

NON-PAID AFFILIATION OR VOLUNTEER EPAF GUIDELINE

FOR HOME UNIT TO INITIATE ACCESS PRIVILEGES TO UNIVERSITY SYSTEMS FOR NONPAID AFFILIATIONS IF NECESSARY

The following EPAF (Electronic Personnel Action Form) steps need to be completed by the home unit at the University to provide the access privileges after Human Resources provides the employee V# to the requesting unit. This may not be necessary or applicable in all instances.

- ___ Create an EPAF by selecting the appropriate category for work responsibility
 - MFOAPT – Affiliate Member Appointment
 - MFOSUP – Affiliate Member Supervisor Appointment (if the affiliate is supervising paid UI employees)
- ___ *****Required to enter the position number, **zzz555**; suffix, **05** for MFOSUP category
- ___ Enter the correct effective date and job begin date to reflect the work assignment
- ___ Enter the appropriate Job Empl Class Code and Employee Class Code. They will always be the same.
 - **A1 = nonpaid instructional staff**
Used for affiliates or volunteers that are instructing/teaching/overseeing a course(s) or activity(s) and not paid by UI.
Examples: High school teachers teaching dual credit courses
Professional development instructors paid by another agency
Continuing education instructors paid by another agency
Individuals that are coaching or tutoring
Other collaborators of this nature not approved for associated faculty status
 - **A2 = nonpaid non instructional staff**
Used for affiliates **not** involved with functions of instructing/teaching/overseeing course(s) or activity(s) and not paid by UI
Examples: Van driver only for activity or program
Staff of collaborating programs, organizations, or institutions (e.g., ROTC program)
Helpers with health clinic functions
Student Representatives
Needing to retain access to university email
 - **A3 = nonpaid associated fac-1565**
Used for faculty appointments as affiliate or adjunct (1565F. University Associated Faculty) approved by the Provost and Executive Vice president and not paid by the UI.
- ___ Enter the appropriate Home Organization code and Distribution orgn either the roll-up or budget. They will always be the same.
- ___ Complete the routing information
- ___ Complete the comments information.
 - The comments need to indicate the unit of affiliation
 - Purpose/reason for the nonpaid assignment and/or the course name and number (CRN if available)
 - Anticipated dates for work assignment (beginning and ending)
- ___ *****Note: It is the responsibility of the home unit to complete a termination EPAF after the work assignment is complete.**
 - Choose the appropriate EPAF category for termination.
 - MFTERM – Affiliate Member Term - Non-Sup

- MFRMS – Affiliate Member Term - Sprvsr