• New employee: Hiring proposal or Offer letter
• Human Resources: Employment authorization
  ➢ Questions asked: Anticipated start date and background check required?
  ➢ 1-3 business days to process I-9s, more if high volume time of year.
• EPAF Process (overview):
  – Submission in Vandal Web
  – Approvals
  – Review and applied
  – Reports
  – Deductions are setup
  – Employee Information System
  – Supervisor assignment
  – GoSignMeUp and/or BBLearn Trainings
Employment Process: I-9, EPAF and Deduction Setup

New Employee, Human Resources (Employment Services, Front Desk), Department / College, Payroll / Benefits

New Employee
- Hiring Proposal or Offer Letter
- Background Check (if needed)
  - Delay

Human Resources
- Employment Authorization
  - Delay
- I-9 & Paperwork Processed
  - Delay
- EPAF Submission (Vandal Web)
  - Delay

Department / College
- EPAF Review
  - Delay
- EPAF Approvals
  - Dean / Director
  - Provost Office
  - Grad Studies
  - Financial Aid
  - Budget Office
  - Delay

Payroll / Benefits
- EPAF Applied
  - Delay
- EPAF Reports
  - Delay
- Employee Information System (EIS)
  - Delay
- Employee Training: BBLearn, GoSignMeUp
- Supervisor Assignment
  - Delay
- Deductions Setup
  - Delay
- Email sent to Employee
  - Direct Deposit / W4 Instructions
  - Benefit Deductions (if applicable)
  - Delay

Employee:
- Direct Deposit
- W4 Form
- Benefit Selections
EPAF Process
- Submission
- Approvals
- Review
- Return for correction?
- Void and resubmit?

Watch For:
- Position Control Number (PCN)
- Suffix
- Approval Category
- Dates

- Return for correction
  or
- Void and start over
TERMS AND DEFINITIONS

• What is an EPAF?
  ➢ *Electronic Personnel Action Form*

• Who is an Originator?
  ➢ A designated person authorized to create EPAFs

• Who are Approvers?
  ➢ Dean/Director
  ➢ Provost Office
  ➢ Grad Studies
  ➢ Financial Aid Office
  ➢ Budget Office
  ➢ Human Resources (final review, approve and apply)
POSITION CONTROL NUMBERS

PCN: A six-digit code assigned to each position.
Suffix: a two-digit code

Temp Help/PERSI eligible (T1):
• PERSI – Public Employee Retirement System of Idaho
• 20 or more hours per week, 5 or more consecutive months

<table>
<thead>
<tr>
<th>Temporary Help</th>
<th>PCN</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSI Eligible</td>
<td>XX9900</td>
<td>05</td>
</tr>
<tr>
<td>Non-Student, Non-PERSI</td>
<td>T49950</td>
<td>05, 15, 25</td>
</tr>
<tr>
<td>Unit Pay, Non-Student</td>
<td>XX9715</td>
<td>05</td>
</tr>
<tr>
<td>Student</td>
<td>ST9950</td>
<td>06, 16, 26...</td>
</tr>
<tr>
<td>Work Study</td>
<td>009020 or 009021</td>
<td>02, 03, 04...</td>
</tr>
<tr>
<td>Unit Pay, Student</td>
<td>XX9716</td>
<td>06</td>
</tr>
</tbody>
</table>

Temp Help Student (ST) positions – Should be enrolled in at least 9 credits

Temp Help, Non-Student and Non-PERSI (T4):
• Working less than 20 hours per week or less than 5 months
• Appointed for a maximum of one year
POSITION CONTROL NUMBERS

- Student (ST) positions: Enrolled in full time credits
- Non-PERSI and Non Student Temp Help (T4): max hours of 1,385 worked in a 5 month consecutive period.
- PERSI/Non-Student Temp Help (T1): only benefit is PERSI and leave accrual.
- Board appointed: Classified (C), Exempt (E) and Faculty (F) positions

SUFFIX NUMBERS

- For Board Appointed positions, the suffix is either .00 or .01 depending on funding source for the position.
- Permanently funded positions are .00
- Contingent upon funding positions are .01
Job Titles!

Student and Temp position titles are set by the job

Board Appointed Positions –
• Position title assigned in Banner (NBAPOSN)
• PeopleAdmin Action to change title

Graduate Assistants –
• Research Assistant
• Teaching Assistant or Support Assistant

Faculty and Temporary Faculty positions are set by the Provost’s Office

Any classification/compensation or faculty questions?

