

**EPAF Supplemental Material**

**EPAF Approval Categories**

| Category   | Description  | Earn Code |
|--|--|-----------|
| <b>COMMON TO EXEMPT, FACULTY OR CLASSIFIED EMPLOYEES</b> |  |           |
| GTMJB1   | Common Termination of Job  |           |
| FTMJOB   | Common Termination of Job <b>(Used for Deferred Pay Faculty ONLY)</b>            |           |
| FTMSTP   | Faculty Stipend Termination  |           |
| GTRMRT   | Common Termination of Job - Retirement   |           |
| GTRPRP   | Phased Retirement Plan   |           |
| GLBDST   | Common Labor Distribution Change   |           |
| GOADCP   | Common Additional Compensation Faculty – Original (009025 / 01)                  | ADC       |
| GRADCP   | Common Additional Compensation Faculty – Repeat (009025 / 01)                    | ADC       |
| GOADCE   | Common Additional Compensation Exempt – Original (009025 / 01)                   | ADC       |
| GRADCE   | Common Additional Compensation Exempt – Repeat (009025 / 01)                     | ADC       |
| GODPCH   | Mid Yr Faculty Pay Change – Original (009027 / 01) <b>Work w/ Provost Office</b> | RAY       |
| GRDPCH   | Mid Yr Faculty Pay Change – Repeat (09027 / 01) <b>Work w/ Provost Office</b>    | RAY       |
| GOCOMM   | Car Stipend Original   |           |
| GRCOMM   | Car Stipend Repeat   |           |
| GOATCE   | Teaching Exempt – Original (009024 / 01)   | ADC       |
| GRATCE   | Teaching Exempt – Repeat (009024 / 01)   | ADC       |
| GOATCC   | Teaching Classified – Original (009023 / 01)                                     | RTP       |
| GRATCC   | Teaching Classified – Repeat (009023 / 01)                                       | RTP       |
| GLVWOA   | Common Leave without Accrual; Spread Pay   | LWA       |
| GLWOP  | Common Leave without Pay with Benefits   | LWB       |
| GLWOPB   | Common Leave without Pay <b>without</b> Benefits                                 | LWO       |
| GLWPAY   | Common Leave with Pay and Benefits   | LWP       |
| GALPAY   | Common Administrative Leave with Pay   | ADL       |
| GRFMLV   | Common Return from Leave without Pay, with Benefits                              |           |
| GRFWOB   | Common Return from Leave without Pay, <b>without</b> Benefits                    |           |
| NCHTTL   | Common Change of Title for <b>Classified</b> and <b>Exempt</b>                   |           |
| <b>COMMON TO EXEMPT EMPLOYEES</b>                        |  |           |
| NMSCCH   | Exempt Miscellaneous Change  | REX       |
| NPOSCG   | Exempt Position Change   | REX       |
| NCHPAY   | Exempt Change of Pay   |           |
| <b>COMMON TO FACULTY EMPLOYEES</b>                       |  |           |
| FCHPAY   | Faculty Change of Pay  |           |
| FMSCCH   | Faculty Miscellaneous Change   | RAY/RFY   |
| FCHAPT   | Faculty Change of Appointment Status   | RAY/RFY   |
| FCHTTL   | Faculty Change of Title  |           |
| <b>COMMON TO CLASSIFIED EMPLOYEES</b>                    |  |           |
| CLMISC   | Classified Miscellaneous Change  |           |
| CCHGPY   | Classified Change of Pay   |           |
| CPOSCG   | Classified Position Change   |           |

## EPAF Supplemental Material

| <b>COMMON TO <u>ALL</u> EMPLOYEES (including Temp Help)</b> |                                 |  |
|---|---------------------------------|--|
| GSHCHG  | Common Shift Change             |  |
| GTSORG  | Common Change of Time Sheet Org |  |
| GJOBLC  | Common Change of Job Location   |  |

