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| <b>Approval Categories - Board Appointed</b> |
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| Category   | Description                               | Earn Code |
|--|---|-----------|
| <b>COMMON TO EXEMPT, FACULTY OR CLASSIFIED EMPLOYEES</b> |   |           |
| GTMJOB   | Common Termination of Job                 |           |
| GTRMRT   | Common Termination-Retirement             |           |
| GLBDST   | Common Labor Distribution Change          |           |
| GOADCP   | Common Additional Compensation - Original |           |
| GRADCP   | Common Additional Compensation Repeat     |           |
| GLVWOA   | Common Leave w/o 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 w/o Pay          |           |
| NCHTTL   | Common Change of Title                    |           |

|                                   |
|-----------------------------------|
| <b>COMMON TO EXEMPT EMPLOYEES</b> |
|-----------------------------------|

|        |   |     |
|--------|---|-----|
| NCHAPT | Exempt Change of Appointment Status               | REX |
| NMSCCH | Exempt Miscellaneous Change                       | REX |
| NRECLS | Exempt Reclassification – Appointment to same PCN | REX |
| NCHPAY | Exempt Change of Pay                              |     |

|                                    |
|------------------------------------|
| <b>COMMON TO FACULTY EMPLOYEES</b> |
|------------------------------------|

|        |                                      |         |
|--------|--------------------------------------|---------|
| FCHAPT | Faculty Change of Appointment Status | RAY/RFY |
| FMSCCH | Faculty Miscellaneous Change         | RAY/RFY |
| FCHPAY | Faculty Change of Pay                |         |

|                                       |
|---------------------------------------|
| <b>COMMON TO CLASSIFIED EMPLOYEES</b> |
|---------------------------------------|

|        |                                 |  |
|--------|---------------------------------|--|
| CLMISC | Classified Miscellaneous Change |  |
| CCHGPY | Classified Change of Pay        |  |
| CRECLS | Classified Reclassification     |  |

|                                |
|--------------------------------|
| <b>COMMON TO ALL EMPLOYEES</b> |
|--------------------------------|

|        |                                 |  |
|--------|---------------------------------|--|
| GSHCHG | Common Shift Change             |  |
| GTSORG | Common Change of Time Sheet Org |  |

|                          |
|--------------------------|
| <b>AFFILIATE MEMBERS</b> |
|--------------------------|

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

## EPAF Training Manual Supplemental Material

| Category                                | Description   | Earn Code |
|---|---|-----------|
| <b>CLASSIFIED PERMANENT (Suffix 00)</b> |   |           |
| CPPOAT                                  | Classified Permanent Original Appointment                     | RCL       |
| CPPAAT                                  | Classified Permanent Additional Appointment, New PCN / Suffix | RCL       |
| CPPRDT                                  | Classified Permanent Reappointment, New PCN / Suffix          | RCL       |
| CPPRST                                  | Classified Permanent Reappointment, Previous PCN / Suffix     | RCL       |
| CPPCPT                                  | Classified Permanent Change to New PCN / Suffix               | RCL       |
| CPPPRT                                  | Classified Promotion to New PCN / Suffix                      | RCL       |

|   |  |     |
|---|--|-----|
| <b>CLASSIFIED TEMPORARY (Suffix 01)</b> |  |     |
| CTPOAP                                  | Classified Temporary, Original Appointment                     | RCL |
| CTPAAP                                  | Classified Temporary, Additional Appointment, New PCN / Suffix | RCL |
| CTPRDP                                  | Classified Temporary, Reappointment, New PCN / Suffix          | RCL |
| CTPRSP                                  | Classified Temporary, Reappointment, Previous PCN / Suffix     | RCL |
| CTPCPN                                  | Classified Temporary, Change to New PCN / Suffix               | RCL |
| CTPPRM                                  | Classified Temporary Promotion to New PCN / Suffix             | RCL |