HR-ClassComp@uidaho.edu or Provost@uidaho.edu
Salary Vs Hourly and FTE

Annual Salary – Faculty and Exempt
Hourly Pay – Classified, Temp Help, Students

Full Time Equivalent (FTE) is the percentage of time assigned to a position, 3 decimals.

For board appointed
80 hours per pay = 80 / 80 = 1.0 FTE
40 hours per pay = 40 / 80 = 0.50 FTE
Lowest FTE is 10 hours per pay = 10 / 80 = 0.125 FTE

Temp help positions are 0.00 FTE – goes by hours per pay
Hours, Pays, Factors

• Hours per day: (8 hours for full-time) multiplied by 10 working days (two weeks) = 80 hours per pay

• Pays: Number of paychecks employee will receive in a fiscal year. 1 day = 0.1, 10 days, one pay = 1.0
  • Enter your pays as if you will work the full year, not pro-rated

• Factors: Actual pay periods an employee works in a fiscal year.

• Examples:
  • Full Time, Fiscal Year, Classified – 26 / 26
  • 10-month, Fiscal Year, Exempt – 24 / 24
  • Temp Help – 26 / 26
  • Academic Year, Faculty, 19.5 / 19.5 (August – May)
  • F5 Semester, Fall Semester – 9 / 9 (August – December)
Employee Class (ECLS)

Employee class describes the type of employment, earnings, and FTE associated with an employee. Each position has its own employee class.

<table>
<thead>
<tr>
<th>Employee Class Descriptions</th>
<th>Benefits</th>
<th>Earnings Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Positions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F1 Faculty working 70-80 hours per bi-week (Full time)</td>
<td>Yes</td>
<td>RPY</td>
</tr>
<tr>
<td>F2 Faculty working 50-69 hours per bi-week (3/4-time)</td>
<td>Yes</td>
<td>RPY</td>
</tr>
<tr>
<td>F3 Faculty working 40-49.9 hours per bi-week (Half-time)</td>
<td>Yes</td>
<td>RPY</td>
</tr>
<tr>
<td>F4 Faculty working less than 40 hours per bi-week (Less than Half-time)</td>
<td>No</td>
<td>RPY</td>
</tr>
<tr>
<td>F5 Faculty working on a Semester basis or a period within a Semester (any FTE)</td>
<td>No</td>
<td>RAY</td>
</tr>
<tr>
<td>F6 Faculty working 70-80 hours per bi-week (Full time)</td>
<td>Yes</td>
<td>RAY</td>
</tr>
<tr>
<td>F7 Faculty working 50-69 hours per bi-week (3/4-time)</td>
<td>Yes</td>
<td>RAY</td>
</tr>
<tr>
<td>F8 Faculty working 40-49.9 hours per bi-week (Half-time)</td>
<td>Yes</td>
<td>RAY</td>
</tr>
<tr>
<td>F9 Faculty working less than 40 hours per bi-week (Less than Half-time)</td>
<td>No</td>
<td>RAY</td>
</tr>
<tr>
<td>FC Faculty Federal – FEBS (Retirement Systems)</td>
<td>Federal Faculty</td>
<td>N/A</td>
</tr>
<tr>
<td>FF Faculty Federal – CRS (Retirement Systems)</td>
<td>Summer Session</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Exempt Staff and Post-Doctoral</strong></th>
<th>Benefits</th>
<th>Earnings Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1 Exempt, 70-80 hours per bi-week (Full time)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>E2 Exempt staff working 50-69 hours per bi-week (3/4-time)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>E3 Exempt staff working 40-49.9 hours per bi-week (Half-time)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>E4 Exempt staff working less than 40 hours per bi-week (Less than Half-time)</td>
<td>No</td>
<td>REX</td>
</tr>
<tr>
<td>CC Exempt University Coaches, 70-80 hours per bi-week, full time (87.5-100%)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>P1 Post-Doctoral Fellow, working 70-80 hours per bi-week, full time (87.5-100%)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>P2 Post-Doctoral Fellow, working 50-69.9 hours per bi-week, 3/4-time (82.5-87.4%)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>P3 Post-Doctoral Fellow, working 40-49.9 hours per bi-week, half-time (50-62.4%)</td>
<td>Yes</td>
<td>REX</td>
</tr>
<tr>
<td>P4 Post-Doctoral Fellow, working less than 40 hours per bi-week (Less than 50%)</td>
<td>No</td>
<td>REX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student and Temporary Help</strong></th>
<th>Benefits</th>
<th>Earnings Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA Graduate students with paid assistantships (Research Assistant or Teaching Assistant)</td>
<td>Grad Aust</td>
<td>No</td>
</tr>
<tr>
<td>T1 Temporary PERI Eligible: 20 hours / week, 5 consecutive months or longer to be eligible</td>
<td>PERI</td>
<td>PERI Only</td>
</tr>
<tr>
<td>T4 Temporary, Non-Student: Less than 20 hours / week or 20+ hours, not more than 5 months</td>
<td>T4 Non-Student</td>
<td>No</td>
</tr>
<tr>
<td>ST Student Help (Full Time), Non Work-Study</td>
<td>Students</td>
<td>No</td>
</tr>
<tr>
<td>SF Students Federal Work-study, Financial Aid Determined between Federal &amp; State</td>
<td>Students</td>
<td>No</td>
</tr>
<tr>
<td>SI Students State Work-study, Financial Aid Determined between Federal &amp; State</td>
<td>Students</td>
<td>No</td>
</tr>
<tr>
<td>TS Unit Pay ( Lump Sum): Positions that meet FISMA &amp; Dept. of Labor Requirements T6 + Student</td>
<td>Unit Pay</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Before You Start An EPAF

