

**EPAF Supplemental Material**

**Approval Categories - Board Appointed**

Category	Description	Earn Code
<b>COMMON TO EXEMPT, FACULTY OR CLASSIFIED EMPLOYEES</b>		
GTMJOB	Common Termination of Job	
GTRMRT	Common Termination of Job - Retirement	
GLBDST	Common Labor Distribution Change	
GOADCP	Common Additional Compensation – Original (009025 / 01)	ADC
GRADCP	Common Additional Compensation – Repeat (009025 / 01 )	ADC
GODPCH	Mid Yr Def Pay Change – Original (009027 / 01) <i>Work w/ Provost Office</i>	RAY
GRDPCH	Mid Yr Def Pay Change – Repeat (009027 / 01) <i>Work w/ Provost Office</i>	RAY
GOATCE	Teaching Exempt – Original (009024 / 01)	ADC
GOATCC	Teaching Classified – Original (009023 / 01)	RTP
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, w/ Benefits	
GRFWOB	Common Return from Leave w/o Pay, <i>w/o</i> Benefits	
NCHTTL	Common Change of Title for <i>Classified</i> and <i>Exempt</i> Only	

<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	
FCHTTL	Faculty Change of Title	

<b>COMMON TO CLASSIFIED EMPLOYEES</b>		
CLMISC	Classified Miscellaneous Change	
CCHGPY	Classified Change of Pay	
CRECLS	Classified Reclassification	

<b>COMMON TO <u>ALL</u> EMPLOYEES</b>		
GSHCHG	Common Shift Change	
GTSORG	Common Change of Time Sheet Org	
GJOBLC	Common Change of Job Location	

## EPAF Supplemental Material

<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
CPCCNP	Classified Permanent Change to New PCN / Suffix, from T1 to C1	RCL
CPCCPT	Classified Permanent Change to New PCN / Suffix	RCL
CPPPRT	Classified Promotion to New PCN / Suffix	RCL

<b>CLASSIFIED CONTINGENT (Suffix 01)</b>		
CTPOAP	Classified Contingent Original Appointment	RCL
CTPAAP	Classified Contingent Additional Appointment, New PCN / Suffix	RCL
CTPRDP	Classified Contingent Reappointment, New PCN / Suffix	RCL
CTPRSP	Classified Contingent Reappointment, Previous PCN / Suffix	RCL
CTPCNP	Classified Contingent Change to New PCN / Suffix, from T1 to C1	RCL
CTPCPN	Classified Contingent Change to New PCN / Suffix	RCL
CTPCPP	Classified Contingent Change to Previous PCN / Suffix	RCL
CTPPRM	Classified Contingent Promotion to New PCN / Suffix	RCL

<b>EXEMPT PERMANENT (Suffix 00)</b>		
EPPOAT	Exempt Permanent Original Appointment	REX
EPPAAP	Exempt Permanent Additional Appointment, Previous 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

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

## EPAF Supplemental Material

<b>FACULTY NON-BENEFIT ELIGIBLE (F5)</b>		
FNBOAP	Faculty Non Benefits Eligible Original Appointment	RAY
FNBAAP	Faculty Non Benefits Eligible Additional Appt, New PCN / Suffix	RAY
FNBAPP	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

<b>FACULTY PERMANENT (Suffix 00)</b>		
FPPOAT	Faculty Permanent Original Appointment, <b>AY for 19.5 Pays</b>	RAY
FPPOAF	Faculty Permanent Original Appointment, <b>FY for 26 Pays</b>	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
FPPCPP	Faculty Permanent Change to Previous 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 CONTINGENT (Suffix 01)</b>		
FTPOAP	Faculty Contingent Original Appointment, <b>AY for 19.5 Pays</b>	RAY
FTPOAF	Faculty Contingent Original Appointment, <b>FY for 26 Pays</b>	RFY
FTPAAP	Faculty Contingent Additional Appointment, New PCN / Suffix	RAY/RFY
FTPAPP	Faculty Contingent Additional Appointment, Previous PCN / Suffix	RAY/RFY
FTPRSP	Faculty Contingent Reappointment, Previous PCN / Suffix	RAY/RFY
FTPRDP	Faculty Contingent Reappointment, New PCN / Suffix	RAY/RFY
FTPCPP	Faculty Contingent Change to Previous PCN / Suffix	RAY/RFY
FTPCPN	Faculty Contingent Change to New PCN / Suffix	RAY/RFY
FTPPRM	Faculty Contingent Promotion to New PCN / Suffix	RAY/RFY

