EPAF Reference Guide

See below for the EPAF Reference Guide for you while posting EPAFs. Each has an example of the error and potential screen shots for what you need to change in order to resubmit the EPAF. Also included are EPAF Reminders are for various topics with three major categories = (1) Common Issues and Reminders (2) Board Appointed EPAF Reminders and (3) Temp Help EPAF Reminders. You can click on one of the subjects below and it will take you to that place in the document.

*To return you will see a GOLD box like this one ➔ Simply click on it and it will return you to this page!

Any questions, contact Dan Noble at 885-3677 or Myung Chun at 885-3728 or email hrepaf@uidaho.edu

### Common Issues and Reminders

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### Board Appointed EPAF Reminders

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### Temp Help EPAF Reminders

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</tbody>
</table>
**Original Appointments and Employee Information System (EIS)**

**Definition:**
1) When a person has never held a position with the University in the past
2) If an employee is working in a Temporary Help Non-PERSI or Work-Study position and begins **working** in a PERSI, Board Appointed, or Graduate Assistant position; In this case, the EPAF will need to use Original Appointment (it can be a second original appointment)

**Always** check NBAJOBS in Banner to check the employee’s information for past positions. Use a Query Date of **01-01-96** to ensure that you search for any prior positions. Even if the positions was years ago, then you would then use a Reappointment EPAF Approval Category

- **Easy Rule of Thumb:** 1st Job at University of Idaho **OR** 1st Job in a position we report to State of Idaho
- **Note for Temp Help or Unit Pay EPAFs:** If the employee has had previous position (work-study or student), then it would be a Reappointment EPAF Category (IHFRDP, IHFRSP, IHUPRN, IHUPRP)
- **Watch Out For:** Student (ST) / Temp Help (T4) Positions transfers to a position that’s PERSI Eligible (T1) or Graduate Assistant (GA). This is where the “second original appointment” comes in
  - **ST / T4 → T1 PERSI Position**
    1. Term EPAF(s) – **IHTRMJ** for all positions, effective Last Day of previous Pay Period
    2. PERSI Original EPAF – **IPFOAP** effective First Day of new Pay Period
  - **Graduate Assistant →** Simply post GA Original Appointment, **TPOAPT**
- **Questions?** Please ASK! It’s better to have the correct category the 1st time then to have to Void & Resubmit
- **PERSI Positions** → If the individual was hired into a TH-PERSI position (T1) and terminated prior to November 15, 2009, the new position would be an **Original Appointment**. (This is because we did not report TH-PERSI positions to the State prior to Nov. 15, 2009)

**Employee Information System (EIS)** – We report personnel actions to the State of Idaho, including all appointments, reappointments / rehires, terminations, changes, etc. Selection of the correct EPAF Approval Category helps ensure that the information has few errors. This process is also about getting our $ from the State for Payroll. Anytime you “Cross the tracks” below, you need an Original Appointment. Also, if you have held a State Position previously, you would use a Reappointment Category.

### Positions we report on include*:
- Faculty (F1-9)
- Exempt (E1-4)
- Post-Doctoral (P1-4)
- Classified (C1-3)
- Temporary Help PERSI Eligible (T1)
- Graduate Assistants (GA)

### Positions we do not report:
- Student and Work Study (ST, SF, SI)
- Unit Pay (T5)
- Additional Compensation (AC)
- Summer Session (SS)

*Watch for: Multiple positions, total hours should = 80 and total FTE = 1.0

Miscellaneous Change EPAF’s can modify Hours / Pay and FTE for other positions
Common Error: “Contract Start and End Dates must both exist”

This error happens when the current position does not have a Contract Start and End Date. Below is a screen shot from the Error you would receive. Notice that the Contract End Date was entered, even though the Current Value (circled in RED) has no value.

To fix this error, you would delete the information in the Contract End Date (see below) and resubmit the EPAF.

