	TH-Farming	E4135
ST9957	06, 16, 26...	ST	TH-Cattle/Sheep	E4135
ST9958	06, 16, 26...	ST	TH-Drivers	E4135
ST9959	06, 16, 26...	ST	TH-Research-Lab	E4135
ST9960	06, 16, 26...	ST	TH-Research-Non-Lab	E4135
<u>Work Study Appointments</u>				
009020	Financial Aid assigns	SF (Federal)	Same as ST / T4	E4135
009021	Financial Aid assigns	SI (State)	Same as ST / T4	E4135
<u>Unit Pay – T5 / T6</u>				
XX9715	05, 15, 25...	T5	Unit Pay	E4110
XX9716	05, 15, 25...	T5	Unit Pay	E4110
XX9717	06, 16, 26...	T6	Unit Pay	E4135
XX9718	05, 15, 25...	T5	Unit Pay – Instructional	E4110
<u>Additional Compensation – AC</u>				
009025	01, 11...	AC	Additional Compensation	E4110
<u>Instructional Compensation (Classified, Exempt)</u>				
009023	01	TC	Teaching – Classified	E4110
009024	01, 11...	TE	Teaching – Exempt	E4110
<u>Affiliate Position</u>				
ZZZ555	05	A1 (Faculty)	Instructional Staff	Non-paid
ZZZ555	05	A2 (Non Faculty)	Non Instructional Staff	Non-paid
ZZZ555	05	A3 (FSH 1565)	Associated Faculty	Non-paid

EPAF Supplemental Material

Employee Class Descriptions		Benefits	Earnings Code
Faculty Positions			
F1	Faculty working 70-80 hours per bi-week for Fiscal Year (Full time)	Yes	RFY
F2	Faculty working 50-69.9 hours per bi-week for Fiscal Year (3/4-time)	Yes	RFY
F3	Faculty working 40-49.9 hours per bi-week for Fiscal Year (Half-time)	Yes	RFY
F4	Faculty working less than 40 hours per bi-week for Fiscal Year (Less than Half-time)	No	RFY
F5	Faculty Working on a Semester basis or a period within a Semester (any FTE)	No	RAY
F6	Faculty working 70-80 hours per bi-week for Academic Year (Full time)	Yes	RAY
F7	Faculty working 50-69.9 hours per bi-week for Academic Year (3/4-time) .625 - .874 FTE	Yes	RAY
F8	Faculty working 40-49.9 hours per bi-week for Academic Year (Half-time) .624 FTE or less	Yes	RAY
F9	Faculty working less than 40 hours per bi-week for Academic Year (Less than Half-time)	No	RAY
FN	Faculty Classified – Instruction must be 51% or less and earn less than \$818/Week	No	
SS	Summer Session. May be existing UI faculty	No	RSP
Exempt Staff and Post-Doctoral			
E1	Exempt staff working 70-80 hours per bi-week (Full time)	Yes	REX
E2	Exempt staff working 50-69.9 hours per bi-week (3/4-time)	Yes	REX
E3	Exempt staff working 40-49.9 hours per bi-week (Half-time)	Yes	REX
E4	Exempt staff working less than 40 hours per bi-week (Less than Half-time)	No	REX
EC	Exempt Staff working 70-80 hours per bi-week (Athletic Coach, not accrue annual leave)	Yes	REX
P1	Post-Doctoral Fellow, working 70-80 hours per bi-week (Full time)	Yes	REX
P2	Post-Doctoral Fellow, working 50-69.9 hours per bi-week (3/4-time)	Yes	REX
P3	Post-Doctoral Fellow, working 40-49.9 hours per bi-week (Half-time)	Yes	REX
P4	Post-Doctoral Fellow, working less than 40 hours per bi-week. (Less than Half-time)	No	REX
Classified Staff and Others			
C1	Classified staff working 70-80 hours per bi-week (Full time)	Yes	RCL
C2	Classified staff working 50-69.9 hours per bi-week (3/4-time)	Yes	RCL
C3	Classified staff working 40-49.9 hours per bi-week (Half-time)	Yes	RCL
R1	Employees who have retired from the University of Idaho	Yes	Non-Paid
AC	Additional Compensation – full time faculty and exempt employees	N/A	ADC
TC	Instructional Compensation Classified	N/A	RTP
TE	Instructional Compensation Exempt	N/A	ADC
A1	Affiliate Member for non-paid Instructional Staff	N/A	Non-Paid
A2	Affiliate Member for non-paid non-Instructional Staff	N/A	Non-Paid
A3	Affiliate Member for non-paid University Associated Faculty (FSH 1565F)	N/A	Non-Paid
A4	Affiliate Member for non-paid Doctoral-Level with Significant Research	N/A	Non-Paid
Student and Contingent Help			
GA	Graduate Students with paid assistantships (Research Assistant or Teaching Assistant)	No	RGA
T1	Contingent PERSI Eligible. 20 hours+ / week, 5 consecutive months or longer to be eligible	PERSI Only	RTP
T4	Contingent Help, Non-Student. Less than 20 hours / week or 20+ hours, not more than 5 months	No	RTH
ST	Student Help (Full Time), Non Work-Study	No	RTH
SF	Students Federal Work-study. Financial Aid Determines between Federal & State	No	RFW
SI	Students State Work-study. Financial Aid Determines between Federal & State	No	RSW
T5	Unit Pay (Lump Sum). Positions that meet FLSA & Dept. of Labor Requirements. T6 = Student	N/A	LPT