<b>FACULTY Sabbatical</b>		
NSAB1Y	Faculty Sabbatical-One Year ( <b>Change in salary – get half pay</b> )	
NSABHY	Faculty Sabbatical-Semester ( <b>No change in salary – get full salary</b> )	
NSRT1Y	Return from Sabbatical ( <b>Must return first Sunday of pay period</b> )	

<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 Supplemental Material

<b>GRADUATE ASSISTANTS (GA) - Suffix 01</b>		
TAOAPT	Teaching / Support Asst Original Appointment	RGA
TAAAPP	Teaching / Support Asst Additional Appointment, Previous PCN / Suffix	RGA
TAAAPT	Teaching / Support Asst Additional Appointment, New PCN / Suffix	RGA
TAREDP	Teaching / Support Asst Reappointment, New PCN / Suffix	RGA
TARESP	Teaching / Support Asst Reappointment, Previous PCN / Suffix	RGA
TACASP	Teaching / Support Asst Continued Appointment, Previous PCN / Suffix	RGA
TACPOS	Teaching / Support Asst Change to New PCN / Suffix	RGA
TACPPS	Teaching / Support Asst Change to Previous PCN / Suffix	RGA
TPOAPT	Research Assistant Original Appointment	RGA
TPAAPP	Research Assistant Additional Appointment, Previous PCN / Suffix	RGA
TPAAPT	Research Assistant Additional Appointment, New PCN / Suffix	RGA
TPREDP	Research Assistant Reappointment, New PCN / Suffix	RGA
TPRESP	Research Assistant Reappointment, Previous PCN / Suffix	RGA
TPCASP	Research Assistant Continued Appointment, Previous PCN / Suffix	RGA
TPCPOS	Research Assistant Change to New PCN / Suffix	RGA
TPCPPS	Research Assistant Change to Previous PCN / Suffix	RGA

<b>COMMON TO ONLY GRADUATE ASSISTANTS</b>		
TCHGPY	Graduate Asst (RA/TA/SA) Change of Pay	
TLBDST	Graduate Asst (RA/TA/SA) Labor Distribution Change	
TPMISC	Graduate Asst (RA/TA/SA) Job Change ( <b>Pay, FTE, Hours, Budget</b> )	RGA
TTMJOB	Graduate Asst (RA/TA/SA) Termination of Job	

### Graduate Assistant (GA) Information

- Graduate Assistants: **MUST** be enrolled in **one credit** in the summer to be a Research Assistant or Teaching Assistant. Please contact the College of Graduate Studies for questions regarding this.
- Graduate Assistants **can** cross fiscal year in the summer. Then a new EPAF will need to be put on the system for the fall semester or academic year.
- They **cannot** be on the system May to May, August to August, December to December.
- Kathy Duke in College of Graduate Studies (COGS) will review ONLY Teaching Assistant EPAFs:
  - Comments: it would be helpful for her 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 for questions regarding this.

More Information, visit website: [www.uidaho.edu/cogs/faculty-resources/ta-support-faqs](http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs)

## EPAF Supplemental Material

### Approval Categories - Contingent 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 / 06)

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 Supplemental Material

<u>Suffix &amp; PCNs</u>		
Suffix	Description	PCNs
00	Permanent Board Appointed Positions	See PeopleAdmin
01	Contingent Board Appointed Positions	See PeopleAdmin
01	Pooled Positions: Post-Doc, GA, Temp Lecture, Add'l Comp	009000 +, Check with AAC
03, 13, 23, ...	Summer Session Appointments (SS)	009965
05	Temporary Help – PERSI Eligible Positions (T1)	See Below
05, 15, 25, ...	Temporary Help - Non-Student Appointments (T4)	See Page 7
06, 16, 26, ...	Student Appointments (ST)	See Page 7
02, 03, 04, ...	Work Study Appointments (identified on WS referral letter)	009020 (Federal), 009021 (State)

<u>Account Code &amp; Title</u>		
Account Code	Employee Class (ECLS)	Expense Code Title
E4105	F1, F2, F3, F4, F6, F7, F8, F9	Faculty
E4106	C1, C2, C3, E1, E2, E3, E4, P1, P2, P3, P4,	Staff
E4107	F1, F2, F3, F4, F6, F7, F8, F9	Salary Admin Increment
E4108	SS	Summer Salary
E4109	GA (TA/SA and RA)	RA/TA/SA Salary
E4110	T1, T4, T5, AC, TC, TE	Temporary Employee
E4135	ST, WS, T6	Temporary Student
E4145	F9, Faculty Position with Position Class Code of 15300	Contingent Faculty - Lecturer
E4113	Car Stipend	Non Salary Reimbursement Stipend
E4140	Staff Night Shift Differential	

<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

\*\* Replace with the first 2 letters of department budget.  
 Each additional job within the same Title should begin with the characters 'XX' **not** the first 2 letters of the budget.

