

## [EPAF Reference Guide](#)

See below for the EPAF Reference Guide for you while submitting EPAFs. Each has an example of the error and potential screen shots for what you need to change in order to resubmit the EPAF. Also included are EPAF Reminders are for various topics with three major categories =

- (1) [Common Issues and Reminders](#)
- (2) [Board Appointed EPAF Reminders](#)
- (3) [Temp Help EPAF Reminders](#)

You can click on one of the subjects below and it will take you to that place in the document

\*To return you will see a **GOLD** box like this one below  
Simply click on it and it will return you to this page!

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## Contact for EPAF Questions

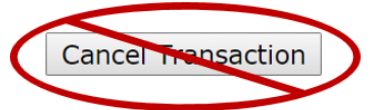
HR EPAF Email – Send your EPAF questions for Human Resources to [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu). Please be as specific as possible and include: **Name, EPAF Transaction #, V #**. The emails go to a shared inbox to review the emails as they arrive and are able to work together on any EPAF issues. It is also so everyone is “in the loop” on these conversations / questions, etc.

## Reminder! – Do NOT reply to [epafcorrections@uidaho.edu](mailto:epafcorrections@uidaho.edu)

Please **DO NOT** reply to [epafcorrections@uidaho.edu](mailto:epafcorrections@uidaho.edu) when your EPAF is returned for correction, you need to forward your email to whoever returned it to you. The “epafcorrections” email goes to Jill Robertson and Dan only, not your Dean/Director approvers. You can \*forward\* the message to [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) and anyone else that needs a “cc”

## Reminder! – Do NOT hit the “Cancel Transaction” Button for an EPAF

Please **DO NOT** hit the “Cancel Transaction” button on an EPAF. It does NOT cancel the EPAF after it has been applied (Transaction Status of **Completed**), you will either need to submit a Termination EPAF or a Change EPAF or contact [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) to resolve any issues



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## Common Error: “Contract Start and End Dates must both exist”

This error happens when the current position does not have a Contract Start and End Date. Below is a screen shot from the Error you would receive. Notice that the Contract End Date was entered, even though the Current Value (circled in **RED**) has no value.

**Errors and Warning Messages**

Type	Message Type	Description
Termination of Job	ERROR	*ERROR* Contract Start and End Dates must both exist.
Termination of Job	WARNING	*WARNING* This job EEO Contract Group Code is IPEDS reportable.

**Termination of Job, 007391-00 Recyclng/Surplus/SW Tech, Last Paid Date: Nov 12, 2011**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/24/2011	12/02/2011
Personnel Date: MM/DD/YYYY	07/24/2011	12/02/2011
Contract End Date: MM/DD/YYYY		12/02/2011
Job Change Reason:	CTSOR	TCARE, Career Opportunity
Job Status: (Not Overrideable)	Active	T

To fix this error, you would delete the information in the Contract End Date (see below) and resubmit the EPAF.

**Termination of Job, 007391-00 Recyclng/Surplus/SW Tech, Last Paid Date: Nov 12, 2011**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/24/2011	12/02/2011
Personnel Date: MM/DD/YYYY	07/24/2011	12/02/2011
Contract End Date: MM/DD/YYYY		
Job Change Reason:	CTSOR	TCARE, Career Opportunity
Job Status: (Not Overrideable)	Active	T

## Common Error: “Invalid value for Organization”

Below is the error you may receive when entering the EPAF in Vandal Web since the Chart V Conversion (June 2018):

### Errors and Warning Messages

Type	Message Type	Description
Temporary, Reappointment, New PCN/Suffix	ERROR	Invalid value for Organization. Press LIST for valid codes.

We have changed the **PEAEMPL** information to Chart V Orgs for Reappointment EPAFs for employees that have previously worked from January 1, 2017 to June 16, 2018. [Note: you should check **PEAEMPL** for your reappointments, just to confirm I9 Date in US Regulatory Tab and to confirm Chart V Org info].