| <b>CLASSIFIED PERMANENT (Suffix 00)</b> |  |     |
|---|--|-----|
| CPPOAT                                  | Classified Permanent Original Appointment                      | RCL |
| CPPRDT                                  | Classified Permanent Reappointment, New PCN / Suffix           | RCL |
| CPPRST                                  | Classified Permanent Reappointment, Previous PCN / Suffix      | RCL |
| CPPCNA                                  | Classified Permanent Change to New PCN / Suffix, from T1 to C1 | RCL |
| CPPCPA                                  | Classified Permanent Change to New PCN / Suffix                | RCL |
| CPPCPB                                  | Classified Permanent Change to Previous PCN / Suffix           | RCL |
| CPPPRA                                  | Classified Promotion to New PCN / Suffix <b>Needs Waiver</b>   | RCL |
| CPPAAT                                  | Classified Permanent Additional Appointment, New PCN / Suffix  | RCL |

| <b>CLASSIFIED CONTINGENT (Suffix 01)</b> |   |     |
|--|---|-----|
| CTPOAP                                   | Classified Contingent Original Appointment                              | RCL |
| CTPRDP                                   | Classified Contingent Reappointment, New PCN / Suffix                   | RCL |
| CTPRSP                                   | Classified Contingent Reappointment, Previous PCN / Suffix              | RCL |
| CTPCNA                                   | Classified Contingent Change to New PCN / Suffix, from T1 to C1         | RCL |
| CTPCPA                                   | Classified Contingent Change to New PCN / Suffix                        | RCL |
| CTPCPB                                   | Classified Contingent Change to Previous PCN / Suffix                   | RCL |
| CTPPRA                                   | Classified Contingent Promotion to New PCN / Suffix <b>Needs Waiver</b> | RCL |
| CTPAAP                                   | Classified Contingent Additional Appointment, New PCN / Suffix          | RCL |

| <b>EXEMPT PERMANENT (Suffix 00)</b> |  |     |
|-------------------------------------|--|-----|
| EPPOAT                              | Exempt Permanent Original Appointment                              | REX |
| EPPRST                              | Exempt Permanent Reappointment, Previous PCN / Suffix              | REX |
| EPPRDT                              | Exempt Permanent Reappointment, New PCN / Suffix                   | REX |
| EPPCPA                              | Exempt Permanent Change to Previous PCN / Suffix                   | REX |
| EPPCPB                              | Exempt Permanent Change to New PCN / Suffix                        | REX |
| EPPENA                              | Exempt Permanent Change, T1 to E1                                  | REX |
| EPPPRA                              | Exempt Permanent Promotion to New PCN / Suffix <b>Needs Waiver</b> | REX |
| EPPAAP                              | Exempt Permanent Additional Appointment, Previous PCN / Suffix     | REX |
| EPPAAT                              | Exempt Permanent Additional Appointment, New PCN / Suffix          | REX |

| <b>EXEMPT CONTINGENT (Suffix 01)</b> |   |     |
|--------------------------------------|---|-----|
| ETPOAP                               | Exempt Contingent Original Appointment                              | REX |
| ETPRDP                               | Exempt Contingent Reappointment, New PCN / Suffix                   | REX |
| ETPRSP                               | Exempt Contingent Reappointment, Previous PCN / Suffix              | REX |
| ETPCPB                               | Exempt Contingent Change to Previous PCN / Suffix                   | REX |
| ETPCPA                               | Exempt Contingent Change to New PCN / Suffix                        | REX |
| ETPENA                               | Exempt Contingent Change, T1 to E1                                  | REX |
| ETPPRA                               | Exempt Contingent Promotion to New PCN / Suffix <b>Needs Waiver</b> | REX |
| ETPAAP                               | Exempt Contingent Additional Appointment, New PCN / Suffix          | REX |

## EPAF Supplemental Material

| <b>FACULTY NON-BENEFIT ELIGIBLE (F5)</b>          |   |     |
|---|---|-----|
| FNBOAP  | Faculty Non Benefits Eligible Original Appointment                                | RAY |
| FNBRDP  | Faculty Non Benefits Eligible Reappoint, New PCN / Suffix                         | RAY |
| FNBRSP  | Faculty Non Benefits Eligible Reappoint, Previous PCN / Suffix                    | RAY |
| FNBAAP  | Faculty Non Benefits Eligible Additional Appt, New PCN / Suffix                   | RAY |
| FNBAPP  | Faculty Non Benefits Eligible Additional Appt, Previous PCN / Suffix              | RAY |
| <b>FACULTY NON-BENEFIT ELIGIBLE – HOURLY (FN)</b> |   |     |
| FNBOHP  | Faculty <u>Hourly</u> Non Benefit Eligible Original Appointment                   | RTH |
| FNBRHP  | Faculty <u>Hourly</u> Non Benefit Eligible Reappointment, New PCN/Suffix          | RTH |
| FNBHHP  | Faculty <u>Hourly</u> Non Benefit Eligible Reappoint, Previous PCN / Suffix       | RTH |
| FNBAHP  | Faculty <u>Hourly</u> Non Benefit Eligible Additional Appt, New PCN / Suffix      | RTH |
| FNBPHP  | Faculty <u>Hourly</u> Non Benefit Eligible Additional Appt, Previous PCN / Suffix | RTH |

