Summer Session Guidelines – Summer 2022

Summer Session Dates: **May 15, 2022 – August 13, 2022, 6.5 bi-weeks, 13 weeks, 520 total hours**

**What is summer session?**
Summer session is pay for faculty responsibility areas for those currently not on contract (i.e. academic year faculty and temporary faculty). Faculty responsibility areas include work designated in effort areas of teaching, research, outreach, and service. Additional examples of responsibilities include course development, advising and administration.

**Summer session contracts and worksheets are required.**
The University of Idaho has developed a summer salary contract, worksheet and guidelines to help faculty in planning their summer activities and to document those activities in order to be in compliance with applicable federal, state and University rules and regulations. Please go to the Provost Office website to access the contract, worksheet, guidelines and summer session FAQ.

- Please submit and receive approval from the Provost Office prior to submitting EPAFs.
- Contracts available at [https://www.uidaho.edu/provost/faculty/salary-information/summer](https://www.uidaho.edu/provost/faculty/salary-information/summer)
- Per working with OSP and Provost Office, be aware of the “Percent of Effort” when putting on Sponsored Project summer EPAFs
- Sponsored Project Questions? – email [osp@uidaho.edu](mailto:osp@uidaho.edu)
  - The **percent of effort** is on the submitted proposal that goes to OSP. The VERAS system is where the PI and Co-PI enter their percent of effort. It is also written in the proposal narrative. The Faculty should be able to provide the unit the percent of effort; otherwise, the DGA (Departmental Grant Administrator) should be able to provide this info for any staff that do not have access to the VERAS.
Teaching, Administrative, Course Development and Other Work

Position Number and Suffix:
• Use PCN 009965 with .03 as the suffix. If an employee has 2 summer appointments running concurrently (e.g. within the same session) you can use .13, .23, etc. as needed.

Summer Teaching, Administrative, Course Development and Other appointments (non-grant sponsored project) can be paid as a lump sum payment over the summer session(s) worked, using EPAF’s similar to additional compensation EPAF’s.

*If the sponsored project is not on a grant (fund type 22) you can process as a lump sum payment!

Summer Session Lump Sum EPAFs:
EPAF categories: Please check NBAJOBS before selecting which category to use.
Use January 1, 2009 as Query Date for Summer Session job history.

*Use of these categories are for non–grant appointments. Research appointments on grants (fund type 22) must be processed on research summer categories (see page 5.)

| SSOLMP:  Teaching original appointment (New to UI. First appointment at UI.) |
| SSRLMP:  Teaching reappointment, previous PCN and Suffix |
| SSRLMN:  Teaching reappointment, new PCN and Suffix |
| SSALMP:  Teaching additional appointment, previous PCN and Suffix. |
| **(Use when they have a primary academic faculty position and have been on PCN and Suffix 009965.03 previously.)***Please use for Retiree’s who have been on 009965.03. |
| SSALMN:  Teaching additional appointment, new PCN and Suffix. |
| **(Use when they have a primary academic faculty position but have NOT been on PCN/Suffix 009965.03 previously.)***Please use for Retiree’s who have NOT been on 009965.03. |

Summer session change categories:

| GLBDST: To change labor distribution only. |
| STMJOB: Summer Session Termination of Job. Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.) |
| SCHPAY: Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.) |
| SMSCCH: Summer misc. change (FTE, hours per day and pay, rate, salary, pays, factors and labor distribution.) |
EXAMPLE ONE: Teaching, Administrative, Course Development and Other Work (Lump Sum)

Olivia Wilde, an active UI Academic Faculty members Annual Salary (Institutional Base) = $54,008.60
Total Working Time Period: May 15 – June 25 = 6 weeks = 3 pays and factors
Paying $6,000 for Summer Classes: Accounting 101 and 102

Maximum Summer Salary
$54,008.60 / 1560 = $34.621897 = $34.62 per hour
34.62 X 13 wks X 40 hrs = $18,002.40 maximum for the entire summer
34.62 X 6 wks X 40 hrs = $8,308.80 Maximum allowed to earn in 6 weeks.

FTE Calculation
No need for FTE calculation for Lump Sum Summer Categories ☺. BUT you will want to figure out FTE if you have two concurrent EPAFs, one for research and one for teaching, since they can’t be more than 1 FTE in a single time period.