GTSORG – Change of Timesheet Organization

GTSORG is usable for ALL Employee Classes. This EPAF will update the Timesheet Org for an employee.
**GJOBLC – Change of Job Location**

Be sure to keep Job Location in mind when appointing employees. Both Original and Reappointment categories. All EPAFs default the information to IDAHO. However, if the employee’s primary work station is outside of Idaho (e.g. Washington, Oregon, Montana, or International), the Job Location should be changed to reflect where the employee is working. This has impact on Worker’s Comp and Taxes (making sure we are collecting the correct state taxes). Any questions on Job Location, contact Payroll at payroll@uidaho.edu

To change the Job Location ONLY, you can submit **GJOBLC (Change of Job Location)**, for All Employee Classes. All you have to enter is Jobs Effective Date, Personnel Date and Job Location. The Job Change Reason is defined as CJBLN–Change Job Location

**Labor Distribution Error**

If you have any EPAF that has an error in the Labor Distribution (due to the previous budget being inactivated), then you can be empowered to fix this issue within Banner. You can see an example of the error below:

```
Labor Distribution Error
The Index code KDU050 is invalid. Please change. The Organization code KDU050 is invalid. Please change.
```

1. **Post the EPAF in Vandal Web Self Service**, with all information needed – UNTIL you get to the Labor Distribution Section. You will see the info below (screen shot from Vandal Web) – fill out information until you get right ABOVE the Labor Distribution section – Hit the “Save and Add New Rows” button (before Labor Distribution)

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Earnings</th>
<th>Hours or Units Per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2014</td>
<td>RSP, Summer Session Pay</td>
<td>16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Selected</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Selected</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Selected</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Selected</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✓ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

Labor Distribution, 009965-03 Summer Session, Last Paid Date: Aug 02, 2014
2. **Do NOT go to Routing Queue yet**
   By Saving the EPAF, you can get the EPAF Transaction # (6-digit code). If you fill out the Routing Queue before saving, it will sometimes delete the information and you have to rebuild the Routing Queue in Banner.

   (HINT: you can use NTRACAT for the EPAF Approval Category. It will show the Mandatory Approval Levels): For example, Approval Category shows the following for SSAAPP type:

3. **Log out of Vandal Web and Log in to Banner** – In the Go To Field – type in “NOAEPAF” and hit enter. Take your Transaction # and enter in the field “Transaction:” and hit Tab. The information should default in (V #, Approval Category, Query Date, etc.) - Select the drop-down for “Approval Type” field and select “Labor Distribution” (MB). See the Screen shot → then hit “OK”

4. **Fix the Labor Distribution in Banner.**
   After you have the Labor Distribution, Page Down. You will be in the Job Labor Distribution Tab (see screen shot below). The New Job Labor Distribution will show. In that field, Hit CTRL + D to delete the information or click on the icon circled in GOLD
Then type in your new budget and enter the Percent. You then have to hit F10 to save. Sometimes you have to exit and it will ask you to save changes – always choose yes.

5. **Final Step!** – Log out of Banner & log in to Vandal Web. Find the EPAF and complete the info – with Routing Queue, Save and then Submit.

---

**Query Date, Jobs Effective Date and Labor Distribution Date**

Always remember that your Query Date for EPAFs should be the same date as the Jobs Effective Date. This is because the Query Date floods in to the Labor Distribution section of the EPAF and the Labor Distribution Date cannot be dated prior to the Query Date.
For example, if you are starting a job with the Jobs Effective Date of March 5, 2012 and you put the Query Date (by mistake) as March 7, 2012 (see example below), your EPAF would not work because you cannot change the Labor Distribution date to March 5, 2012. You would have to void this EPAF and start over. To avoid this, you should use a Query date of March 5, 2012 to match the Jobs Effective Date and your Labor Distribution Date. Always match your Query Date with your Jobs Effective Date.

Employee’s Changing Classifications – Jobs Effective Date vs. Hiring Dates

When you have an Employee that will change classifications from one job to another, it is important to keep in mind the Jobs Effective Dates and Hiring Dates for the Offer Letter and the EPAF. In general, the Hiring Date should be the First Day of the pay period – you can terminate the previous position on the Saturday of the Last Pay Period and appoint the new job on the Sunday of the Next Pay Period.