| <b>FACULTY PERMANENT Fiscal Year (Suffix 00)</b> |   |     |
|--|---|-----|
| FPPOAF   | Faculty Permanent Original Appointment, <b>26 pays</b>              | RFY |
| FPPRST   | Faculty Permanent Reappointment, Previous PCN / Suffix              | RFY |
| FPPRDT   | Faculty Permanent Reappointment, New PCN / Suffix                   | RFY |
| FPPCPP   | Faculty Permanent Change to Previous PCN / Suffix                   | RFY |
| FPPCPT   | Faculty Permanent Change to New PCN / Suffix                        | RFY |
| FPPPRT   | Faculty Permanent Promotion to New PCN / Suffix <b>Needs Waiver</b> | RFY |
| FPPAAT   | Faculty Permanent Additional Appointment                            | RFY |

| <b>FACULTY PERMANENT Academic Year (Suffix 00)</b> |   |     |
|--|---|-----|
| FPPOAT   | Faculty Permanent Original Appointment, <b>19.5 Pays</b>            | RAY |
| FPPRSA   | Faculty Permanent Reappointment, Previous PCN / Suffix              | RAY |
| FPPRDA   | Faculty Permanent Reappointment, New PCN / Suffix                   | RAY |
| FPPCAA   | Faculty Permanent Change to Previous PCN / Suffix                   | RAY |
| FPPCNA   | Faculty Permanent Change to New PCN / Suffix                        | RAY |
| FPPPRA   | Faculty Permanent Promotion to New PCN / Suffix <b>Needs Waiver</b> | RAY |
| FPPAAA   | Faculty Permanent Additional Appointment                            | RAY |

| <b>FACULTY CONTINGENT Fiscal Year (Suffix 01)</b> |  |     |
|---|--|-----|
| FTPOAF  | Faculty Contingent Original Appointment, <b>26 Pays</b>              | RFY |
| FTPRSP  | Faculty Contingent Reappointment, Previous PCN / Suffix              | RFY |
| FTPRDP  | Faculty Contingent Reappointment, New PCN / Suffix                   | RFY |
| FTPCPP  | Faculty Contingent Change to Previous PCN / Suffix                   | RFY |
| FTPCPN  | Faculty Contingent Change to New PCN / Suffix                        | RFY |
| FTPPRM  | Faculty Contingent Promotion to New PCN / Suffix <b>Needs Waiver</b> | RFY |
| FTPAP   | Faculty Contingent Additional Appointment to New PCN / Suffix        | RFY |
| FTPAPP  | Faculty Contingent Additional Appointment, Previous PCN / Suffix     | RFY |

## EPAF Supplemental Material

| <b>FACULTY CONTINGENT Academic Year (Suffix 01)</b> |  |     |
|---|--|-----|
| FTPOAP  | Faculty Contingent Original Appointment, <b>19.5 Pays</b>            | RAY |
| FTPRSA  | Faculty Contingent Reappointment, Previous PCN / Suffix              | RAY |
| FTPRDA  | Faculty Contingent Reappointment, New PCN / Suffix                   | RAY |
| FTPCAA  | Faculty Contingent Change to Previous PCN / Suffix                   | RAY |
| FTPCNA  | Faculty Contingent Change to New PCN / Suffix                        | RAY |
| FTPPRA  | Faculty Contingent Promotion to New PCN / Suffix <b>Needs Waiver</b> | RAY |
| FTPAAA  | Faculty Contingent Additional Appointment to New PCN / Suffix        | RAY |
| FTPAPA  | Faculty Contingent Additional Appointment to Previous PCN / Suffix   | RAY |

