

NON-PAID AFFILIATION OR VOLUNTEER EPAF GUIDELINE (REV 5/2023)

FOR HOME UNIT TO INITIATE ACCESS PRIVILEGES TO UNIVERSITY SYSTEMS FOR NONPAID AFFILIATIONS IF NECESSARY

The following EPAF (Electronic Personnel Action Form) steps need to be completed by the home unit at the University to provide the access privileges after Human Resources provides the employee V# to the requesting unit. This may not be necessary or applicable in all instances.

- ___ Create an EPAF by selecting the appropriate category for work responsibility
 - MFOAPT – Affiliate Member Appointment
 - MFOSUP – Affiliate Member Supervisor Appointment (if the affiliate is supervising paid UI employees)
- ___ *****Required to enter the position number, **zzz555**; suffix, **05** for MFOSUP category
- ___ Enter the correct effective date and job begin date to reflect the work assignment
- ___ Enter the appropriate Job Empl Class Code and Employee Class Code. They will always be the same.

A1 = nonpaid instructional staff

Used for affiliates or volunteers that are instructing/teaching/overseeing a course(s) or activity(s) and not paid by UI.

Examples:

- High school teachers teaching dual credit courses
- Professional development instructors paid by another agency
- Continuing education instructors paid by another agency
- Individuals that are coaching or tutoring
- Other collaborators of this nature not approved for associated faculty status

A2 = nonpaid non instructional staff

Used for affiliates **not** involved with functions of instructing/teaching/overseeing course(s) or activity(s) and not paid by UI

Examples:

- Van driver only for activity or program
- Staff of collaborating programs, organizations, or institutions (e.g., ROTC program)
- Helpers with health clinic functions
- Student Representatives
- Needing to retain access to university email

A3 = nonpaid associated fac-1565

Used for faculty appointments as affiliate or adjunct (1565F. University Associated Faculty) approved by the Provost and Executive Vice president and not paid by the UI.

A4 = nonpaid doctoral level with significant research

Used for affiliates with high research activity and that meet the criteria listed here. NOTE: If an affiliate could fit into another category but meets these criteria, use A4.

Criteria:

- Holds a Ph.D. or other research doctoral degree
- Is significantly engaged in research or with the University of Idaho (presence in facilities, work with UI personnel and students, or use of UI equipment, facilities, or other resources)

Examples when criteria are met:

- Postdoctoral scholars at UI paid directly by external sources (e.g. NSF ----Postdoctoral Research Fellows)

- Researchers based at UI who are paid directly by external sources or who are employees of external organizations based at UI by contract (e.g., Co-op Units, ROTC)
- Adjunct faculty who actively participate in UI research with UI students, facilities, or resources
- Emeritus faculty who actively participate in UI research with UI students, facilities, or resources
- All non-employee researchers, including adjunct faculty, with doctoral degrees who have a significant presence in any UI facility, including off-campus locations (e.g., CRITFC or ARS employees at Hagerman Fish Culture Experiment Station)
- Nonemployees with doctoral degrees who are primarily involved in outreach, education, or other activities, but also have a significant component of research that uses UI facilities, equipment, or resources
- A non-employee with doctoral degree who is serving as a PI or co-PI on a research grant at UI

___ Enter the appropriate Home Organization code and Distribution orgn either the roll-up or budget. They will always be the same.

___ Complete the routing information

___ Complete the comments information.

- The comments need to indicate the unit of affiliation
- Purpose/reason for the nonpaid assignment and/or the course name and number (CRN if available)
- Anticipated dates for work assignment (beginning and ending)

___ *****Note: It is the responsibility of the home unit to complete a termination EPAF after the work assignment is complete.**

- Choose the appropriate EPAF category for termination.
- MFTERM – Affiliate Member Term - Non-Sup
- MFTRMS – Affiliate Member Term - Sprvsr