|                                     |  |     |
|-------------------------------------|--|-----|
| <b>EXEMPT PERMANENT (Suffix 00)</b> |  |     |
| EPPOAT                              | Exempt Permanent Original Appointment                          | REX |
| EPBAAP                              | Exempt Permanent Additional Appointment, Previous PCN / Suffix | REX |
| EPBAAT                              | Exempt Permanent Additional Appointment, New PCN / Suffix      | REX |
| EPBRST                              | Exempt Permanent Reappointment, Previous PCN / Suffix          | REX |
| EPBRDT                              | Exempt Permanent Reappointment, New PCN / Suffix               | REX |
| EPBCPT                              | Exempt Permanent Change to New PCN / Suffix                    | REX |
| EPBCPP                              | Exempt Permanent Change to Previous PCN / Suffix               | REX |
| EPBPRT                              | Exempt Permanent Promotion to New PCN / Suffix                 | REX |

|                                     |   |     |
|-------------------------------------|---|-----|
| <b>EXEMPT TEMPORARY (Suffix 01)</b> |   |     |
| ETPOAP                              | Exempt Temporary Original Appointment                     | REX |
| ETPAAP                              | Exempt Temporary Additional Appointment, New PCN / Suffix | REX |
| ETPRDP                              | Exempt Temporary Reappointment, New PCN / Suffix          | REX |
| ETPRSP                              | Exempt Temporary Reappointment, Previous PCN / Suffix     | REX |
| ETPCPN                              | Exempt Temporary Change to New PCN / Suffix               | REX |
| ETPPRM                              | Exempt Temporary Promotion to New PCN / Suffix            | REX |

|  |  |     |
|--|--|-----|
| <b>FACULTY NON-BENEFIT ELIGIBLE (F9)</b> |  |     |
| FNBOAP                                   | Faculty Non Benefits Eligible Original Appointment                   | RAY |
| FNBAAP                                   | Faculty Non Benefits Eligible Additional Appt, New PCN / Suffix      | RAY |
| FNBAAP                                   | Faculty Non Benefits Eligible Additional Appt, Previous PCN / Suffix | RAY |
| FNBRDP                                   | Faculty Non Benefits Eligible Reappoint, New PCN / Suffix            | RAY |
| FNBRSP                                   | Faculty Non Benefits Eligible Reappoint, Previous PCN / Suffix       | RAY |

## EPAF Training Manual Supplemental Material

| Category                             | Description  | Earn Code |
|--------------------------------------|--|-----------|
| <b>FACULTY PERMANENT (Suffix 00)</b> |  |           |
| FPPOAT                               | Faculty Permanent Original Appointment                 | RAY/RFY   |
| FPPAAT                               | Faculty Permanent Additional Appointment               | RAY/RFY   |
| FPPRST                               | Faculty Permanent Reappointment, Previous PCN / Suffix | RAY/RFY   |
| FPPRDT                               | Faculty Permanent Reappointment, New PCN / Suffix      | RAY/RFY   |
| FPPCPT                               | Faculty Permanent Change to New PCN / Suffix           | RAY/RFY   |
| FPPPRT                               | Faculty Permanent Promotion to New PCN / Suffix        | RAY/RFY   |

|                                      |   |         |
|--------------------------------------|---|---------|
| <b>FACULTY TEMPORARY (Suffix 01)</b> |   |         |
| FTPOAP                               | Faculty Temporary Original Appointment                          | RAY/RFY |
| FTPAAP                               | Faculty Temporary Additional Appointment, New PCN / Suffix      | RAY/RFY |
| FTPAPP                               | Faculty Temporary Additional Appointment, Previous PCN / Suffix | RAY/RFY |
| FTPRSP                               | Faculty Temporary Reappointment, Previous PCN / Suffix          | RAY/RFY |
| FTPRDP                               | Faculty Temporary Reappointment, New PCN / Suffix               | RAY/RFY |
| FTPCPN                               | Faculty Temporary Change to New PCN / Suffix                    | RAY/RFY |
| FTPPRM                               | Faculty Temporary Promotion to New PCN / Suffix                 | RAY/RFY |

|                          |                                      |         |
|--------------------------|--------------------------------------|---------|
| <b>COMMON TO FACULTY</b> |                                      |         |
| NCHAPT                   | Faculty Change of Appointment Status | RAY/RFY |
| NSAB1Y                   | Faculty Sabbatical-One Year          |         |
| NSABHY                   | Faculty Sabbatical-Semester          |         |
| NSRT1Y                   | Return from Sabbatical               |         |