EXAMPLE: Max summer salary $18,002.40/ 6.5 pays = $2,769.60 allowed per pay
$2,769.60 * 3 pays= $8,308.80. They are to earn $6,000. $6,000/$8,308.80 = 0.722 FTE. This would be for comments only.

EPAF information: is to make $6,000 for teaching accounting courses.
Approval Category= SSALMP (Look in NBAJOBS before choosing category.)

PCN = 009965    Suffix = 03
Hourly Rate = 2,000.00 (took $6000/3 pays and factors to get hourly rate)
Annual Salary = 6,000.00
Hours per Day = 1
Hours per Pay = 1
Begin Dates = 05/15/22
End Dates = 06/25/22
Pays = 3
Factors = 3
Default Earnings Date = 05/15/22
Default Earnings Code = RSP
Default Hours/Units = 1
Calculation when working 7 days: **Lump Sum**

<table>
<thead>
<tr>
<th>7 day lump sum:</th>
<th>Used for TEACHING, ADMINISTRATIVE, COURSE DEV. And Other NON-GRANT WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates would be for the actual dates working. Figure out what the daily rate would be and multiply by 10 to get hourly rate and annual salary for 1 full pay period. Faculty will be working May 29 - June 07 and will be receiving $200 a day for 7 days for a total of =$1,400.</td>
<td></td>
</tr>
<tr>
<td>Use the dates: 5/29/22-6/07/22 (use the actual dates for 7 days)</td>
<td></td>
</tr>
<tr>
<td>Hourly rate: $2,000</td>
<td></td>
</tr>
<tr>
<td>Annual salary: $2,000 (will be paid for 7 days as indicated by your EPAF dates, $1,400.)</td>
<td></td>
</tr>
<tr>
<td>Hours per day: 1</td>
<td></td>
</tr>
<tr>
<td>Hours per pay: 1</td>
<td></td>
</tr>
<tr>
<td>Factors: 1</td>
<td></td>
</tr>
<tr>
<td>Pays: 1</td>
<td></td>
</tr>
<tr>
<td>Default earnings: 1</td>
<td></td>
</tr>
<tr>
<td>Comments: please tell us what they should be earning over the 7 days so we can make sure your calculations are correct.</td>
<td></td>
</tr>
</tbody>
</table>

Calculation when working one week: **Lump Sum**

<table>
<thead>
<tr>
<th>One-week lump sum:</th>
<th>Used for TEACHING, ADMINISTRATIVE, COURSE DEV. And Other NON-GRANT WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates would be for one week. Double annual salary and hourly rate. Faculty will be working May 29 – June 04 and will be receiving $3,000.00</td>
<td></td>
</tr>
<tr>
<td>Use the dates: 5/29/22 – 6/04/22 (one week)</td>
<td></td>
</tr>
<tr>
<td>Hourly rate: $6,000</td>
<td></td>
</tr>
<tr>
<td>Annual salary: $6,000 (will be paid half of this)</td>
<td></td>
</tr>
<tr>
<td>Hours per day: 1</td>
<td></td>
</tr>
<tr>
<td>Hours per pay: 1</td>
<td></td>
</tr>
<tr>
<td>Factors: 1</td>
<td></td>
</tr>
<tr>
<td>Pays: 1</td>
<td></td>
</tr>
<tr>
<td>Default earnings: 1</td>
<td></td>
</tr>
<tr>
<td>Comments: please tell us what they should be earning over the one week period so we can make sure your calculations are correct.</td>
<td></td>
</tr>
</tbody>
</table>
Sponsored Project Appointments
Grant Funded, Sponsored Activity, Other Research Activity

Position Number and Suffix:
- Use PCN 009965 with .03 as the suffix. If an employee has 2 summer appointments running concurrently (e.g. within the same session) you can use .13, .23, etc. as needed.

Summer Sponsored Project appointments on grant funds (fund type 22) must be paid hourly over the summer session(s) worked, using EPAFs identifying hourly rate, dates and FTE.

(Fiscal Year Faculty are ineligible for summer session and must be paid as Additional Compensation.)