If you are reappointing an employee that has not worked prior to 1-1-17 then you will need to email [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) with the V # and the Chart V Org that needs to be updated. We will need to update **PEAEMPL** so you can submit the EPAF

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## GTSORG – Change of Timesheet Organization

GTSORG is usable for **ALL Employee Classes**. This EPAF will update the **Timesheet Org** for an employee. Please note that the Timesheet Orgn updates **NBAJOBS** and the other two (Home Organization and Distribution Org) updates **PEAEMPL**

**Change Time Sheet Org, 007870-00 17665-Employment Srvc Tech, Last Paid Date: Sep 06, 2008**

Item	Current Value	New Value
<b>Jobs Effective Date:</b> MM/DD/YYYY *	06/15/2008	09/16/2012
<b>Personnel Date:</b> MM/DD/YYYY *	06/29/2008	09/12/2012
<b>Timesheet Orgn:</b> *	906	906  Updating NBAJOBS
<b>Home Organization:</b> *	906, Human Resource Services	906  Updating PEAEMPL
<b>Distribution Orgn:</b> *	853, Admissions Office	906  Updating PEAEMPL
<b>Job Change Reason:</b> * (Not Enterable) CNEFY		CTSOR

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## GJOBLC – Change of Job Location

Be sure to keep Job Location in mind when appointing employees. Both Original and Reappointment categories. All EPAFs default the information to IDAHO. However, if the employee’s primary work station is outside of Idaho (e.g. Washington, Oregon, Montana, or International), the Job Location should be changed to reflect where the employee is working. This has impact on Worker’s Comp and Taxes (making sure we are collecting the correct state taxes). Any questions on Job Location, contact Payroll at [payroll@uidaho.edu](mailto:payroll@uidaho.edu)

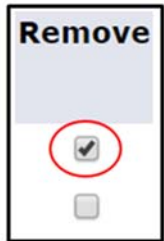
To change the Job Location ONLY, you can submit **GJOBLC** (Change of Job Location), for **ALL Employee Classes**. All you have to enter is Jobs Effective Date, Personnel Date and Job Location. The Job Change Reason is defined as CJBLN–Change Job Location

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## How to Change your Index in the Labor Distribution Section

Please pay attention to the Labor Distribution section of EPAFs. The default info is from the previous labor distribution (either Chart 9 or Chart V) for that position

1. You will need to put "0.00" (Zero) in the Percent for the current Index
2. When you enter new Index, you will need to **Select "V"** in the Chart of Accounts (COA). Enter the Index, Account Code (See the chart below) and Percent
  - You **\*may\*** need to click the Button "Default from Index" after you enter the Index. It will flood in the Fund, Organization, Program and Activity Code (if applicable)
3. Select "**Save and Add New Rows**" after you are done. Your information should save.
  - If you run into the labor distribution error, see the instructions below
4. To remove the old labor distribution info, enter the "check mark" under the Remove column (see screen shot at right), then "**Save and Add New Rows**" again to save your changes.



## How to Fix the Labor Distribution Error

If you have a Labor Distribution error due to an inactivated Budget or Index or Chart V Conversion, then you can fix this issue with an email to [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu). See an example of the error below:

Labor Distribution | ERROR | The Index code KDU050 is invalid. Please change. The Organization code KDU050 is invalid. Please change.

If you receive this error or any other error in the Labor Distribution section, it's important to hit the "**Save and Add New Rows**" button. You will need to save the Labor Distribution **\*as is\*** and then email [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) with the **Transaction #**, and what the **Labor Distribution** section should be. Be sure to include any **Activity Codes** as needed.

HR EPAF can then make the change and reply to your email so you can submit the EPAF in Vandal Web.