Verify employment history in Banner
- NBAJOBS or search directly in NBIJLST

Search by Vandal # and use Query Date of 01/01/1996
Shows entire employment history – valuable for determining EPAF Approval Category

Employee’s work authorization date (if reappointed)
- More than 3 years old and break in service
- Check PEAEMPL under the US Regulatory Tab
Dates! What to use and where?

**Jobs Effective Date:** When does the EPAF take effect? Typically, this is the beginning of a pay period. Some exceptions, depending on situation, may occur. **Always greater than last paid date!**

**Personnel Date:** When should the EPAF have occurred? If you miss a deadline or need to back date the EPAF, this would be the best place for that information.

**Job Begin Date:** The date the employee is appointed into that job. If employee changes jobs, then the date also changes.

**Current Hire Date:** Employees returning to work, new employees, transfer employees

**Seniority Date:** The first day in that PCN. Used to calculate staff target salaries

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date:</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>Personnel Date:</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>Job Begin Date:</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>Current Hire Date:</td>
<td>MM/DD/YYYY*</td>
<td>07/01/1995</td>
</tr>
<tr>
<td>Seniority Date:</td>
<td>MM/DD/YYYY*</td>
<td>07/01/1995</td>
</tr>
</tbody>
</table>
### Payroll Processing

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td><strong>Beginning of Pay Period # 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheets 5 PM Pay Period # 1</td>
<td></td>
<td></td>
<td>Return of Actual Last Paid Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payroll Processing (Pay Period # 1)**

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPAF Deadline 5 PM</td>
<td>EPAF Processing + EIS File (Thursday Deadline)</td>
<td>PAYDAY!! $$ For PP # 1</td>
<td>End of Pay Period # 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Payroll Processing

<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td><strong>Beginning of Pay Period # 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheets 5 PM Pay Period # 2</td>
<td></td>
<td></td>
<td>Return of Actual Last Paid Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payroll Processing (Pay Period # 2)**

<table>
<thead>
<tr>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPAF Deadline 5 PM</td>
<td>EPAF Processing + EIS File (Thursday Deadline)</td>
<td>PAYDAY!! $$ For PP # 2</td>
<td>End of Pay Period # 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Most Common EPAF Errors

When contacting HR EPAF Team – Always include Name, EPAF Transaction number and Vandal #

1. Error: “Contract Start and End dates must both exist”
   To fix, delete end date.

2. Error: “Employee already has primary job” or “Employee doesn’t have a primary job set”
   Contact EPAF team with Vandal # and name to update system

3. Error: “Invalid value for organization”
   Contact HR EPAF with the Vandal # and the organization it should be. EPAF team will update system

4. Error: “Immediate action is needed to complete and/or recertify the I-9”
   Contact HR front desk for assistance hr@uidaho.edu

Helpful tip: Query date, jobs effective date and labor distribution date should all match!
Questions?

Who’s ready?!