*If the sponsored project is not on a grant (fund type 22) you can process as a lump sum payment!

### Summer Sponsored Project Appointments: Please check NBAJOBS before selecting which category to use.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSOAPT</td>
<td>Sponsored Project Original appointment at UI. (New to UI. First appointment with UI.)</td>
</tr>
<tr>
<td>SSRESP</td>
<td>Sponsored Project Reappointment, previous PCN and Suffix.</td>
</tr>
<tr>
<td>SSREDP</td>
<td>Sponsored Project Reappointment, new PCN and Suffix.</td>
</tr>
<tr>
<td>SSAAPP</td>
<td>Sponsored Project Additional appointment to previous PCN and suffix (Previously paid on PCN and Suffix) - Current UI Faculty</td>
</tr>
<tr>
<td>SSAAPT</td>
<td>Sponsored Project Additional appointment to new PCN and suffix (Not previously paid on PCN and Suffix) - Current UI Faculty</td>
</tr>
</tbody>
</table>

### Summer session change categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLBDST</td>
<td>To change labor distribution only.</td>
</tr>
<tr>
<td>STMJOB</td>
<td>Summer Session Termination of Job. Use to terminate a summer session appointment before the termination date in the system (earlier than what is originally planned.)</td>
</tr>
<tr>
<td>SCHPAY</td>
<td>Summer change of pay (hourly rate, annual salary, pays, factors and labor distribution.)</td>
</tr>
<tr>
<td>SMSCCH</td>
<td>Summer misc. change (FTE, hours per day and pay, rate, salary, pays, factors and labor distribution.)</td>
</tr>
</tbody>
</table>
Salary calculations for research appointments:

- Dates should be inclusive of all work dates to ensure coverage and compliance with Workman’s Compensation Insurance.

- Information Needed for Calculations: Use Institutional Base Rate, this may include base salary plus stipend. (E4105 & E4107.) Look in NBAJOBS.

- Divide salary by the AY contract hours for the summer maximum hourly rate. See the below chart for the most commonly used FTEs.
  - For deferred pay, the spread hourly rate is reflected in NBAJOBS. Take the salary and divide by the contract hours to get the true earned hourly rate.

<table>
<thead>
<tr>
<th>FTE</th>
<th>AY Contracted Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1560</td>
</tr>
<tr>
<td>0.96</td>
<td>1498</td>
</tr>
<tr>
<td>0.875</td>
<td>1365</td>
</tr>
<tr>
<td>0.85</td>
<td>1326</td>
</tr>
<tr>
<td>0.75</td>
<td>1170</td>
</tr>
<tr>
<td>0.60</td>
<td>936</td>
</tr>
<tr>
<td>0.50</td>
<td>780</td>
</tr>
<tr>
<td>0.25</td>
<td>390</td>
</tr>
<tr>
<td>0.20</td>
<td>312</td>
</tr>
<tr>
<td>0.125</td>
<td>195</td>
</tr>
</tbody>
</table>

NBAJOBS record:
Example of one FTE:
$45,008.60 = $28.851666 round to $28.85/hr
1,560 hrs (1 FTE)

Example of one FTE on deferred pay:
$99,652.80 = $62.283
$99,652.80 = $63.88
1,600 (deferred pay)  
1,560 (use if 1 fte)

Example of less than one FTE: .875 fte
$46,710.30 = $34.22/hr
1,365 hrs (.875 FTE)
EXAMPLE ONE: Sponsored Project Appointment

Jane Vandal, who is currently an Academic Year Faculty member for your department will be conducting research on one of her grants during summer session (5/15/22 – 8/13/22). In her approved proposal, Jane indicated that her summer percentage of effort is 35% on this project, with pay coming from 895569 (the grant index established by OSP.) Jane’s annual salary (Institutional Base Rate) is $105,000. Below is a sample of the math used to calculate the pay at 35% effort for the summer period.

Maximum Summer Salary
$105,000 / 1560 = $67.3076 = $67.31 per hour
$67.31 X 13 wks X 40 hrs = $35,001.21 maximum for the entire summer

FTE Calculation – 35% effort for the entire summer (13 weeks)
0.35 X $35,001.21 = $12,250.42
$12,250.42 / $67.31 = 182 hours
182 hrs / 521 hrs* = 0.35 FTE *(13 wks x 40 hrs = 521 hrs)

0.35 FTE x 80 hrs = 28.00 per pay and 2.80 per day

$67.31 hourly rate x 6.5 pay periods x 28.00 hrs = $12,250.42.