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## Primary Job Error

If you run into **\*ERRORS – "Employee already has a primary job"**, there are several reasons this may occur:

- EPAF Sequence: If an employee is transferring to a new temp help position, sometimes the previous position has to be terminated before the new position can go into effect
  - Example: Joe Vandal is terminating from his T4 non-student non-PERSI position effective at the end of the current Pay Period – October 21, 2017. His PERSI position (T1) will be effective October 22, 2017; the T4 position needs to be terminated before the Original Appointment (IPFOAP) can be put on the system
- Multiple Temp Help positions – often our Work Study, Student and T4 non PERSI employees have multiple positions – check NBAJOBS to see if they have an active position. If they have an Active position AND they will be adding your position, then you would put the EPAF on using an Additional Appointment category
  - New PCN = IHFAPP / WSAANP OR Previous PCN = IHAAPP / WSAAPP
- Still have the Error? – Send an email to [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) with the V # and state "I have a Primary Job Error for V..." We can work on it from there to fix the issue

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## Query Date, Jobs Effective Date and Labor Distribution Date

- Always remember that your Query Date for EPAFs should be the **same date** as the Jobs Effective Date. This is because the Query Date floods in to the Labor Distribution section of the EPAF and the Labor Distribution Date cannot be dated prior to the Query Date
- For example, if you are starting a job with the Jobs Effective Date of March 5, 2012 and you put the Query Date (by mistake) as March 7, 2012 (see example below), your EPAF **would not work** because you cannot change the Labor Distribution date to March 5, 2012. You would have to **VOID this EPAF** and start over.
- To avoid this, you should use a Query date of March 5, 2012 to match the Jobs Effective Date and your Labor Distribution Date.
- **HINT: Always** match your Query Date with your Jobs Effective Date

**Name and ID:** Jennifer C. Anderson, V90000718  
**Transaction:** **Query Date:** Mar 07, 2012  
**Transaction Status:** **Last Paid Date:** Sep 06, 2008  
**Approval Category:** Common Labor Distribution Change, GLBDST

[Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

**Labor Distribution, 007870-00 17665-Employment Srvc Tech, Last Paid Date: Sep 06, 2008**

**Current**  
**Effective Date: 06/15/2008**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
9	UBX025	U11009	UBX025	E4105	07GAX				100.00				

**New**  
**Effective Date: MM/DD/YYYY** 03/07/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
9	UBX025	U11009	UBX025	E4105	07GAX					100.00

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## How to Calculate FTE for Board Appointed EPAFs

Board Appointed FTE is calculated by dividing the number of hours per pay by 80. For example,

- 1) Employee works 80 hours per pay.  $80 / 80 = 1.0$  FTE
- 2) Employee works 60 hours per pay.  $60 / 80 = 0.75$  FTE
- 3) Employee works 40 hours per pay.  $40 / 80 = 0.50$  FTE
- 4) Employee works 30 hours per pay.  $30 / 80 = 0.375$  FTE (**only goes to 3 decimal, round when necessary**)
- 5) Lowest FTE can be is 10 hours per pay.  $10 / 80 = 0.125$  FTE

These are the instructions for a basic FTE calculation for an employee that works the entire Fiscal Year – e.g. Pays / Factor of 26 / 26. When an employee works less than the entire year, the FTE can vary. A few examples are:

Academic Year Faculty – If they are working on an Academic Year (19.5 Pays / Factor), the default FTE will be 1.0 based on 80 hours per pay \* 19.5 pays/factor – 1,560 hours. This is the standard work schedule from August to May of each Academic Year. Your FTE will be modified based on how much they will work during the 1,560 contract hours:

1. Employee works 60 hours per pay,  $60 * 19.5$  pays factor = 1,170 hours worked.  $1,170 / 1,560 = 0.75$  FTE
2. Employee works 40 hours per pay,  $40 * 19.5$  pays factor = 780 hours worked.  $780 / 1,560 = 0.50$  FTE

Classified or Exempt Employee working less than full year – The default FTE is 80 hours per Pay \* 26 pays / factor = 2,080 hours. Your FTE will be modified based on how many hours they work in a year. **EPAF Comments** must include the employee’s working schedule. Schedules need to align with UI Pay Periods. Please use the 3-year calendar