- This is because the payroll system does not allow for two different employee classes (deductions and leave accruals) in the same pay period.
- Keep this in mind when determining your Start Date for the new position. You may want to inform your Search Committees as well or provide them with a list of available start dates from the Payroll Calendar.

<table>
<thead>
<tr>
<th>Vacated Position</th>
<th>New Position</th>
<th>EPAF Approval Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1 PERSI</td>
<td>Classified</td>
<td>CPCNP or CTPCPNP</td>
</tr>
<tr>
<td>T1 PERSI or Classified</td>
<td>Exempt</td>
<td>EPPCPT or ETPCPN</td>
</tr>
<tr>
<td>Exempt</td>
<td>Classified</td>
<td>CPCPT or CTPCPN</td>
</tr>
</tbody>
</table>

*Note* – If 1st Monday of the Pay Period is a Holiday, it is OK to start these individuals on the Sunday because both positions have holiday pay.

For those switching from Temporary Positions, including Graduate Assistants, see below. In this case you will need to Term the current position(s) on Saturday of the Last Pay Period and appoint the new position in the New Pay Period. In this case you will need to post two separate EPAFs – one to term old position and the other one for new appointment.
**Vacated Position** | **Term EPAF** | **New Position** | **EPAF Approval Category**
--- | --- | --- | ---
Temp Help (T4, ST, Work Study) | IHTRMJ | T1 PERSI | IPFOAP
 |  | Classified | CPPOAP or CTPOAP
 |  | Exempt or Postdoc | EPPOAT or ETPOAP
Graduate Assistant (GA) | TTMJOB | Classified | CPPRDT or CTPRDP
 |  | Exempt | EPPRDT or ETPRDP, etc.
 |  | Faculty | FPPRDT or FTPRDP, etc.

*Note* – Always check NBAJOBS (with a Query Date of **01-01-96**) to ensure that any Temp Help have never held a PERSI or Board Appointed Position. If the 1st Monday of the Pay Period is a Holiday, the start date would be the Tuesday unless the employee has to work on the Monday holiday.

**Original Appointments or Reappointments** – Watch For the beginning of a month. For example, assume November 1st is on a Sunday. In this case, the start date must be November 2nd for any Benefit-Eligible Board Appointed position [Benefits start in December], unless they physically worked on Sunday, November 1st.

**Graduate Assistant (GA) or Temp Faculty (F9) – Original Appointments or Reappointments** – In this case, because both GA’s and F9’s are non-benefit eligible, the start date of Sunday of the Pay Period is OK.

**Termination Dates**

For Termination EPAFs, always look at the Last Paid Date (either within NBAJOBS for a position or when you select the Approval Category from Vandal Web Self-Service). It will show you your Last Paid Date.

**New EPAF Person Selection**

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

- * indicates a required field.

**Employee Job Assignments**

<table>
<thead>
<tr>
<th>Type</th>
<th>Position</th>
<th>Suffix Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Feb 14, 2015</td>
<td>Active</td>
</tr>
</tbody>
</table>

Termination EPAF is **ON TIME**

If you have the termination date ahead of time: If you know the term date, you can term the individual on the last day of their employment. E.g. if the employee resigned effective Feb. 12, 2015, you can post the GTMJOB effective Feb. 12, 2015. This is only if you posted the EPAF within that Pay Period (by EPAF Deadline – Tuesday, Feb. 10, 2015)

Termination EPAF is **LATE**

If you do not have the termination date before the EPAF deadline: You can use the Saturday of the Last Pay Period as the Jobs Effective Date. You will need to notify payroll ([payroll@uidaho.edu](mailto:payroll@uidaho.edu)) to payout Annual Leave.
In this case, it will be a special check to payout their leave balance, we can no longer use RPR because we have to process the leave payout ASAP per State regulation. Any questions on Special Check fees, contact Cretia Bunney in Payroll