*IF* her grant specifies she cannot make more than $12,000. Make adjustments to the hours worked (if needed).

Per OSP: We are required to calculate salary on the institutional base salary for sponsored project, therefore the number of hours should be reduced. Not the hourly rate. We cannot adjust the hourly rate down or up.  
$67.31 x 6.5 x 26 = $11,375.39.

EPAF information
Approval Category = SSAAPP or SSAAPT (previously paid on pcn/suffix) (Look in NBAJOBS before choosing category.)

PCN = 009965  Suffix = 03
Hourly Rate = $67.31
Annual Salary = $12,250.42
FTE = .35
Hours per Day = 2.80
Hours per Pay = 28.00
Begin Dates = 05/15/22
End Dates = 08/13/22
Pays = 6.5
Factors = 6.5
Default Earnings Date = 5/15/2022
Default Earnings Code = RSP
Default Hours/Units = 28.00

Make sure to enter EPAF comments
EXAMPLE TWO: Sponsored Project Appointment

Johnny Depp is an Academic Faculty who would like to be paid from one of his grants over five weeks of the summer. At 25% effort for those 5 weeks. He would like to work at maximum hours and at the maximum pay rate he can get during the five weeks. Johnny’s annual salary (Institutional Base Rate) is $45,000.

Maximum Summer Salary
$45,000 / 1560 = $28.846 = $28.85 per hour
$28.85 X 13 wks X 40 hrs = $15,002 maximum for the entire summer

FTE Calculation: (wants max hours and max pay for 5 weeks)
25% effort over the summer 5 weeks – Index # 895569.

0.25 X $15,002 = $3,750.50 for 5 weeks
FTE = $3,750.50 / $28.85 = 130 hours
130 hrs / 210 hrs* = 0.65 FTE

*5 wks x 40 hrs = 210 hrs

0.65 FTE x 80 hrs = 52.00 per pay and 5.20 per day

$28.85 hourly rate x 2.5 Pays / Factor x 52 hrs = $3,750.50

*IF* his grant specifies he cannot make more than $3,500. Make adjustments (if needed).

**Adjusted Hourly Rate = $26.91 * 2.5 * 52.00 = $3,498.30

**Check Your Numbers**

EPAF information
Approval Category = SSAAPP or SSAAPT
(Look in NBAJOBS before choosing category.)
PCN = 009965 Suffix = 03
Hourly Rate = $28.57 *Adjusted Rate
Annual Salary = 3,750.50
FTE = 0.65
Hours per Day = 5.20
Hours per Pay = 52.00
Begin Dates = 05/15/22
End Dates = 06/18/22
Pays = 2.5
Factors = 2.5
Default Earnings Date = 05/15/22
Default Earnings Code = RSP
Default Hours/Units = 52.00
Make sure to enter comments
Calculation when working only **ONE week**: Sponsored Project

**One week hourly**: Used for **Sponsored Projects**
- Use dates for one week BUT **double** annual salary, FTE, hours per day, hours per pay and default earnings.
- This will ensure they will be paid half of what your EPAF states.
- Please make sure to state in your comments the exact amount they should be paid.

Example:
Joe Vandal will be working 20 hours May 15 - May 21 and will be receiving $700. They make $35/hr.
Use the dates: 5/15/22 - 5/21/22 (one week)
Hourly rate: $35.00
Annual salary: $1,400 (**will be paid half of this due to the dates entered.**)
FTE: .5
Hours per day: 4
Hours per pay: 40
Factors: 1
Pay: 1
Default earnings: 40
Comments:
Use specific comments including:
Joe Vandal is working 20 hours a week the dates of 5/15/22 - 5/21/22. His hourly rate is $35 and he should be paid $700.00.

Calculation when working **7 days**: Sponsored Project

**Working 7 days, hourly**: Used for **Sponsored Project**
- Please make sure to state in your comments the dates and exact amount they should be paid.