1. Exempt Employee works full time for 11 months, e.g. 24 Pays / Factor.  
80 hours per Pay \* 24 pays / factor = 1,920 hours.  $1,920 / 2,080 = 0.923$  FTE
2. Classified Employee works full time for 10 months, e.g. 22 Pays / Factor.  
80 hours per Pay \* 22 pays / factor = 1,760 hours.  $1,760 / 2,080 = 0.846$  FTE
3. Classified Employee works full time over the Academic Year, e.g. 19.5 Pays / Factor.  
80 hours per Pay \* 19.5 pays / factor = 1,560 hours.  $1,560 / 2,080 = 0.75$  FTE

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**Employee Information System (EIS)** – We report personnel actions to the State Controller’s Office including all appointments, reappointments / rehires, terminations, changes, etc. Selection of the correct EPAF Approval Category helps ensure that the information has few errors. If the employee has held a State Position previously, you would use a Reappointment EPAF Approval Category

### **Original Appointment Definition**

- 1) First position at the University of Idaho (any position type)
- 2) If an employee has worked in a Temporary Help Non-PERSI or Work-Study position in the past and *begins working* in a position (see list below) that we report to the State Controller’s Office. In this case, the EPAF will need to use Original Appointment (it can be a second original appointment)

### **Positions we report to the State Controller’s Office:**

- Fiscal Year Faculty (F1, F2, F3, F4)
- Faculty working on a Semester basis or a period within a Semester (any FTE) (F5)
- Academic Year Faculty (F6, F7, F8, F9)
- Exempt (E1, E2, E3, E4) and Postdoctoral Fellow (P1, P2, P3, P4)
- Classified (C1, C2, C3)
- Instructional Compensation – Classified (TC)
- Graduate Assistants (GA) – Research Assistant or Teaching Assistant / Support Assistant
- Temporary PERSI Eligible (T1)

### **Positions we do not report to the State Controller’s Office:**

- Summer Session (SS)
- Additional Compensation – Faculty and Exempt Employees (AC)
- Instructional Compensation – Exempt (TE)
- Retirees (R1) and Affiliates (A1, A2, A3)
- Temporary Help, non-Student, non-PERSI (T4)
- Temporary Help, Student (ST)
- Work Study (SF / SI)
- Unit Pay (T5 / T6)
- **NOTE:** Always check NBAJOBS to check the employee’s job history. Use a Query Date of **01-01-96** to ensure that you see the entire job history
- Note for Temp Help or Unit Pay EPAFs: If the employee has had previous position (work-study or student), then it would be a Reappointment EPAF Category (IHFRDP, IHFRSP, IHUPRN, IHUPRP)



- Watch Out For: Student (ST) / Temp Help (T4) Positions transfers to a position that's PERSI Eligible (T1) or Graduate Assistant (GA). This is where the "second original appointment" comes in
  - ST / T4 → T1 PERSI Position
    1. Term EPAF(s) – **IHTRMJ** for all positions, effective Last Day of the previous Pay Period
    2. PERSI Original EPAF – **IPFOAP** effective First Day of the new Pay Period
  - Graduate Assistant → Simply post GA Original Appointment, **TPOAPT**
- PERSI Positions → If the individual was hired into a TH-PERSI position (T1) and terminated prior to November 15, 2009, the new position would be an Original Appointment. (This is because we did not report TH-PERSI positions to the State prior to Nov. 15, 2009)
- Questions? Please ASK! It's better to have the correct category the 1<sup>st</sup> time then to having to **VOID and Resubmit**

PERSI – \*Watch for: Multiple positions, total hours should = 80 and total FTE = 1.0

Miscellaneous Change EPAF's can modify Hours / Pay and FTE for other positions

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## How to Calculate Hours per Pay for Temp Help

Temp Help: How to calculate the Hours per Pay:

- Hours per Day \* **10** Business days = Hours per Pay. You don't need to use decimals for ALL TH positions. You can make it simple for Temp Help!