| <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>Post-Doctoral Fellows</b> |  |     |
|------------------------------|--|-----|
| PTPOAP                       | Post-Doc Contingent Original Appointment                   | REX |
| PTPRDP                       | Post-Doc Contingent Reappointment to New PCN / Suffix      | REX |
| PTPRSP                       | Post-Doc Contingent Reappointment to Previous PCN / Suffix | REX |
| PTPCPN                       | Post-Doc Contingent Change to New PCN / Suffix             | REX |
| PTPCPP                       | Post-Doc Contingent Change to Previous PCN / Suffix        | REX |
| PMSCCH                       | Post-Doc Miscellaneous Change                              |     |
| PCHPAY                       | Post-Doc Change of Pay                                     |     |

| <b>AFFILIATE MEMBERS</b> |   |  |
|--------------------------|---|--|
| MFOAPT                   | <b>NO LONGER IN USE</b>                                     |  |
| MFOSUP                   | Affiliate Member Appointment                                |  |
| MFAAPT                   | Reappointing Affiliate Members                              |  |
| MFTERM                   | Term Affiliate Member – <b>Only use for previous MFOAPT</b> |  |
| MFTRMS                   | Term Affiliate Member                                       |  |

| <b>FACULTY Stipends</b> |   |     |
|-------------------------|---|-----|
| FACSTP                  | Faculty Stipend <b>Original</b> Appointment – AY (New to PCN/Suffix, 19.5 pays/factors) | FAS |
| FACSTR                  | Faculty Stipend Repeat Appointment – AY (19.5 pays/factors)                             | FAS |
| FACSTF                  | Faculty Stipend <b>Original</b> Appointment – FY (New to PCN/Suffix, 26 pays/factors)   | FAS |
| FACSTB                  | Faculty Stipend Repeat Appointment – FY (26 pays/factors)                               | FAS |

## EPAF Supplemental Material

### 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.
- College of Graduate Studies (COGS) will review **ONLY** Teaching Assistant EPAFs:
  - EPAF Comments: it would be helpful for COGS 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. COGS will contact departments for questions regarding this.

For more info, visit this website: [www.uidaho.edu/cogs/faculty-resources/ta-support-faqs](http://www.uidaho.edu/cogs/faculty-resources/ta-support-faqs)

#### TEACHING / SUPPORT ASSISTANTS (GA) - Suffix 01

|        |   |     |
|--------|---|-----|
| TAOAPT | Teaching / Support Asst Original Appointment                          | RGA |
| TAREDP | Teaching / Support Asst Reappointment, New PCN / Suffix               | RGA |
| TARESP | Teaching / Support Asst Reappointment, Previous PCN / Suffix          | RGA |
| TAAAPP | Teaching / Support Asst Additional Appointment, Previous PCN / Suffix | RGA |
| TAAAPT | Teaching / Support Asst Additional Appointment, New 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 |

#### COMMON TO TEACHING / SUPPORT ASSISTANTS

|        |   |     |
|--------|---|-----|
| TAHGPY | Teaching / Support Asst Change of Pay                                 |     |
| TABDST | TA / SA Labor Distribution Change                                     |     |
| TAMISC | Teaching / Support Asst Job Change ( <b>Pay, FTE, Hours, Budget</b> ) | RGA |
| TATERM | Teach / Support Asst Termination of Job                               |     |

#### RESEARCH ASSISTANTS (GA) – Suffix 01

|        |  |     |
|--------|--|-----|
| 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 |

#### COMMON TO RESEARCH ASSISTANTS

|        |   |     |
|--------|---|-----|
| TCHGPY | Research Asst Change of Pay                                 |     |
| TLBDST | RA Labor Distribution Change                                |     |
| TPMISC | Research Asst Job Change ( <b>Pay, FTE, Hours, Budget</b> ) | RGA |
| TTMJOB | Research Asst Termination of Job                            |     |