|  |  |     |
|--|--|-----|
| <b>GRADUATE ASSISTANTS (Suffix 01)</b> |  |     |
| TPOAPT                                 | Graduate Assistant Original Appointment                          | RGA |
| TPAAPP                                 | Graduate Assistant Additional Appointment, Previous PCN / Suffix | RGA |
| TPAAPT                                 | Graduate Assistant Additional Appointment, New PCN / Suffix      | RGA |
| TPREDP                                 | Graduate Assistant Reappointment, New PCN / Suffix               | RGA |
| TPRESP                                 | Graduate Assistant Reappointment, Previous PCN / Suffix          | RGA |
| TPCASP                                 | Graduate Assistant Continued Appointment, Previous PCN / Suffix  | RGA |
| TPCPOS                                 | Graduate Assistant Change to New PCN / Suffix                    | RGA |
| TPCPPS                                 | Graduate Assistant Change to Previous PCN / Suffix               | RGA |

|   |   |     |
|---|---|-----|
| <b>COMMON TO ONLY GRADUATE ASSISTANTS</b> |   |     |
| TCHGPY                                    | Graduate Assistant Change of Pay                        |     |
| TLBDST                                    | Graduate Assistant Labor Distribution Change            |     |
| TRECLS                                    | Graduate Assistant Job Change (Title, Pay, FTE, Budget) | RGA |
| TTMJOB                                    | Graduate Assistant Termination of Job                   |     |

### Approval Categories - Deferred Pay

| Category                   | Description                                   | Definition   |
|----------------------------|---|--|
| <b>Faculty - Permanent</b> |   |  |
| FPODP                      | Original Appointment                          | New Permanent Faculty with deferred pay                |
| FPRDF                      | Reappointment Previous PCN                    | No or previous deferred pay to new job w/ deferred pay |
| FPPNDF                     | Reappointment New PCN                         | No or previous deferred pay to new job w/ deferred pay |
| FPRST                      | Reappointment Previous PCN Deferred Pay ( - ) | With deferred pay or not to no deferred pay            |
| FPRDT                      | Reappointment New PCN Deferred Pay ( - )      | With deferred pay or not to no deferred pay            |
| <b>Faculty - Temporary</b> |   |  |
| FTPODP                     | Original Appointment                          | New Temporary Faculty with deferred pay                |
| FTPRDF                     | Reappointment Previous PCN                    | No or previous deferred pay to new job w/ deferred pay |
| FTPNDP                     | Reappointment New PCN                         | No or previous deferred pay to new job w/ deferred pay |
| <b>Exempt - Permanent</b>  |   |  |
| EPODP                      | Original Appointment                          | New Permanent Exempt with deferred pay                 |
| EPRDF                      | Reappointment Previous PCN                    | No or previous deferred pay to new job w/ deferred pay |
| EPPNDF                     | Reappointment New PCN                         | No or previous deferred pay to new job w/ deferred pay |
| EPRST                      | Reappointment Previous PCN Deferred Pay ( - ) | With deferred pay or not to no deferred pay            |
| EPRDT                      | Reappointment New PCN Deferred Pay ( - )      | With deferred pay or not to no deferred pay            |
| <b>Exempt - Temporary</b>  |   |  |
| ETPODP                     | Original Appointment                          | New Temporary Exempt with deferred pay                 |
| ETPRDF                     | Reappointment Previous PCN                    | No or previous deferred pay to new job w/ deferred pay |
| ETPNDF                     | Reappointment New PCN                         | No or previous deferred pay to new job w/ deferred pay |

