

EPAF Training Manual Supplemental Material

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
IHCPPS	T4/ST Non PERSI Change to Previous Non PERSI 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
GTSORG	Change of Time Sheet Org (For all Employee Classes)

TEMPORARY HELP PERSI ELIGIBLE

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

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

Temporary Help PERSI Eligible Appointment - T1 Positions

PCN#	PCN#	PCN#	PCN#	PCN#	Suffix	Employee Class	Title	Account Code
1st Job New Title	2 nd Job Same Title	3 rd Job Same Title	4 th Job Same Title	5 th Job Same Title				
**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

** Replace with the first 2 letters of department budget.

Each additional job within the same Title should begin with the characters 'XX'.

Temporary Help Non-Student Appointment – T4 Positions

PCN#	Suffix	Employee Class	Title	Account Code
**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

Temporary Help Student Appointment – ST Positions

PCN#	Suffix	Employee Class	Title	Account Code
**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

Work Study Appointments

PCN#	Suffix	Employee Class	Title	Account Code
009020	Financial Aid assigns	SF (Federal)	Same as ST/T4	E4135
009021	Financial Aid assigns	SI (State)	Same as ST/T4	E4135

Unit Pay - T5

PCN#	Suffix	Employee Class	Title	Account Code
XX9715	05, 15, 25...	T5	Unit Pay	E4110 / E4135
XX9716	05, 15, 25...	T5	Unit Pay	E4110 / E4135

Non Salary Reimbursement Stipend - CM

PCN#	Suffix	Title	Default Earnings	Account Code
009005	01, 11...	Cell Phone	CEL	E4112
009005	01, 11...	Car	VEH	E4113

Affiliate Position

PCN#	Suffix	Employee Class	Status
ZZZ555	05	A1	Faculty
ZZZ555	05	A2	Non Faculty

Approval Categories - Board Appointed		
Category	Description	Earn Code
COMMON TO FACULTY, EXEMPT OR CLASSIFIED EMPLOYEES		
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	

COMMON TO EXEMPT OR FACULTY EMPLOYEES		
NCHAPT	Exempt/Faculty Change of Appointment Status	
NMSCCH	Exempt/Faculty Miscellaneous Change	
NRECLS	Exempt/Faculty Reclassification/Promotion	
NCHPAY	Exempt/Faculty Change of Pay	

COMMON TO CLASSIFIED EMPLOYEES		
CLMISC	Classified Miscellaneous Change	
CCHGPY	Classified Change of Pay	
CRECLS	Classified Reclassification	

COMMON TO ALL EMPLOYEES		
GOCOMM	Non Salary Reimbursement Stipend-Original	CEL/VEH
GRCOMM	Non Salary Reimbursement Stipend-Repeat	CEL/VEH
GSHCHG	Common Shift Change	
GTSORG	Common Change of Time Sheet Org	

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	

Category	Description	Earn Code
CLASSIFIED PERMANENT		
CPPOAT	Classified Permanent Original Appointment	
CPPAAT	Classified Permanent Additional Appointment	
CPPRDT	Classified Reappointment New PCN or Suffix	
CPPRST	Classified Permanent Reappointment Previous PCN and Suffix	
CPPCPT	Classified Permanent Change to New PCN/Suffix	
CPPPRT	Classified Promotion to New PCN/Suffix	

CLASSIFIED TEMPORARY		
CTPOAP	Classified Temporary, Original Appointment	
CTPAAP	Classified Temporary, Additional Appt, New PCN/Suffix	
CTPRDP	Classified Temporary, Reappointment, New PCN/Suffix	
CTPRSP	Classified Temporary, Reappointment, Previous PCN/Suffix	
CTPCPN	Classified Temporary, Change to New PCN/Suffix	
CTPPRM	Classified Temporary Promotion to New PCN/Suffix	

EXEMPT PERMANENT		
EPPOAT	Exempt Permanent Original Appointment	REX
EPPAAP	Exempt Permanent Additional Appointment Prev PCN/Suffix	REX
EPPAAT	Exempt Permanent Additional Appointment New PCN/Suffix	REX
EPPRST	Exempt Permanent Reappointment Previous PCN/Suffix	REX
EPPRDT	Exempt Permanent Reappointment New PCN/Suffix	REX
EPPCPT	Exempt Permanent Change to New PCN/Suffix	REX
EPPCPP	Exempt Permanent Change to Previous PCN/Suffix	REX
EPPPRT	Exempt Permanent Promotion to New PCN/Suffix	REX