## EPAF 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 / T6</u></b>				
XX9715	05, 15, 25...	T5	Unit Pay	E4110
XX9716	05, 15, 25...	T5	Unit Pay	E4110
XX9717	06, 16, 26...	T6	Unit Pay	E4135
<b><u>Additional Compensation – AC</u></b>				
009025	01, 11...	AC	Additional Compensation	E4110
<b><u>Instructional Compensation (Classified, Exempt)</u></b>				
009023	01	TC	Teaching – Classified	E4110
009024	01, 11...	TE	Teaching – Exempt	E4110
<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

## EPAF Supplemental Material

Employee Class Descriptions		Benefits	Earnings Code
<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>F5</b>	Faculty Working on a <b>Semester</b> basis or a period within a <b>Semester</b> (any FTE)	No	RAY
<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) .625 - .874 FTE	Yes	RAY
<b>F8</b>	Faculty working 40-49.9 hours per bi-week for <b>Academic Year</b> (Half-time) .624 FTE or less	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/FF</b>	Faculty Federal – CSRS / FERS (Retirement System)	Yes	RFC/RFF
<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>EC</b>	Exempt Staff working 70-80 hours per bi-week (Athletic Coach, not accrue annual leave)	Yes	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 Others</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	N/A	ADC
<b>TC</b>	Instructional Compensation Classified	N/A	RTP
<b>TE</b>	Instructional Compensation Exempt	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 Contingent Help</b>			
<b>GA</b>	Graduate Students with paid assistantships (Research Assistant or Teaching Assistant)	No	RGA
<b>T1</b>	Contingent PERSI Eligible. 20 hours+ / week, 5 consecutive months or longer to be eligible	PERSI Only	RTP
<b>T4</b>	Contingent 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>	Unit Pay (Lump Sum). Positions that meet FLSA & Dept. of Labor Requirements. T6 = Student	N/A	LPT



## EPAF Supplemental Material

<u>Job Change Reason Codes</u>			
AFFIL	Affiliate Member	RHOEM	<b>"DO NOT USE"</b>
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
CJBLN	Change Job Location	SABHT	Academic Year Sabbatical
CNEFY	New Fiscal Year Appt.	SABRT	Return from Sabbatical
CORIG	Original Appointment	TAPEX	Lack of Funding/ Appt. Expires
CPA27	27th Payroll Changes	TATSC	Attend School
CPACH	Permanent Pay / FTE Change-increase	TBETS	Better Salary
CPADC	Permanent Pay / FTE Change-decrease	TCARE	Career Opportunity
CPATM	Temporary Pay Change	TDECE	Deceased
CPROM	Promotion to New PCN	TDISM	Dismissal
CREAP	Reappointment	TELIG	Eligibility Status Change
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	TOIA	Transfer – Other Idaho Agency
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	<b>"DO NOT USE"</b>
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