### Deferred Pay Calendars

| DP Code | Description                  | Factor (# of Pay Periods Worked) |
|---------|------------------------------|----------------------------------|
| DP20    | Working within UI 18 – UI 11 | 19.5 – 20                        |
| DP21    | Working within UI 18 – UI 12 | 20.5 – 21                        |
| DP22    | Working within UI 15 – UI 10 | 21.5 – 22                        |
| DP23    | Working within UI 16 – UI 11 | 21.5 – 22                        |
| DP24    | Working within UI 17 – UI 12 | 21.5 – 22                        |
| DP25    | Working within UI 18 – UI 13 | 21.5 – 22                        |
| DP26    | Working within UI 19 – UI 14 | 21.5 – 22                        |
| DP27    | Working within UI 15 – UI 11 | 22.5 – 23                        |
| DP28    | Working within UI 16 – UI 12 | 22.5 – 23                        |
| DP29    | Working within UI 17 – UI 13 | 22.5 – 23                        |
| DP30    | Working within UI 18 – UI 14 | 22.5 – 23                        |
| DP31    | Working within UI 15 – UI 12 | 23.5 – 25                        |
| DP32    | Working within UI 16 – UI 13 | 23.5 – 25                        |
| DP33    | Working within UI 17 – UI 14 | 23.5 – 25                        |
| DP34    | Working within UI 16 – UI 14 | 24.5 – 25                        |

**Approval Categories - Temporary Help****TEMPORARY HELP NON-PERSI STUDENT/NON STUDENT**

|        |  |
|--------|--|
| 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               |
| IHFAAP | T4 / ST Non PERSI Additional Appointment New PCN / Suffix      |
| IHAAPP | T4 / ST Non PERSI Additional Appointment Previous PCN / Suffix |
| IHFCSP | T4 / ST Non PERSI Continuation 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                     |
| IHL DST | T4 / ST Non PERSI Change Labor Distribution         |
| IHMISC  | T4 / ST Non PERSI Miscellaneous Change              |
| IHTRMJ  | T4 / ST Non PERSI Terminate Job                     |
| GTSORG  | Change of Time Sheet Org (For all Employee Classes) |

**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        |

**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 (Suffix 05)**

|        |   |
|--------|---|
| 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 Training Manual Supplemental Material

| <u>Suffix &amp; PCN Links</u> |  |                                 |
|-------------------------------|--|---------------------------------|
| Suffix                        | Description  | PCN's                           |
| 00                            | Permanent Board Appointed Positions                        | Typically under 9000            |
| 01                            | Temporary Board Appointed Positions, Add'l Comp, GA        | Typically over 9000             |
| 03, 13, 23, ...               | Summer Session Appointments (SS)                           | 009965                          |
| 05                            | Temporary Help – PERSI Eligible Positions (T1)             | Typically over 9000, see below  |
| 05, 15, 25, ...               | Temporary Help - Non-Student Appointments (T4)             | Typically over 9000, see page 7 |
| 06, 16, 26, ...               | Student Appointments (ST)                                  | Typically over 9000, see page 7 |
| 02, 03, 04, ...               | Work Study Appointments (identified on WS referral letter) | 009020-Federal or 009021-State  |

| <u>Account Code &amp; Description</u> |  |
|---------------------------------------|--|
| Account Code                          | Description  |
| E4105                                 | Board Appointed (temporary or permanent) Salaries, GA          |
| E4107                                 | Salary - Admin Increment (work w/ fiscal officer before using) |
| E4110                                 | Temporary Help Non-Students, Additional Compensation           |
| E4135                                 | Temporary Help Students and Work Study                         |
| E4113                                 | Car Stipend  |

## Temporary Faculty Titles

|                               |
|-------------------------------|
| Temp Faculty-Lecturer         |
| Temp Faculty-Visiting Faculty |
| Temp Faculty-Acting           |
| Temp Faculty-Associate        |
| Temp Faculty-Clinical         |