- In this case, you can use the Personnel Date to indicate when the employee left the position. E.g. if they actually left Feb. 12, 2015, but you are posting the EPAF late you can use Feb. 14, 2015 as the Jobs Effective Date and Feb. 12, 2015 as the Personnel Date.
- In either case, Include comments of “Last Day of Employment was ________”

You can match the Termination Date with the Last Paid Date for the following positions (that do not have annual leave to pay out). The Jobs Effective Date and Personnel Date in the EPAF would be the Last Paid Date. For Example; if the individual has a Last Paid Date* of May 24, 2014, use 05/24/2014 for both dates.

*Note* – Last Paid Date is per Position, not per employee

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>EPAF Termination Category</th>
<th>Term Date of Late EPAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work-Study (SF / SI)</td>
<td>Work-Study Termination of Job</td>
<td>WSTRMJ</td>
</tr>
<tr>
<td>Student (ST), Unit Pay (T5, T6)</td>
<td>T4 / ST Termination of Job</td>
<td>IHTRMJ</td>
</tr>
<tr>
<td>TH, Non-Student, Non-PERSI (T4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The best faith effort to match the Termination Date with the Last Paid Date for all Temporary Help Positions is requested by Human Resources to ensure accurate Employment Records, to provide correct Employment Verification requests and assisting with transition between Employee classes as necessary

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**Job Change Reasons for Termination EPAFs**

Be sure to be use the correct Job Change Reason Code as to why the employee is being terminated. It has impact with Unemployment (if applicable) and Employment Verification. See below for a list of possible Job Change Reasons (Termination Codes) to use for your EPAF. As always, please be descriptive in your EPAF Comments as to why the individual is leaving (if known). ALWAYS use Termination Job Change Reasons starting with “T” for ALL Termination EPAFs

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>Possible Job Change Reasons (Termination Codes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving for a Better Job</td>
<td>TBETS   Better Salary</td>
</tr>
<tr>
<td></td>
<td>TCARE   Career Opportunity</td>
</tr>
<tr>
<td></td>
<td>TEDU    Other Educational Institution</td>
</tr>
<tr>
<td></td>
<td>TSEL    Resign-Schweitzer Engineering</td>
</tr>
<tr>
<td></td>
<td>TWSU    Resign – WSU</td>
</tr>
<tr>
<td>Position is Temporary / Job is Completed</td>
<td>TAPEX   Lack of Funding/Appt. Expires</td>
</tr>
<tr>
<td></td>
<td>TJOCO   Job Completed</td>
</tr>
<tr>
<td></td>
<td>TSEME   Semester Ended</td>
</tr>
<tr>
<td></td>
<td>TSTIP   Stipend Expiration</td>
</tr>
<tr>
<td>Job Performance / Employment Decision</td>
<td>TDISM   Dismissal</td>
</tr>
<tr>
<td></td>
<td>TLAYO   Layoff - Classified Positions</td>
</tr>
<tr>
<td></td>
<td>TNORE   Contract Non-Renewal</td>
</tr>
<tr>
<td></td>
<td>TPROB   Failed Probation Period</td>
</tr>
</tbody>
</table>
Creating an EPAF Proxy for Originators

Every EPAF creator/originator needs to set up a proxy on NTRPROX. This proxy will be able to access EPAFs in Banner as a backup and make corrections.