EPAF Supplemental Material

Job Change Reason Codes

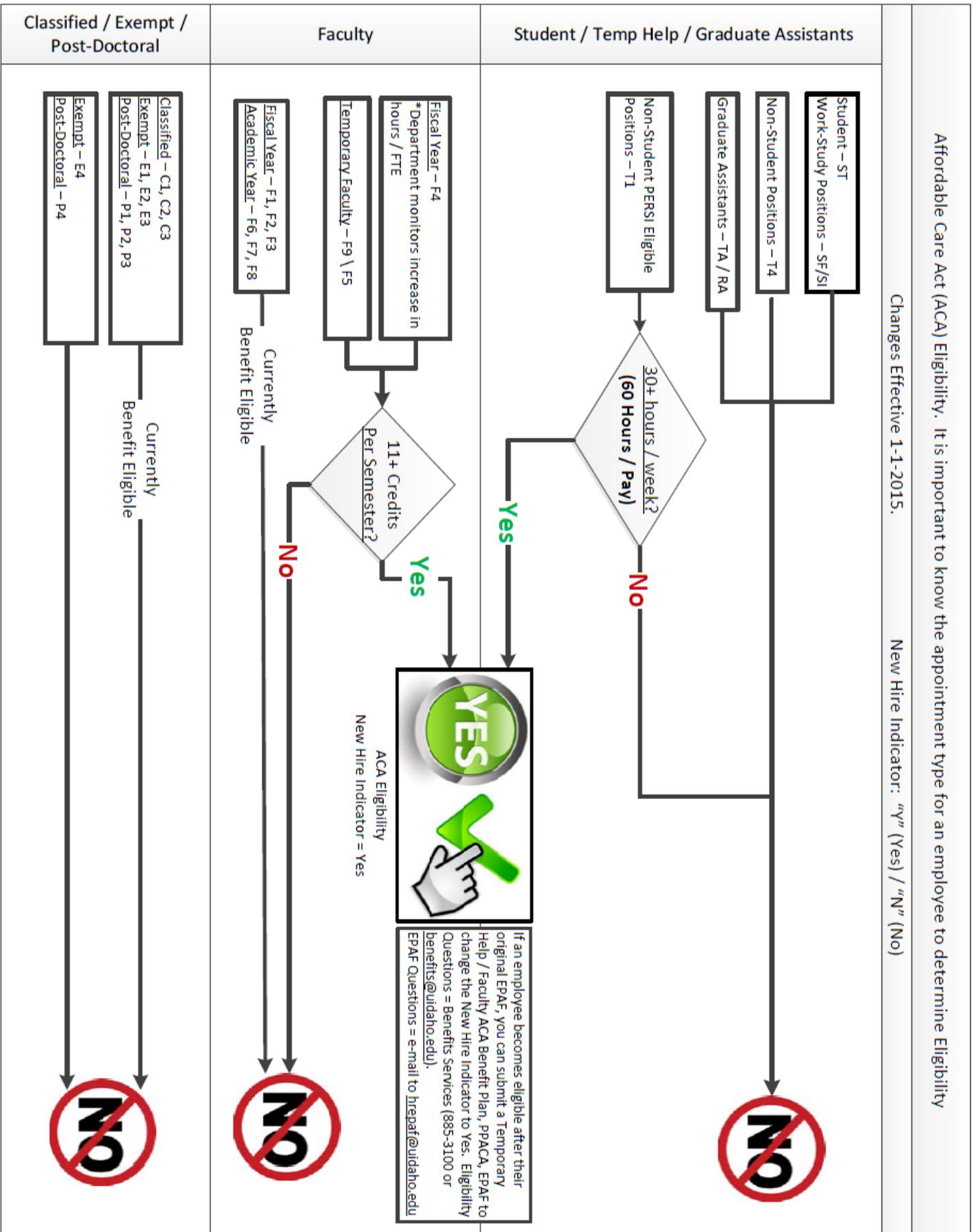
AFFIL	Affiliate Member	RHOEM	"DO NOT USE"
For Changes to Current Position		RHONO	Honored Staff Retirement
CAAPT	Additional Appoint Begin	RNOH	Non-Honored/Non-Emeritus Retr
CELIG	Eligibility Status Change	ROTHE	Retirement - Other
CFUR	Furlough	RPRP	Phased Retirement Plan
CHGJO	Change to New Position	For Sabbatical EPAFs	
CJOCH	Job Change Requirements	SABB	One Semester Sabbatical
CJBLN	Change Job Location	SABHT	Academic Year Sabbatical
CNEFY	New Fiscal Year Appt.	SABRT	Return from Sabbatical
CORIG	Original Appointment	For Termination EPAFs	
CPA27	27th Payroll Changes	TAPEX	Lack of Funding/Appt. Expires
CPACH	Permanent Pay / FTE Change-increase	TATSC	Attend School
CPADC	Permanent Pay / FTE Change-decrease	TBETS	Better Salary
CPATM	Temporary Pay Change	TCARE	Career Opportunity
CPROM	Promotion to New PCN	TDECE	Deceased
CREAP	Reappointment	TDISM	Dismissal
CRECL	"DO NOT USE"	TELIG	Eligibility Status Change
CSHCH	Shift Change	TEDU	Other Educational Institution
CSTIP	Stipend Reimbursement	THEAL	Health
CSUM	Summer Session	TIHBA	IH to Board Appointed
CTSOR	Change Time Sheet Orgn	TJOCO	Job Completed
CWSAP	Work Study Appointment	TLAYO	Layoff - Classified Positions
FACPM	Faculty Promotion	TMIL	Military
HRENG	Banner HR Re-engineering	TNORE	Contract Non-Renewal
For Leave EPAFs		TOIA	Transfer – Other Idaho Agency
LADMI	Administrative Leave	TOUT	Moving Out of Area
LEAVE	Begin Leave	TPERS	Personal
LERET	Return from Leave	TPROB	Failed Probation Period
LSPAY	Spread Pay Leave	TRESI	"DO NOT USE"
LTERM	Terminal Leave	TSEL	Resign-Schweitzer Engineering
For Retirement EPAFs		TSEME	Semester Ended
RDISA	Disability/Medical Retirement	TSTIP	Stipend Expiration
REARL	Early Retirement	TWCON	Working Conditions
REMER	Emeritus Retirement	TWSU	Resign - WSU
RETSL	Retiring-Using Sick Leave		