| <u>Temporary Help PERSI Eligible Appointment - T1 Positions</u>   |                     |                     |                     |                     |        |                |                       |              |
|---|---------------------|---------------------|---------------------|---------------------|--------|----------------|-----------------------|--------------|
| PCN#  | PCN#                | PCN#                | PCN#                | PCN#                | Suffix | Employee Class | Title                 | Account Code |
| 1st Job   | 2 <sup>nd</sup> Job | 3 <sup>rd</sup> Job | 4 <sup>th</sup> Job | 5 <sup>th</sup> Job |        |                |                       |              |
| **9900  | XX9600              | XX9800              | XX9840              | XX9860              | 05     | T1             | TH-Clerical/Tutors    | E4110        |
| **9901  | XX9601              | XX9801              | XX9841              | XX9861              | 05     | T1             | TH-Instructor/Coach   | E4110        |
| **9902  | XX9602              | XX9802              | XX9842              | XX9862              | 05     | T1             | TH-Laborer            | E4110        |
| **9903  | XX9603              | XX9803              | XX9843              | XX9863              | 05     | T1             | TH-Childcare Provider | E4110        |
| **9904  | XX9604              | XX9804              | XX9844              | XX9864              | 05     | T1             | TH-Logging            | E4110        |
| **9905  | XX9605              | XX9805              | XX9845              | XX9865              | 05     | T1             | TH-Dairy              | E4110        |
| **9906  | XX9606              | XX9806              | XX9846              | XX9866              | 05     | T1             | TH-Farming            | E4110        |
| **9907  | XX9607              | XX9807              | XX9847              | XX9867              | 05     | T1             | TH-Cattle/Sheep       | E4110        |
| **9908  | XX9608              | XX9808              | XX9848              | XX9868              | 05     | T1             | TH-Drivers            | E4110        |
| **9909  | XX9609              | XX9809              | XX9849              | XX9869              | 05     | T1             | TH-Research-Lab       | E4110        |
| **9910  | XX9610              | XX9810              | XX9850              | XX9870              | 05     | T1             | TH-Research-Non-Lab   | E4110        |
| <p>** Replace with the first 2 letters of department budget.</p> <p>Each additional job within the same Title should begin with the characters 'XX' <b>not</b> the first 2 letters of the budget.</p> |                     |                     |                     |                     |        |                |                       |              |

# EPAF Training Manual Supplemental Material

| PCN#  | Suffix                | Employee Class   | Title                   | Account Code  |
|---|-----------------------|------------------|-------------------------|---------------|
| <b><u>Temporary Help Non-Student Appointment – T4 Positions</u></b> |                       |                  |                         |               |
| **9950  | 05, 15, 25...         | T4               | TH-Clerical/Tutors      | E4110         |
| **9951  | 05, 15, 25...         | T4               | TH-Instructor/Coach     | E4110         |
| **9952  | 05, 15, 25...         | T4               | TH-Laborer              | E4110         |
| **9953  | 05, 15, 25...         | T4               | TH-Childcare Provider   | E4110         |
| **9954  | 05, 15, 25...         | T4               | TH-Logging              | E4110         |
| **9955  | 05, 15, 25...         | T4               | TH-Dairy                | E4110         |
| **9956  | 05, 15, 25...         | T4               | TH-Farming              | E4110         |
| **9957  | 05, 15, 25...         | T4               | TH-Cattle/Sheep         | E4110         |
| **9958  | 05, 15, 25...         | T4               | TH-Drivers              | E4110         |
| **9959  | 05, 15, 25...         | T4               | TH-Research-Lab         | E4110         |
| **9960  | 05, 15, 25...         | T4               | TH-Research-Non-Lab     | E4110         |
| <b><u>Temporary Help Student Appointment – ST Positions</u></b>     |                       |                  |                         |               |
| **9950  | 06, 16, 26...         | ST               | TH-Clerical/Tutors      | E4135         |
| **9951  | 06, 16, 26...         | ST               | TH-Instructor/Coach     | E4135         |
| **9952  | 06, 16, 26...         | ST               | TH-Laborer              | E4135         |
| **9953  | 06, 16, 26...         | ST               | TH-Childcare Provider   | E4135         |
| **9954  | 06, 16, 26...         | ST               | TH-Logging              | E4135         |
| **9955  | 06, 16, 26...         | ST               | TH-Dairy                | E4135         |
| **9956  | 06, 16, 26...         | ST               | TH-Farming              | E4135         |
| **9957  | 06, 16, 26...         | ST               | TH-Cattle/Sheep         | E4135         |
| **9958  | 06, 16, 26...         | ST               | TH-Drivers              | E4135         |
| **9959  | 06, 16, 26...         | ST               | TH-Research-Lab         | E4135         |
| **9960  | 06, 16, 26...         | ST               | TH-Research-Non-Lab     | E4135         |
| <b><u>Work Study Appointments</u></b>                               |                       |                  |                         |               |
| 009020  | Financial Aid assigns | SF (Federal)     | Same as ST / T4         | E4135         |
| 009021  | Financial Aid assigns | SI (State)       | Same as ST / T4         | E4135         |
| <b><u>Unit Pay - T5</u></b>   |                       |                  |                         |               |
| XX9715  | 05, 15, 25...         | T5               | Unit Pay                | E4110 / E4135 |
| XX9716  | 05, 15, 25...         | T5               | Unit Pay                | E4110 / E4135 |
| <b><u>Additional Compensation – AC</u></b>                          |                       |                  |                         |               |
| 009025  | 01, 11...             | AC               | Additional Compensation | E4110         |
| <b><u>Non Salary Reimbursement Stipend - CM</u></b>                 |                       |                  |                         |               |
| 009005  | 01, 11...             | CM               | Car                     | E4113         |
| <b><u>Affiliate Position</u></b>                                    |                       |                  |                         |               |
| 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      |