**EPAF Originator (Creating the Proxy)**

- Each originator must have at least one proxy identified.
- An assigned proxy must have completed EPAF training.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access NTRPROX in Banner</td>
</tr>
</tbody>
</table>
| 2    | Page Down  
|      | • Level Code should say DPCHR or DNDIR  
|      |   o If No: email finaccess@uidaho.edu with your Banner user id to get access  
|      |   o If Yes: Page Down |
| 3    | Enter the Banner user id of the person who will be your proxy. F10 (Save) |

**EPAF Originator Proxy (How to access an EPAF)**

- The Proxy is used as backup to aid in keeping the flow moving through the individual queues.
- Approval Queue proxy access is through Vandal Web.
- Originator proxy access is through Banner only (see below).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into Banner NOAAPSM</td>
</tr>
<tr>
<td>2</td>
<td>Insert Proxy For user id</td>
</tr>
<tr>
<td>3</td>
<td>Change Transaction Status to Return/Correction</td>
</tr>
<tr>
<td>4</td>
<td>Change Queue Status to None (Originator)</td>
</tr>
</tbody>
</table>
| 5    | Page Down  
|      | • This shows EPAFs that have been returned for correction and you need to correct  
|      |   • Highlight ID  
|      |   • Use Options and go to PAF Detail Information (NOAEPAF) |
| 6    | Access Other Information and Comments tab to read what correction needs to take place. |
| 7    | Access tabs and make changes as needed. |
| 8    | • Make sure that all comments are addressed and the corrections made.  
|      | • Insert comments reflecting that the changes were made.  
|      | F10 (Save) |
| 9    | Use Options and click on Submit Transaction to process.  
|      | EPAF is now back in Approval Queues. |
**Contact for EPAF Questions**

HR EPAF Email – Send your EPAF questions for Human Resources to hrepaf@uidaho.edu. The emails go to a shared inbox between Dan Noble and Myung Chun – we both review the e-mails as they arrive and are able to work together on any EPAF issues.

**How to Send E-mail for the 1st Time in Microsoft Outlook:**

1. Open Microsoft Outlook
2. Select "New Email"
3. Hit the "To" Icon within the Email
4. Type in “epaf” and then select EPAF, HR ( hrepaf@uidaho.edu ) from the selection (see below)

**Reminder! – Do NOT reply to epafcorrections@uidaho.edu**

Please **DO NOT** reply to epafcorrections@uidaho.edu when your EPAF is returned for correction, you need to forward your email to whoever returned it to you. The “epafcorrections” email goes to Jill and Myung only, not your Dean/Director approvers.

**Reminder! – Do NOT hit the “Cancel Transaction” Button for an EPAF**

Please **DO NOT** hit the “Cancel Transaction” button on an EPAF. It does NOT cancel the EPAF after it has been applied (Transaction Status of *Completed*), you will either need to submit a Termination EPAF or a Change EPAF or contact Dan and Myung at hrepaf@uidaho.edu to resolve any issues.

**How to Calculate FTE for Board Appointed EPAFs**

Board Appointed FTE is calculated by dividing the number of hours per pay by 80. For example,

1) Employee works 80 hours per pay. 80 / 80 = 1.0 FTE
2) Employee works 60 hours per pay. 60 / 80 = 0.75 FTE
3) Employee works 30 hours per pay. 30 / 80 = 0.375 FTE *(only goes to 3 decimal, round when necessary)*
4) Lowest FTE can be is 10 hours per pay. 10 / 80 = 0.125 FTE
Change Categories for Transfer from TH PERSI (T1) to Classified

When you have an Employee moving from PERSI to Classified, you can use these EPAF categories. The individual will receive an Email to make their Comp Time Election.

- **CPPCNP**: Classified Permanent Change to New PCN / Suffix .00
- **CTPCNP**: Classified Temporary Change to New PCN / Suffix .01

  Example: When changing from **TH PERSI (T1)** to **Classified**, enter Employee Class Code “C1”

Employee has 30 days to make their comp time election (cash or accrual)

Change to New PCN EPAF Approval Categories – Transfer from one position to another

The instructions below are Specific to “Sharon Stone” a Classified Permanent Employee moving to an Exempt Permanent Position. There are other categories that these instructions are similar, specifically:

- PERSI to PERSI (IPCNPS)
- Classified to Classified (CPPCPT, CTPCPN)
- Exempt to Exempt (EPPCPT, ETPCPN)
- Classified / Exempt / Postdoc / Faculty to Faculty, (FPPCPT, FTPCPN)