Example:
Jane Vandal will be working 7 days, 8 hours a day to total 56 hours, May 29 - June 07 and will be receiving $1,960. They make $35/hr. $1,960/7/8= $35.00
Use the exact dates: 5/29/22 - 6/07/22 (7 days)
Hourly rate: $35.00
Annual salary: $2,800 ($35.00 * 80, what a full pay period would be (8 hours per day * 10 business days). Banner will calculate salary by your dates)
FTE: 1.0
Hours per day: 8
Hours per pay: 80
Factors: 1
Pay: 1
Default earnings: 80
Comments:
Use specific comments including:
Jane Vandal is working 8 hours for 7 days 5/29/22 - 6/07/22. His hourly rate is $35.00 and he should be paid $1,960.00.
****REMINDERS****

- **Dean / Director Level approvers will ensure:**
  - Annual summer salary does not exceed the maximum summer salary. (Same calculations as previous years.)
  - FTE does not exceed 1.0 at any time.
  - Coordination of appointments with all other departments. **This is required within the EPAF routing queue. Please enter the fiscal officer or DGA of the other college/department.**
  - Enter a new DNDIR level, choose the individual, pick ‘approve’ or ‘FYI’.
  - Calculations are correct
  - Work with DGA for percentage of effort

- Include all calculations and dates in the comments of the EPAF.

- **Hourly rates for sponsored projects:**  Per OSP, we are required to calculate salary on the institutional base salary for sponsored project, we cannot adjust the hourly rate up or down to make the salary come out evenly for EPAF purposes. If the overall salary needs adjusted, the number of hours/FTE should be reduced. Not the hourly rate.

- Coordination of appointments with all other departments. This is **required** within the EPAF routing queue. Please enter the fiscal officer or DGA of the other college/department. Enter a new DNDIR level, choose the individual, pick ‘approve’ or ‘FYI’. See page 14.

- Do not use next FY promotions or pay increases when calculating summer salary, even if the appointment starts after July 1. The new salary is not effective until the next academic year.

- Only use an FTE of 1.0 if you will be paying the maximum rate and hours for the time period.

- FTE should be rounded to **3 decimals** (Ex: .51875 is .519) after calculated to an even 5 decimals.

- Hours per pay must round to **one** decimal so hours per day can round to **two**. Cannot round to **three**!
  - EX: 55.60 hours per pay = 5.56 per day. ☑
  - 55.65 hours per pay= 5.565 per day. ☹ It won’t work for our system.

- All dollar figures must be rounded to **2 even** decimals (Ex. $35.15/hr not $35.154/hr)

- Put your calculator on **FLOAT** for these calculations. Please do not copy & paste from Excel into EPAF Field

- Do not change the **Pays/Factors** when you change the rate or hours per day/pay in the middle of the appointment, please just recalculate the annual salary based on new rate or new hours per day/pay. If you have to change the rate or FTE after an appointment has already started, keep the pays/factors the same as they were in original appointment and calculate the new annual salary as if the employee had been working at that rate from the beginning. Banner will know not to overpay.
• If you put on multiple EPAFs for the same person **in the same pay period**, please use different suffixes (.13, .23, .33) or send an email to hrepafo@uidaho.edu so HR can apply them by date order.

• **Default Earnings** = Hours per pay. Must be filled in with current hours per pay. Last summer’s information (dates and hours) will flood into the earnings section and labor distribution section. **PLEASE** make sure to change these (Dates should = Jobs Effective Date). **RSP** is the earnings code to use.

• Account code for summer session: **E4108**

• Please use summer session categories: STMJOB = Summer Session Termination of Job to terminate a summer session early. Use **instead of GTMJOB**. Use SCHPAY AND SMSCCH instead of FCHPAY / FMSCCH.

• If Faculty is leaving the University and a primary job is terminated as of 5/15/2022, use additional appointment EPAF instead of reappointment to avoid running into “Employee already has primary job” errors.

• **NBAJOBS**: Set the query date to **January 1, 2009** so that any previous Summer Session appointments on PCN 9965 will be viewable, alongside any current appointments.

• **Holidays**: May 30th and July 4th. You **do not need to worry** about these. Example: faculty working June 26th – July 23rd...Don’t use 1.9 pays and factors, use 2.0 The faculty member will just need to work their hours within the four days of that week. They will not receive holiday pay.