| <b><u>Employee Class Descriptions</u></b> |  | <b>Benefits</b> | <b>Earnings Code</b> |
|---|--|-----------------|----------------------|
| <b>Faculty Positions</b>                  |  |                 |                      |
| <b>F1</b>                                 | Faculty working 70-80 hours per bi-week for <b>Fiscal Year</b> (Full time)   | Yes             | RFY                  |
| <b>F2</b>                                 | Faculty working 50-69.9 hours per bi-week for <b>Fiscal Year</b> (3/4-time )   | Yes             | RFY                  |
| <b>F3</b>                                 | Faculty working 40-49.9 hours per bi-week for <b>Fiscal Year</b> (Half-time )  | Yes             | RFY                  |
| <b>F4</b>                                 | Faculty working less than 40 hours per bi-week for <b>Fiscal Year</b> (Less than Half-time)  | No              | RFY                  |
| <b>F6</b>                                 | Faculty working 70-80 hours per bi-week for <b>Academic Year</b> (Full time)   | Yes             | RAY                  |
| <b>F7</b>                                 | Faculty working 50-69.9 hours per bi-week for <b>Academic Year</b> (3/4-time)  | Yes             | RAY                  |
| <b>F8</b>                                 | Faculty working 40-49.9 hours per bi-week for <b>Academic Year</b> (Half-time)   | Yes             | RAY                  |
| <b>F9</b>                                 | Faculty working less than 40 hours per bi-week for <b>Academic Year</b> (Less than Half-time)  | No              | RAY                  |
| <b>FC</b>                                 | Faculty Federal – FERS (Retirement System)   | N/A             | Non-Paid             |
| <b>FF</b>                                 | Faculty Federal – CSRS (Retirement System)   | N/A             | Non-Paid             |
| <b>SS</b>                                 | Summer Session. May be existing UI faculty   | No              | RSP                  |
| <b>Exempt Staff and Post-Doctoral</b>     |  |                 |                      |
| <b>E1</b>                                 | Exempt staff working 70-80 hours per bi-week (Full time)   | Yes             | REX                  |
| <b>E2</b>                                 | Exempt staff working 50-69.9 hours per bi-week (3/4-time)  | Yes             | REX                  |
| <b>E3</b>                                 | Exempt staff working 40-49.9 hours per bi-week (Half-time)   | Yes             | REX                  |
| <b>E4</b>                                 | Exempt staff working less than 40 hours per bi-week (Less than Half-time)  | No              | REX                  |
| <b>P1</b>                                 | Post-Doctoral Fellow, working 70-80 hours per bi-week (Full time)  | Yes             | REX                  |
| <b>P2</b>                                 | Post-Doctoral Fellow, working 50-69.9 hours per bi-week (3/4-time)   | Yes             | REX                  |
| <b>P3</b>                                 | Post-Doctoral Fellow, working 40-49.9 hours per bi-week (Half-time)  | Yes             | REX                  |
| <b>P4</b>                                 | Post-Doctoral Fellow, working less than 40 hours per bi-week. (Less than Half-time)  | No              | REX                  |
| <b>Classified Staff and Other</b>         |  |                 |                      |
| <b>C1</b>                                 | Classified staff working 70-80 hours per bi-week (Full time)   | Yes             | RCL                  |
| <b>C2</b>                                 | Classified staff working 50-69.9 hours per bi-week (3/4-time)  | Yes             | RCL                  |
| <b>C3</b>                                 | Classified staff working 40-49.9 hours per bi-week (Half-time)   | Yes             | RCL                  |
| <b>R1</b>                                 | Employees who have retired from the University of Idaho  | Yes             | Non-Paid             |
| <b>AC</b>                                 | Additional compensation-full time faculty and exempt employees. Faculty teaching additional courses, Exempt Staff taking on additional duties, etc. Addition to their primary responsibilities | N/A             | ADC                  |
| <b>A1</b>                                 | Affiliate Member for non-paid Instructional Staff  | N/A             | Non-Paid             |
| <b>A2</b>                                 | Affiliate Member for non-paid non-Instructional Staff  | N/A             | Non-Paid             |
| <b>A3</b>                                 | Affiliate Member for non-paid University Associated Faculty (FSH 1565F)  | N/A             | Non-Paid             |
| <b>Student and Temporary Help</b>         |  |                 |                      |
| <b>GA</b>                                 | Graduate Students with paid assistantships (Research Assistant or Teaching Assistant)  | No              | RGA                  |
| <b>T1</b>                                 | Temporary PERSI Eligible. 20 hours+ / week, 5 consecutive months or longer to be eligible  | PERSI Only      | RTP                  |
| <b>T4</b>                                 | Temporary Help, Non-Student. Less than 20 hours / week or 20+ hours, not more than 5 months  | No              | RTH                  |
| <b>ST</b>                                 | Student Help (Full Time), Non Work-Study   | No              | RTH                  |
| <b>SF</b>                                 | Students Federal Work-study. Financial Aid Determines between Federal & State  | No              | RFW                  |
| <b>SI</b>                                 | Students State Work-study. Financial Aid Determines between Federal & State  | No              | RSW                  |
| <b>T5</b>                                 | Temporary Lump Sum / Unit Pay. Positions that meet FLSA & Dept. of Labor Requirements – Contact Student & Temp Employment Specialist for approval and questions                                | N/A             | LPT                  |