### Contact Information for EPAF Questions:

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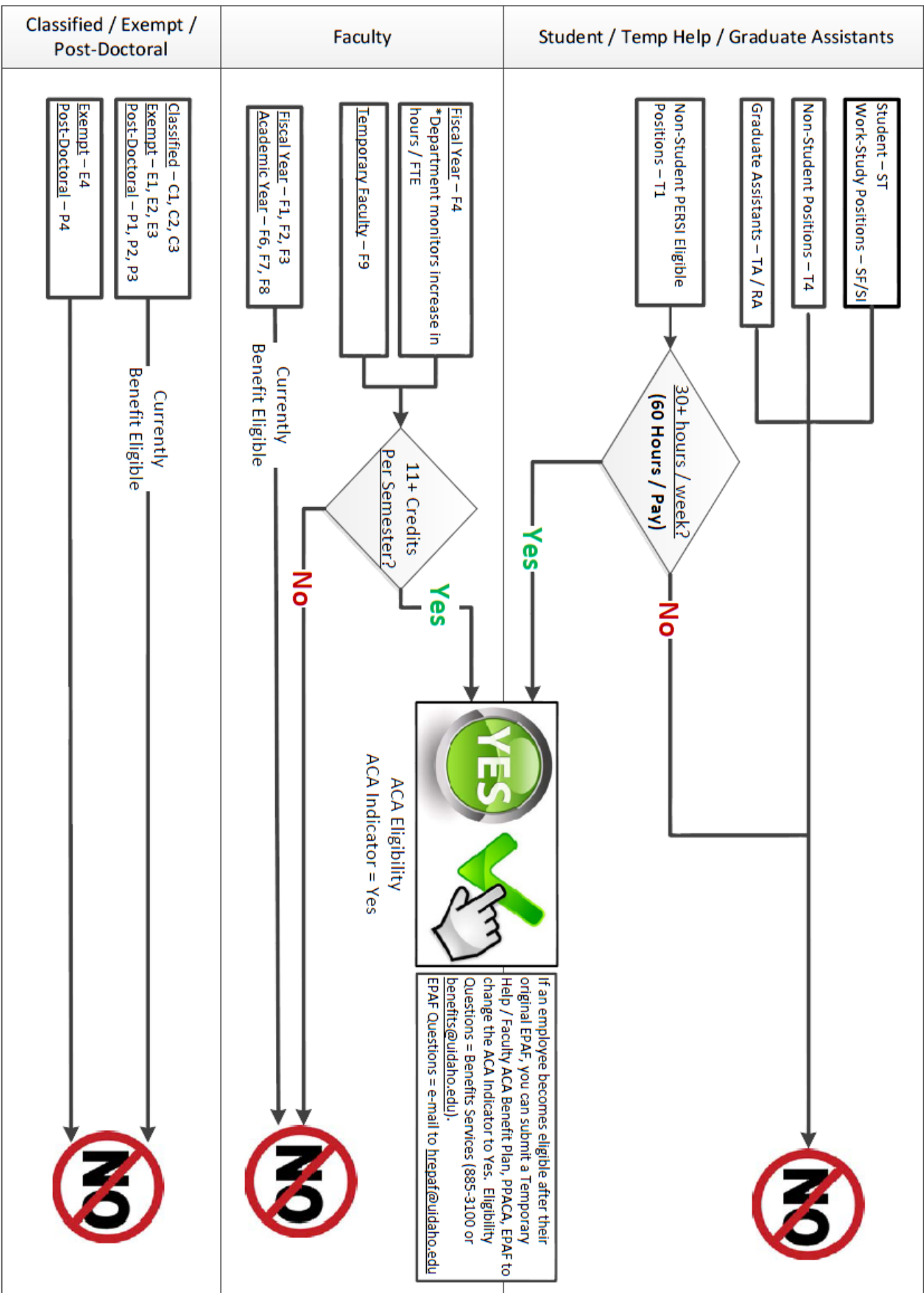
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# EPAF Supplemental Material

Affordable Care Act (ACA) Eligibility. It is important to know the appointment type for an employee to determine Eligibility

Changes Effective 1-1-2015.

ACA Indicator: "Y" (Yes) / "N" (No)





TEMPORARY FACULTY FTE SCALE FOR INSTRUCTIONAL DUTIES

UNIVERSITY OF IDAHO Instructional Lecturers				American Language and Culture Program Instructional Lecturers / non credit			
Credit	FTE - 3 decimals	Hours per Day	Hours per Pay (Bi-week)	Instructional Hours	FTE - 3 decimals	Hours per Day	Hours per Pay (Bi-week)
1	0.075	0.60	6.0	1	0.063	0.50	5.0
2	0.138	1.10	11.0	2	0.113	0.90	9.0
3	0.200	1.60	16.0	3	0.163	1.30	13.0
4	0.275	2.20	22.0	4	0.225	1.80	18.0
5	0.338	2.70	27.0	5	0.275	2.20	22.0
6	0.400	3.20	32.0	6	0.338	2.70	27.0
7	0.475	3.80	38.0	7	0.388	3.10	31.0
8	0.538	4.30	43.0	8	0.450	3.60	36.0
9	0.600	4.80	48.0	9	0.500	4.00	40.0
10	0.675	5.40	54.0	10	0.550	4.40	44.0
11	0.750	6.00	60.0	11	0.613	4.90	49.0
12	0.813	6.50	65.0	12	0.663	5.30	53.0
13	0.875	7.00	70.0	13	0.725	5.80	58.0
14	0.938	7.50	75.0	14	0.775	6.20	62.0
15	1.000	8.00	80.0	15	0.838	6.70	67.0
				16	0.888	7.10	71.0
				17	0.950	7.60	76.0
				18	1.000	8.00	80.0

ALCP instructors have additional breaks / non-teaching time between sessions and therefore appointment FTE for pay purposes is slightly less than indicated in this chart.  
 Note: When teaching a 1 credit course the method of payment will be unit pay. The pay will be commensurate with the course schedule.  
 Updates November 2018 to enable state reporting processes.