We are changing Sharon Stone from a Classified Permanent Position to an Exempt Permanent Position. Sharon was hired by a competitive search. We are going to use EPAF Approval Category of: **Exempt Permanent Change to New PCN, EPPCPT**

- The first screen will “Position Vacated – Appointment Change, VX” – this is the position she is vacating: Please make sure to click the button to the right of the job they are vacating and then click Next Approval Type

- Now you need to enter the information for the new job. Enter the new PCN and Suffix here and make sure the button to the right is click by the NEW position. Click on Next Approval Type

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The labor distribution tab is next, make sure you are still click on the new position and hit Go.

ID: Sharon Stone, 950000550
Query Date: Mar 04, 2012
Approval Category: Exempt, Perm, Change To New PCN, EPPCPT

Now you’re ready to enter your EPAF data: Sharon is going from Classified to Exempt. *Changing an employee from one employee class to another can only happen at the beginning of the pay period. For the Position they are vacating use the Saturday date: 03/03/2012. We don’t want to use the Sunday date here and Monday for the new Position. Please use Saturday for the term and Sunday for the new job.

They will start their new position on Sunday: 3/04/12

Temp Help PCN and Titles
For Temp Help positions, it is important to use the correct PCN and Title. It has impact on making sure the correct Worker’s Comp Code is assigned to the individual. See the chart below and associated Worker’s Comp Code for each Title
How to Calculate Hours per Pay for Temp Help

Temp Help: How to calculate the Hours per Pay:

- Hours per Day * 10 Business days = Hours per Pay. You don’t need to use decimals for ALL TH positions. You can make it simple for Temp Help!

<table>
<thead>
<tr>
<th>Don’t Enter</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per Day</td>
<td>Hours per Pay</td>
</tr>
<tr>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>2.72</td>
<td>27.2</td>
</tr>
</tbody>
</table>

- Don’t enter 3 / 18 hours per day / pay, Enter 3 / 30 hours per day / pay regardless to be consistent
- Don’t enter 2.72 / 27.2 hours per day / pay, Enter 3 / 30 hours per day / pay

Note: For Temp Help PERSI positions, it is important to remember that each individual can be a max of 1.0 FTE and 80 Hours per Pay over all their positions.

University of Idaho Temporary Hiring Process

The document below describes the hiring process for temporary staff, student and faculty positions, which may be appointed without a formal search process. The temporary hires outlined in this document may be conducted either outside or within PeopleAdmin applicant tracking system, depending upon the needs of the hiring manager, supervisor or department.

Temporary hires have been identified as:

1. Students
2. Postdoctoral Fellows
3. Research Assistants and Teaching Assistants
4. Temporary Faculty
5. Any other hire that lasts less than 1,385 hours and by its nature is short term and will NOT continue beyond 1,385 hours. The 1,385 hours will be measured by each position hired. (Measurement is by position, not person)

For more detail, please visit:
http://www.uidaho.edu/~media/UIdaho-Responsive/Files/human-resources/Managers/People%20Admin%20Resources/Process%20for%20Temporary%20Hires.ashx
Recommended EPAF Comments for Student and Temp Help (T4 / ST)

When you are posting EPAFs for Student and Temporary Positions, the typical review will look for the following:

- **Search Information**
  - Hiring Proposal (#STH.....HP)
  - OR
  - Search Waiver (Appointed under Temp Help Process)

- **Background Check**
  - Background Check completed on _______ (Date)
  - OR
  - Background Check not required (Example: CBC not req’d)

It is recommended to use the Search Exception list above for reference in your EPAF Comments.