Contact Information for EPAF Questions:

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EPAF Supplemental Material





TEMPORARY FACULTY FTE SCALE FOR INSTRUCTIONAL DUTIES

UNIVERSITY OF IDAHO Instructional Lecturers				American Language and Culture Program Instructional Lecturers / non credit			
Credit	FTE - 3 decimals	Hours per Day	Hours per Pay (Bi-week)	Instructional Hours	FTE - 3 decimals	Hours per Day	Hours per Pay (Bi-week)
1	0.075	0.60	6.0	1	0.063	0.50	5.0
2	0.138	1.10	11.0	2	0.113	0.90	9.0
3	0.200	1.60	16.0	3	0.163	1.30	13.0
4	0.275	2.20	22.0	4	0.225	1.80	18.0
5	0.338	2.70	27.0	5	0.275	2.20	22.0
6	0.400	3.20	32.0	6	0.338	2.70	27.0
7	0.475	3.80	38.0	7	0.388	3.10	31.0
8	0.538	4.30	43.0	8	0.450	3.60	36.0
9	0.600	4.80	48.0	9	0.500	4.00	40.0
10	0.675	5.40	54.0	10	0.550	4.40	44.0
11	0.750	6.00	60.0	11	0.613	4.90	49.0
12	0.813	6.50	65.0	12	0.663	5.30	53.0
13	0.875	7.00	70.0	13	0.725	5.80	58.0
14	0.938	7.50	75.0	14	0.775	6.20	62.0
15	1.000	8.00	80.0	15	0.838	6.70	67.0
				16	0.888	7.10	71.0
				17	0.950	7.60	76.0
				18	1.000	8.00	80.0

ALCP instructors have additional breaks / non-teaching time between sessions and therefore appointment FTE for pay purposes is slightly less than indicated in this chart.
 Note: When teaching a 1 credit course the method of payment will be unit pay. The pay will be commensurate with the course schedule.
 Updates November 2018 to enable state reporting processes.