## EPAF Supplemental Material

| <b>TEMPORARY HELP NON-PERSI NON STUDENT (T4) / STUDENT (ST)</b> |  |  |
|---|--|--|
| 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               |  |
| IHFCSP  | T4 / ST Non PERSI Continuation Previous PCN / Suffix           |  |
| IHFAAP  | T4 / ST Non PERSI Additional Appointment New PCN / Suffix      |  |
| IHAAPP  | T4 / ST Non PERSI Additional Appointment Previous PCN / Suffix |  |
| IHCPPS  | T4 / ST Non PERSI Change to Previous PCN / Suffix              |  |
| IHCNPS  | T4 / ST Non PERSI Change to New Non PERSI PCN / Suffix         |  |
| <b>COMMON TO TEMPORARY HELP NON-PERSI STUDENT/NON STUDENT</b>   |  |  |
| IHCPAY  | T4 / ST Non PERSI Change of Pay                                |  |
| IHLDST  | T4 / ST Non PERSI Change Labor Distribution                    |  |
| IHMISC  | T4 / ST Non PERSI Miscellaneous Change                         |  |
| IHTRMJ  | T4 / ST Non PERSI Terminate Job                                |  |
| <b>TEMPORARY HELP PERSI ELIGIBLE (Suffix 05 ONLY)</b>           |  |  |
| 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                      |  |
| <b>COMMON TO TEMPORARY HELP PERSI ELIGIBLE</b>                  |  |  |
| IPCPAY  | T1 PERSI Change of Pay   |  |
| IPLDST  | T1 PERSI Labor Distribution Change                             |  |
| IPMISC  | T1 PERSI Miscellaneous Change                                  |  |
| IPTRMJ  | T1 PERSI Termination of Job                                    |  |
| PPACA   | ACA Benefit Plan   |  |
| <b>WORK STUDY</b>   |  |  |
| 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                                |  |
| <b>UNIT PAY</b>   |  |  |
| 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 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 (Check with Financial Aid or Handshake.) | 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, FA, FS                        | 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                           | FN, F9, F5 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 |        |                |                       |              |
| XX9900  | XX9600              | XX9800              | XX9840              | XX9860              | 05     | T1             | TH-Clerical/Tutors    | E4110        |
| XX9901  | XX9601              | XX9801              | XX9841              | XX9861              | 05     | T1             | TH-Instructor/Coach   | E4110        |
| XX9902  | XX9602              | XX9802              | XX9842              | XX9862              | 05     | T1             | TH-Laborer            | E4110        |
| XX9903  | XX9603              | XX9803              | XX9843              | XX9863              | 05     | T1             | TH-Childcare Provider | E4110        |
| XX9904  | XX9604              | XX9804              | XX9844              | XX9864              | 05     | T1             | TH-Logging            | E4110        |
| XX9905  | XX9605              | XX9805              | XX9845              | XX9865              | 05     | T1             | TH-Dairy              | E4110        |
| XX9906  | XX9606              | XX9806              | XX9846              | XX9866              | 05     | T1             | TH-Farming            | E4110        |
| XX9907  | XX9607              | XX9807              | XX9847              | XX9867              | 05     | T1             | TH-Cattle/Sheep       | E4110        |
| XX9908  | XX9608              | XX9808              | XX9848              | XX9868              | 05     | T1             | TH-Drivers            | E4110        |
| XX9909  | XX9609              | XX9809              | XX9849              | XX9869              | 05     | T1             | TH-Research-Lab       | E4110        |
| XX9910  | XX9610              | XX9810              | XX9850              | XX9870              | 05     | T1             | TH-Research-Non-Lab   | E4110        |

All Job Titles start with 'XX' characters. You cannot have two positions in the same title – e.g. XX9900 for one position and the 2<sup>nd</sup> job will be XX9600. Both jobs have the title of “TH-Clerical/Tutors”