| <b><u>Job Change Reason Codes</u></b> |                               |       |                               |
|---------------------------------------|-------------------------------|-------|-------------------------------|
| AFFIL                                 | Affiliate Member              | RHOEM | Honored/Emeritus Retiree      |
| CAAPT                                 | Additional Appoint Begin      | RHONO | Honored Staff Retirement      |
| CELIG                                 | Eligibility Status Change     | RNOH  | Non-Honored/Non-Emeritus Retr |
| CFUR                                  | Furlough                      | ROTHE | Retirement - Other            |
| CHGJO                                 | Change to New Position        | RPRP  | Phased Retirement Plan        |
| CJOCH                                 | Job Change Requirements       | SABB  | One Semester Sabbatical       |
| CNEFY                                 | New Fiscal Year Appt.         | SABHT | Academic Year Sabbatical      |
| CORIG                                 | Original Appointment          | SABRT | Return from Sabbatical        |
| CPA27                                 | 27th Payroll Changes          | TAPEX | Lack of Funding/Appt. Expires |
| CPACH                                 | Permanent Pay Change-increase | TATSC | Attend School                 |
| CPADC                                 | Permanent Pay Change-decrease | TBETS | Better Salary                 |
| CPATM                                 | Temporary Pay Change          | TCARE | Career Opportunity            |
| CPROM                                 | Promotion to New PCN          | TDECE | Deceased                      |
| CREAP                                 | Reappointment                 | TDISM | Dismissal                     |
| CRECL                                 | Reclassification              | 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          |
| 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 | Resign                        |
| LTERM                                 | Terminal Leave                | TSEL  | Resign-Schweitzer Engineering |
| RDISA                                 | Disability/Medical Retirement | TSEME | Semester Ended                |
| REARL                                 | Early Retirement              | TSTIP | Stipend Expiration            |
| REMER                                 | Emeritus Retirement           | TWCON | Working Conditions            |
| RETSL                                 | Retiring-Using Sick Leave     | TWSU  | Resign - WSU                  |

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