• **PERSI** retirees must have a 90-day break in service before they are eligible to be appointed for summer session and must use PCN 009965, not 006595. **If retiree is 65 years old + they can come back at any time.** **Please use a summer session Additional Appointment Category for Retirees.**

• **ORP** retirees must have at least a 30-day break in service. Please work with benefits if you have questions.

• Summer Session appointments are not benefit eligible and are not reported to the State.

• **Make sure you have an EPAF proxy set up**! Please also make sure they are aware they are your proxy.

• **Putting on a late summer EPAF?**
We need to use accurate dates! If someone worked UI 15 during the summer but didn’t tell you until UI16, please do not put on an EPAF with the effective dates for UI16 and then request a retro pay. This is not accurate reporting. You will need to request a special check if the job is done. Please do not tweak dates on EPAFs to avoid special checks. **Please communicate this to your faculty so we can try our hardest to have EPAFs in on time.**
Graduate Assistant Information

We often receive questions regarding Graduate Assistants who work in the summer:

- **Teaching Assistants:**
  - If enrolled in at least one credit, can be appointed as a Teaching Assistant using the Graduate Assistant EPAF categories
    - If there is no break-in-service, you can use the EPAF Category TACASP (TA Continued Appt.)
  - If not enrolled in courses, must fill out a summer contract, please receive Provost Office approval and use the faculty summer session EPAF categories

- **Research Assistants:**
  - If enrolled in at least one credit, can be appointed as a Research Assistant using the Graduate Assistant EPAF categories
    - If there is no break-in-service, you can use the EPAF Category TPCASP (RA Continued Appt.)
  - If not enrolled in courses, must be appointed as Temporary Help using Temporary Help EPAF categories (TH-Research-Lab or TH-Research-Non-Lab)

- **Support assistants:**
  - Must be appointed using Temporary Help EPAF categories (TH-Clerical/Tutor, etc.)

Graduate Assistants can be on the system as follows:
  - For the entire Fiscal Year: For FY23 dates= 6/26/22 – 6/24/23 (not common for TA’s though.)
  - For the entire Academic Year= 8/14/22 – 5/13/23
  - Or summer appointment= 5/15/22 – 8/13/22

They cannot be on the system May to May, August to August, December to December.

- **Graduate Assistant account code = E4109**

What the College of Graduate Studies will be looking for within TA EPAFs:
  - The FTE: ex: .50 (40 hours / pay) or .25 (20 hours / pay)
  - Comments: it would be helpful for you 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 when she has questions regarding this.

Information from the College of Graduate Studies website: [http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs](http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs)
EPAF Approvals (Creating the Proxy)

You will go to Vandal Web and Login to create the Proxy for EPAF Approvals.

➢ In the Employee Main Menu, select “Electronic Personnel Action Form (EPAF)” menu
➢ Select “EPAF Originate / Approve”
➢ Then Select “EPAF Proxy Records”

Select the Approval Level (in this case, Dean/Director) and hit “GO”

➢ Pick a name from the drop down and click “Add”. Or you can remove someone as well.

Instructions on how to approve an EPAF while acting as a Proxy are below.

➢ Select “EPAF Originate / Approve”
➢ Then select “Act as a Proxy”
The following screen comes up, select the individual you are acting as a Proxy Approver for from the drop-down menu. In this case, we are using Charity Buchert.

Once you have selected your proxy for, then hit the “Go” button to select the EPAF records.

How to add another FYI or approver for joint appointments:

Below is a screen shot of how to add an additional approver within a summer session EPAF.

- Choose DNDIR
- Enter the username or pick from the drop-down menu
- Choose Approve or FYI under the required action

Approve= will sit in the DNDIR queue until approved.
FYI= can be viewed and acknowledged, but EPAF can move forward without action.

Call us with questions!
We are happy to help you!
Jill (Budget Office): 885-7122 budget@uidaho.edu
Monica (HR): 885-3677 hrepaf@uidaho.edu
Sponsored Program questions:
Sarah Martonick: 885-6651 smartonick@uidaho.edu
Heather Clark: heatherclark@uidaho.edu