Don't Enter	→	Enter												
<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <thead> <tr> <th style="border: none;">Hours per Day</th> <th style="border: none;">Hours per Pay</th> </tr> </thead> <tbody> <tr> <td style="border: none;">3</td> <td style="border: none;">18</td> </tr> <tr> <td style="border: none;">2.72</td> <td style="border: none;">27.2</td> </tr> </tbody> </table>	Hours per Day	Hours per Pay	3	18	2.72	27.2	→	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <thead> <tr> <th style="border: none;">Hours per Day</th> <th style="border: none;">Hours per Pay</th> </tr> </thead> <tbody> <tr> <td style="border: none;">3</td> <td style="border: none;">30</td> </tr> <tr> <td style="border: none;">3</td> <td style="border: none;">30</td> </tr> </tbody> </table>	Hours per Day	Hours per Pay	3	30	3	30
Hours per Day	Hours per Pay													
3	18													
2.72	27.2													
Hours per Day	Hours per Pay													
3	30													
3	30													

- **Don't enter** 3 / 18 hours per day / pay, **Enter** 3 / 30 hours per day / pay regardless to be consistent
- **Don't enter** 2.72 / 27.2 hours per day / pay, **Enter** 3 / 30 hours per day / pay

Note: For Temp Help PERSI positions, it is important to remember that each individual can be a max of 1.0 FTE and 80 Hours per Pay over all their positions

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## [University of Idaho Temporary Hiring Process](#)

The document below describes the hiring process for temporary staff, student and faculty positions, which may be appointed without a formal search process. The temporary hires outlined in this document may be conducted either **outside or within** PeopleAdmin applicant tracking system, depending upon the needs of the hiring manager, supervisor or department.

### **Temporary hires have been identified as:**

1. Students
2. Postdoctoral Fellows
3. Research Assistants and Teaching Assistants
4. Temporary Faculty
5. Any other hire that lasts less than 1,385 hours and by its nature is short term and will NOT continue beyond 1,385 hours. The 1,385 hours will be measured by each position hired. (Measurement is by position, not person)

For more detail, please visit:

<http://www.uidaho.edu/~media/UIIdaho-Responsive/Files/human-resources/Managers/People%20Admin%20Resources/Process%20for%20Temporary%20Hires.ashx>

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## [Recommended EPAF Comments for Student and Temp Help \(T4 / ST\)](#)

When you are posting EPAFs for Student and Temporary Positions, the typical review will look for the following:

### ➤ Search Information

- ✓ Hiring Proposal (#STH.....HP)  
OR
- ✓ Search Waiver (Appointed under the Temp Help Process)

It is recommended to use the Search Exception list above for reference in your EPAF Comments. Examples:

### “The Paragraph”

Original appointment, TH-student with PCN/SFX \*\*9959.06 for Joe Vandal as an undergraduate research assistant in the \_\_\_\_\_ Department. His immediate supervisor is Dr. \_\_\_\_ and he will work conducting \_\_\_\_\_ (job duties) for the \_\_\_\_\_ project. His hourly rate is \$10/hr, up to 20 hours per week (40 per pay), for \_\_\_\_ pays, effective Date through Date, for a total possible salary paid \$X, Labor Distribution – \_\_% from Budget. Joe is registered as an undergraduate student for Fall 20XX. Work authorization start date \_\_\_\_\_, on file in department. (NAME, 5-1234, [email@uidaho.edu](mailto:email@uidaho.edu))

OR

### “Just enough Info”

NAME, 5-1234, Joe has been hired on STH001234HP

OR

NAME,5-1234, Joe is hired

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## Unit Pay Cheat Sheet

Use this Unit Pay Cheat Sheet to determine if Unit Pay may be acceptable.

Two Helpful hints for Unit Pay:

1. If the Employee already has a job on the system that pays hourly, a Unit Pay position CANNOT be added
2. If the Employee is working in a job that is “Exempt” for which they are paid a set salary, a Unit Pay appointment MAY be added assuming the Unit Pay position is approved and meets all minimum wage and fair labor standards.