EXEMPT TEMPORARY		
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

Category	Description	Earn Code
FACULTY PERMANENT		
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

FACULTY TEMPORARY		
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

COMMON TO FACULTY		
NCHAPT	Faculty Change of Appointment Status	
NSAB1Y	Faculty Sabbatical-One Year	
NSABHY	Faculty Sabbatical-Semester	
NSRT1Y	Return from Sabbatical	

GRADUATE ASSISTANTS		
TPOAPT	Graduate Assistant Original Appointment	RGA
TPAAPP	Graduate Assistant Additional Appointment Prev 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 New PCN/Suffix	RGA
TPCPPS	Graduate Assistant Change to Previous PCN/Suffix	RGA
TPCFIH	Graduate Assistants Change from IH to New PCN/Suffix	RGA
TPCIHP	Graduate Assistants Change from IH to Previous PCN/Suffix	RGA

COMMON TO ONLY GRADUATE ASSISTANTS		
TCHGPY	Graduate Assistant Change of Pay	
TLBDST	Graduate Assistant Labor Distribution Change	
TRECLS	Graduate Assistant Job Change (Title, Pay, FTE, Budget)	
TTMJOB	Graduate Assistant Termination of Job	

Title Abbreviations

Title	Abbreviation	Always Abbreviate?	Beginning or End of Title?	End of Title Examples	Beginning of Title Examples
Analyst	Anlyst	*	End	Program Analyst	N/A
Assistant	Asst	Yes	**	Admin Asst, Program Asst	Asst Dir, Asst Program Mgr
Associate	Assoc	Yes	**	Research Assoc	Assoc Director
Building	Bldg	*	**		
Center	Ctr	*	End		
Coordinator	Coord	Yes	End	Program Coord	N/A
Customer	Custmr	*	**		
Developer	Dvlpr	Yes	End		
Director	Dir	Yes	Beginning		
Employee	Emp	*	**		
Executive Director	Exe Dir	Yes	Beginning	N/A	Exe Dir, Accounting Svcs
Financial	Financl	*	**		
Foreman	Frmn	*	Beginning	N/A	Foreman, XXX
Foreperson	Foreprsn	*	Beginning	N/A	Foreprsn, XXX
Instructor	Instrctr	*	**		
International	Intl	Yes	**		
Laboratory	Lab	Yes	**		
Maintenance	Maint	*	**		
Management	Mgmt	*	**		
Manager	Mgr	Yes	**	Program Mgr – Forest Mgr	Mgr, University Residence
Operations	Opns	*	**		
Program	Pgrm	*	**		
Relations	Rltns	*	**		
Representative	Rep	Yes	**		
Research	Rsrch	Yes	**		
Senior	Snr	Yes	End	Programmer Analyst Snr	N/A
Services	Srvcs	Yes	**		
Specialist	Splst	Yes	End	Program Splst	N/A
Student	Stdt	*	**		
Supervisor	Sprvsr	Yes	**	Program Sprvsr	Sprvsr, Office Services
System	System	*	**		
Technician	Tech	Yes	End	Financial Tech	N/A
Training	Trng	*	**		
Vice President	VPres	Yes	Beginning	N/A	Vice Pres or V Pres ONLY
Vice Provost	VProv	Yes	Beginning	N/A	Vice Prov or V Prov ONLY

Employee Class Descriptions – and Earnings Code

Faculty Positions

F1	Faculty working 70-80 hours per bi-week for the fiscal year. Full time (87.5-100%), benefit eligible	RFY
F2	Faculty working 50-69.9 hours per bi-week for the fiscal year. 3/4-time (62.5-87.4%), benefit eligible	RFY
F3	Faculty working 40-49.9 hours per bi-week for the fiscal year. Half-time (50-62.4%), benefit eligible.	RFY
F4	Faculty working less than 40 hours per bi-week for the fiscal year. Non-benefit eligible.	RFY
F6	Faculty working 70-80 hours per bi-week for the academic year. Full time (87.5-100%), benefit eligible.	RAY
F7	Faculty working 50-69.9 hours per bi-week for the academic year. 3/4-time (62.5 -87.4%), benefit eligible.	RAY
F8	Faculty working 40-49.9 hours per bi-week for the academic year. Half-time (50-62.4%), benefit eligible.	RAY
F9	Faculty working less than 40 hours per bi-week for the academic year. Non-benefit eligible (less than 50%).	RAY
FC	Faculty Federal – FERS (Retirement System)	RFF
FF	Faculty Federal – CSRS (Retirement System)	RFF
SS	Individuals hired to teach courses over the summer session. May be existing UI faculty. Non-benefit eligible.	RSP