# EPAF Supplemental Material



## EPAF Supplemental Material

| PCN#  | Suffix                | Employee Class   | Title                    | Account Code |
|---|-----------------------|------------------|--------------------------|--------------|
| <b><u>Temporary Help Non-Student Appointment – T4 Positions</u></b> |                       |                  |                          |              |
| T49950  | 05, 15, 25...         | T4               | TH-Clerical/Tutors       | E4110        |
| T49951  | 05, 15, 25...         | T4               | TH-Instructor/Coach      | E4110        |
| T49952  | 05, 15, 25...         | T4               | TH-Laborer               | E4110        |
| T49953  | 05, 15, 25...         | T4               | TH-Childcare Provider    | E4110        |
| T49954  | 05, 15, 25...         | T4               | TH-Logging               | E4110        |
| T49955  | 05, 15, 25...         | T4               | TH-Dairy                 | E4110        |
| T49956  | 05, 15, 25...         | T4               | TH-Farming               | E4110        |
| T49957  | 05, 15, 25...         | T4               | TH-Cattle/Sheep          | E4110        |
| T49958  | 05, 15, 25...         | T4               | TH-Drivers               | E4110        |
| T49959  | 05, 15, 25...         | T4               | TH-Research-Lab          | E4110        |
| T49960  | 05, 15, 25...         | T4               | TH-Research-Non-Lab      | E4110        |
| <b><u>Temporary Help Student Appointment – ST Positions</u></b>     |                       |                  |                          |              |
| ST9950  | 06, 16, 26...         | ST               | TH-Clerical/Tutors       | E4135        |
| ST9951  | 06, 16, 26...         | ST               | TH-Instructor/Coach      | E4135        |
| ST9952  | 06, 16, 26...         | ST               | TH-Laborer               | E4135        |
| ST9953  | 06, 16, 26...         | ST               | TH-Childcare Provider    | E4135        |
| ST9954  | 06, 16, 26...         | ST               | TH-Logging               | E4135        |
| ST9955  | 06, 16, 26...         | ST               | TH-Dairy                 | E4135        |
| ST9956  | 06, 16, 26...         | ST               | TH-Farming               | E4135        |
| ST9957  | 06, 16, 26...         | ST               | TH-Cattle/Sheep          | E4135        |
| ST9958  | 06, 16, 26...         | ST               | TH-Drivers               | E4135        |
| ST9959  | 06, 16, 26...         | ST               | TH-Research-Lab          | E4135        |
| ST9960  | 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...         | <b>T6</b>        | Unit Pay                 | <b>E4135</b> |
| XX9718  | 05, 15, 25...         | T5               | Unit Pay – Instructional | E4110        |
| <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**

