Frequently Asked Questions

What date should I use if I submit a late termination EPAF and annual leave needs to be paid out?

If this is a classified or a T1 position, the jobs effective date should be Sunday of current pay period. If this is an exempt or fiscal year faculty position, then it should be Monday due to Payroll needs a timesheet in PHAHOUR to pay out. The Monday works fine for all, if you cannot remember which is what.

Tip: Payroll will not pay out annual leave unless employee is no longer in the payroll system or has a break in service of at least one business day between the positions.

What EPAF approval category should I use if an employee transfers to a different employee class and/or different funding source? See examples below.

Example 1: Jenny Cash currently has a classified position as AA2 and she was hired as a Project Coordinator which is an exempt position. This is a permanent funding position (suffix 00). What approval category to use?

EPPCPT (Exempt Permanent Change to New PCN/Suffix)

Tip: The approval category is associated with the position that the employee is moving TO, not the position that the employee is moving from.

Example 2: Amy Love currently has a T4 (non-PERSI) position. Since she has been working more than half time and longer than five months, the Payroll Office has contacted the department to make her position to T1 (PERSI eligible). NBAJOBS shows that employee never had a board appointment positions prior to this one. What approval category to use?

IPFOAP (T1 PERSI Original Appointment)

Tip: We report all board appointment positions, and T1 positions since November 15, 2009 to the State - except Additional Compensation, Summer Session, T4, ST, T5, and Work Study. You need to consider if the State has the employee information in their database or not. If not, it should be an original appointment regardless of University file.

What date should I use when the deferred pay employee is on leave?

The dates should be the beginning of the pay period.

What date should I use when the deferred pay employee returns?

The dates should be the end of the pay period.

Tip: you don't ever use the dates in the middle of pay period for those deferred pay employees in any situation.

Do I need to submit the termination EPAF when my benefit eligible employee transfers to another department in University of Idaho?

No. The new department will need to submit a change EPAF for both transactions -- termination of old position and reappointment to new position to avoid employee losing the benefits.

Tip: always use these change EPAF categories instead of termination (GTMJOB) and reappointment to new position due to employee benefit continuation.

Can I submit multiple appointment EPAFs for the same employee at the same time?

Yes, you can submit multiple appointments for the same employee at once if each position has its unique PCN/Suffix and you use the correct approval category.

Tip: When multiple appointments are submitted for an employee, please make sure you are using "Original appointment" or "Reappointment" EPAF category for the first appointment, then all the others are put on as "Additional appointments".

Example: Susan Kiss was hired for multiple positions (TH-Clerical/Tutors, TH-Laborer and TH-Instructor/Coach) in the Student Recreation Center, thus she has three positions (JQ9950-06, JQ9951-06 and JQ9952-06). The first position JQ9950/06 needs to be submitted as an "Original Appointment" (IHFOAP) and then use "Additional Appointment to New PCN/Suffix" for both JQ9951-06 and JQ9952-06.

Tip: When you submit multiple appointments for the same PCN/Suffix with different dates within the same pay period, please send an e-mail to Myung Chun at mchun@uidaho.edu so they can be applied in correct sequence, similar to Summer Session EPAFs

What's the difference between "Job Empl Class code" and "Employee Class code"?

Although these two codes look very similar, they update two different forms with Banner.
- Job Empl Class Code updates NBAJOBS
- Employee Class Code updates PEAEMPL

Tip: When an employee has two positions, like F7 and F9 in NBAJOBS, the employee class would be F6 in PEAEMPL due to the combining hours of two positions.

What is the difference between personnel date and seniority date?

- **Personnel Date**: shows when a particular employee transaction should have occurred. In other words, since the system does not allow you to enter an EPAF with an effective date prior to the last paid date, you may not be able to change an employee's payroll information on the actual date of change.

Tip: If there is no last paid date, you can go back to the actual job begin date, like an Original Appointment or reappointment to new PCN/Suffix or additional appointment to new PCN/Suffix regardless of the date of entry. It is recommended to note there will be a retroactive pay in the EPAF comments.

- **Seniority Date**: reflects a promotion or reclassification, resulting in a change of title and pay (pay increase may not apply all situations). Also, Seniority Date will change when employee has a break in services

Tip: This date is used for the hay points when a lay-off process needs to be done therefore, it is not necessary to be accurate for those Temporary Help positions.

Example: When a Postdoc Fellow transfers to another department on campus as a Postdoc Fellow, the seniority date will carry over from previous job since there is no change in title and no break in service, using a change EPAF (ETPCPN).

Tip: This rule applies to all board appointed positions.