Exempt and Post-Doctoral

E1	Exempt staff working 70-80 hours per bi-week. Full time (87.5-100%), benefit eligible.	REX
E2	Exempt staff working 50-69.9 hours per bi-week. 3/4-time (62.5 -87.4%), benefit eligible.	REX
E3	Exempt staff working 40-49.9 hours per bi-week. Half-time (50-62.4%), benefit eligible.	REX
E4	Exempt staff working less than 40 hours per bi-week. Non-benefit eligible.	REX
P1	Post-Doctoral Fellow, working 70-80 hours per bi-week. Full time (87.5-100%), benefit eligible.	REX
P2	Post-Doctoral Fellow, working 50-69.9 hours per bi-week. 3/4-time (62.5 -87.4%), benefit eligible.	REX
P3	Post-Doctoral Fellow, working 40-49.9 hours per bi-week. Half-time (50-62.4%), benefit eligible.	REX
P4	Post-Doctoral Fellow, working less than 40 hours per bi-week. Non-benefit eligible.	REX

Classified and Other

C1	Classified staff working 70-80 hours per bi-week. Full time (87.5-100%), benefit eligible.	RCL
C2	Classified staff working 50-69.9 hours per bi-week. 3/4-time (62.5 -87.4%), benefit eligible.	RCL
C3	Classified staff working 40-49.9 hours per bi-week. Half-time (50-62.4%), benefit eligible.	RCL
R1	Employees who have retired from the University of Idaho.	---
AC	Additional compensation for full time faculty and exempt employees. Faculty teaching additional courses, Exempt Staff taking on additional duties, etc. All would be addition to their primary responsibilities.	ADC
CM	Cell Phone. Communication stipend.	CEL
CM	Car. Vehicle stipend.	VEH

Student and Temporary Help

GA	Graduate students with paid assistantships within their major area of study (research/teaching assistants)	RGA
T1	Temporary PERSI Eligible. 20 hours or more per week, 5 consecutive months or longer to be eligible.	RTP
T4	Temporary Help, Non-Student. Less than 20 hours per week or 20+ hours but not more than 5 months.	RTH
ST	Student Help (Full Time), Non Work-Study.	RTH
SF	Students Federal Work-study. Financial Aid Determines between Federal & State	RFW
SI	Students State Work-study. Financial Aid Determines between Federal & State	RSW
T5	Temporary Lump Sum / Unit Pay. Positions that meet FLSA & Dept. of Labor Requirements – Contact Student & Temp Employment Specialist for approval and questions.	LPT

Job Change Reason Codes

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
CPRM	Promotion to New PCN	TDECE	Deceased
CREAP	Reappointment	TDISM	Dismissal
CRECL	Reclassification	TEDU	Other Educational Institution
CSHCH	Shift Change	THEAL	Health
CSTIP	Stipend Reimbursement	TIHBA	IH to Board Appointed
CSUM	Summer Session	TJOCO	Job Completed
CTSOR	Change Time Sheet Orgn	TLAYO	Layoff - Classified Positions
CWSAP	Work Study Appointment	TMIL	Military
FACPM	Faculty Promotion	TNORE	Contract Non-Renewal
HRENG	Banner HR Re-engineering	TOUT	Moving Out of Area
LADMI	Administrative Leave	TPERS	Personal
LEAVE	Begin Leave	TPROB	Failed Probation Period
LERET	Return from Leave	TRESI	Resign
LSPAY	Spread Pay Leave	TSEME	Semester Ended
LTERM	Terminal Leave	TSTIP	Stipend Expiration
RDISA	Disability/Medical Retirement	TWCON	Working Conditions
REARL	Early Retirement	TWSU	Resign - WSU
REMER	Emeritus Retirement		
RETSL	Retiring-Using Sick Leave		