Examples:

“The Paragraph”

Original appointment, TH-student with PCN/SFX **9959.06 for Joe Vandal as an undergraduate research assistant in the _________________ Department. His immediate supervisor is Dr. ____ and he will work conducting ______________________ (job duties) for the _______ project. His hourly rate is $10/hr, up to 20 hours per week (40 per pay), for ____ pays, effective Date through Date, for a total possible salary paid $X, Labor Distribution – ___% from Budget. Joe is registered as an undergraduate student for Fall 2015. Work authorization start date ___________, on file in department. Criminal background check is not required. (NAME, 5-1234, email@uidaho.edu)

OR

“Just enough Info”

NAME, 5-1234, Joe has been hired on STH001234HP and CBC complete on ____ (Date)

OR

NAME, 5-1234, Joe is hired, No background check needed

Temp Help Change – From Student (ST) / Non Student (T4) to TH-PERSI (T1)

For Temp Help positions, they will often change between the different Employee Classes. This change is from Student (ST) / Non-Student (T4) to TH-PERSI Eligible (T1). The sequence is as follows:

- Terminate all ST / T4 Positions (IHTRMJ) using Last Day of the Previous Pay Period
- PERSI EPAF – Original or Reappointment, depending upon the employee’s history:
  - **Original Appointment** = Employee had no previous State positions (BA, Grad Assistant, PERSI)
  - **Reappointment** = Employee had previous State positions (BA, Grad Assistant, PERSI)
- Remember to select the PERSI PCN (see chart below)
Temp Help Change EPAF Categories – From Student (ST) to Non-Student (T4)

For Temp Help positions, they will often change between the different statuses. The EPAF Category to use is dependent upon the type of change.

- First, a clarification for Summer Temp Help – Continuing Student: When a student is working through the Summer, as long as they are a continuing student in the Fall semester, you can post the position as an ST–Student Employee Class.

- Example: You can be a Temp Help, Non-Student, Non-PERSI with up to 80 hours per pay, but only if the appointment is less than 5 months. This happens often with Graduate Assistants whom have graduated and are appointed to finish their research or projects as a Temp-Help Research (Lab or Non-Lab). In this case, your Grad Assistant Position would terminate. You would use the category of T4 / ST Reappointment, either: Reappointment to New PCN (IHFRDP) or Previous PCN (IHFRSP) if they have held the position previously.

Student (ST) to Non-Student Non-PERSI (T4)

Example: Student graduates or employee is no longer a student. The position is expected to be short in duration (less than 5 months) and/or less than 20 hours per week (40 hours per Pay)

EPAF Approval Category: T4 / ST Non PERSI Change to New Non PERSI PCN / Suffix, IHCNPS

1. Select the individual in Vandal Web Self Service and the EPAF Approval Category. Hit the “Go” Button

2. Termination of Job Section – Select the Current PCN / Suffix for the individual with the radio button – the current PCN / Suffix that you want to change. In our example a PCN could be **9950 and Suffix of 06

3. Important! **Select Next Approval Type**
4. Change from IH to New IH PCN/Suffix section – You will select the radio button and **enter the new PCN / Suffix** – in this example, the PCN would be **9950** and Suffix of 05

5. **Select**

6. Labor Distribution section. **Enter the new PCN / Suffix** - in our example, PCN **9950** and Suffix of 05

7. Hit the “Go” Button to enter the EPAF – **Go**

You will typically terminate the job at the end of a Pay Period (Saturday) and Start the new job at the beginning of a Pay Period. *Sometimes this is different, for example if the individual is graduating and the change could be mid-Pay Period.*

**Unit Pay Cheat Sheet**

Use this Unit Pay Cheat Sheet to determine if Unit Pay may be acceptable.

Two Helpful hints for Unit Pay:

1. If the Employee already has a job on the system that pays hourly, a Unit Pay position **CANNOT** be added

2. If the Employee is working in a job that is “Exempt” for which they are paid a set salary, a Unit Pay appointment **MAY** be added assuming the Unit Pay position is approved and meets all minimum wage and fair labor standards.

Often figuring the minimum wage is a simple math question, for example: You are hiring someone to install phones and plan to pay them $2 for each phone they install – you anticipate they will be installing 10 phones an hour $2 x 10 = $20 per hour puts them above the minimum wage. Figuring out how many hours of work can be the most difficult part.