| <b>Employee Class Descriptions</b>    |   | <b>Benefits</b>   | <b>Earn Code</b> |
|---------------------------------------|---|-------------------|------------------|
| <b>Faculty Positions</b>              |   |                   |                  |
| <b>F1</b>                             | Faculty working 70-80 hours per bi-week for <b>Fiscal Year</b> (Full time)                      | <b>Yes</b>        | <b>RFY</b>       |
| <b>F2</b>                             | Faculty working 50-69.9 hours per bi-week for <b>Fiscal Year</b> (3/4-time )                    | <b>Yes</b>        | <b>RFY</b>       |
| <b>F3</b>                             | Faculty working 40-49.9 hours per bi-week for <b>Fiscal Year</b> (Half-time )                   | <b>Yes</b>        | <b>RFY</b>       |
| <b>F4</b>                             | Faculty working less than 40 hours per bi-week for <b>Fiscal Year</b> (Less than Half-time)     | <b>No</b>         | <b>RFY</b>       |
| <b>F5</b>                             | Faculty Working on a <b>Semester</b> basis or a period within a <b>Semester</b> (any FTE)       | <b>No</b>         | <b>RAY</b>       |
| <b>F6</b>                             | Faculty working 70-80 hours per bi-week for <b>Academic Year</b> (Full time)                    | <b>Yes</b>        | <b>RAY</b>       |
| <b>F7</b>                             | Faculty working 50-69.9 hours per bi-week for <b>Academic Year</b> (3/4-time) .625 - .874 FTE   | <b>Yes</b>        | <b>RAY</b>       |
| <b>F8</b>                             | Faculty working 40-49.9 hours per bi-week for <b>Academic Year</b> (Half-time) .624 FTE or less | <b>Yes</b>        | <b>RAY</b>       |
| <b>F9</b>                             | Faculty working less than 40 hours per bi-week for <b>Academic Year</b> (Less than Half-time)   | <b>No</b>         | <b>RAY</b>       |
| <b>FN</b>                             | Faculty Classified – Instruction must be 51% or less and earn less than \$818/Week              | <b>No</b>         | <b>RTH</b>       |
| <b>SS</b>                             | Summer Session. May be existing UI faculty  | <b>No</b>         | <b>RSP</b>       |
| <b>FA/FS</b>                          | Faculty <b>Academic Year</b> Stipend/Faculty <b>Fiscal Year</b> Stipend                         | <b>No</b>         | <b>FAS</b>       |
| <b>Exempt Staff and Post-Doctoral</b> |   |                   |                  |
| <b>E1</b>                             | Exempt staff working 70-80 hours per bi-week (Full time)  | <b>Yes</b>        | <b>REX</b>       |
| <b>EC</b>                             | Exempt Staff working 70-80 hours per bi-week (Athletic Coach, not accrue annual leave)          | <b>Yes</b>        | <b>REX</b>       |
| <b>P1</b>                             | Post-Doctoral Fellow, working 70-80 hours per bi-week (Full time)                               | <b>Yes</b>        | <b>REX</b>       |
| <b>P2</b>                             | Post-Doctoral Fellow, working 50-69.9 hours per bi-week (3/4-time)                              | <b>Yes</b>        | <b>REX</b>       |
| <b>P3</b>                             | Post-Doctoral Fellow, working 40-49.9 hours per bi-week (Half-time)                             | <b>Yes</b>        | <b>REX</b>       |
| <b>P4</b>                             | Post-Doctoral Fellow, working less than 40 hours per bi-week. (Less than Half-time)             | <b>No</b>         | <b>REX</b>       |
| <b>Classified Staff and Others</b>    |   |                   |                  |
| <b>C1</b>                             | Classified staff working 70-80 hours per bi-week (Full time)                                    | <b>Yes</b>        | <b>RCL</b>       |
| <b>C2</b>                             | Classified staff working 50-69.9 hours per bi-week (3/4-time)                                   | <b>Yes</b>        | <b>RCL</b>       |
| <b>C3</b>                             | Classified staff working 40-49.9 hours per bi-week (Half-time)                                  | <b>Yes</b>        | <b>RCL</b>       |
| <b>R1</b>                             | Employees who have retired from the University of Idaho   | <b>Yes</b>        | <b>Non-Paid</b>  |
| <b>AC</b>                             | Additional Compensation – full time faculty and exempt employees                                | <b>N/A</b>        | <b>ADC</b>       |
| <b>TC</b>                             | Instructional Compensation Classified   | <b>N/A</b>        | <b>RTP</b>       |
| <b>TE</b>                             | Instructional Compensation Exempt   | <b>N/A</b>        | <b>ADC</b>       |
| <b>A1</b>                             | Affiliate Member for non-paid Instructional Staff   | <b>N/A</b>        | <b>Non-Paid</b>  |
| <b>A2</b>                             | Affiliate Member for non-paid non-Instructional Staff   | <b>N/A</b>        | <b>Non-Paid</b>  |
| <b>A3</b>                             | Affiliate Member for non-paid University Associated Faculty (FSH 1565F)                         | <b>N/A</b>        | <b>Non-Paid</b>  |
| <b>A4</b>                             | Affiliate Member for non-paid Doctoral-Level with Significant Research                          | <b>N/A</b>        | <b>Non-Paid</b>  |
| <b>Student and Contingent Help</b>    |   |                   |                  |
| <b>GA</b>                             | Graduate Students with paid assistantships (Research Assistant or Teaching Assistant)           | <b>No</b>         | <b>RGA</b>       |
| <b>T1</b>                             | Contingent PERSI Eligible. 20 hours+ / week, 5 consecutive months or longer to be eligible      | <b>PERSI Only</b> | <b>RTP</b>       |
| <b>T4</b>                             | Contingent Help, Non-Student. Less than 20 hours / week or 20+ hours, not more than 5 months    | <b>No</b>         | <b>RTH</b>       |
| <b>ST</b>                             | Student Help (Full Time), Non Work-Study  | <b>No</b>         | <b>RTH</b>       |
| <b>SF</b>                             | Students Federal Work-study. Financial Aid Determines between Federal & State                   | <b>No</b>         | <b>RFW</b>       |
| <b>SI</b>                             | Students State Work-study. Financial Aid Determines between Federal & State                     | <b>No</b>         | <b>RSW</b>       |
| <b>T5</b>                             | Unit Pay (Lump Sum). Positions that meet FLSA & Dept. of Labor Requirements. T6 = Student       | <b>N/A</b>        | <b>LPT</b>       |

## EPAF Supplemental Material

### Job Change Reason Codes

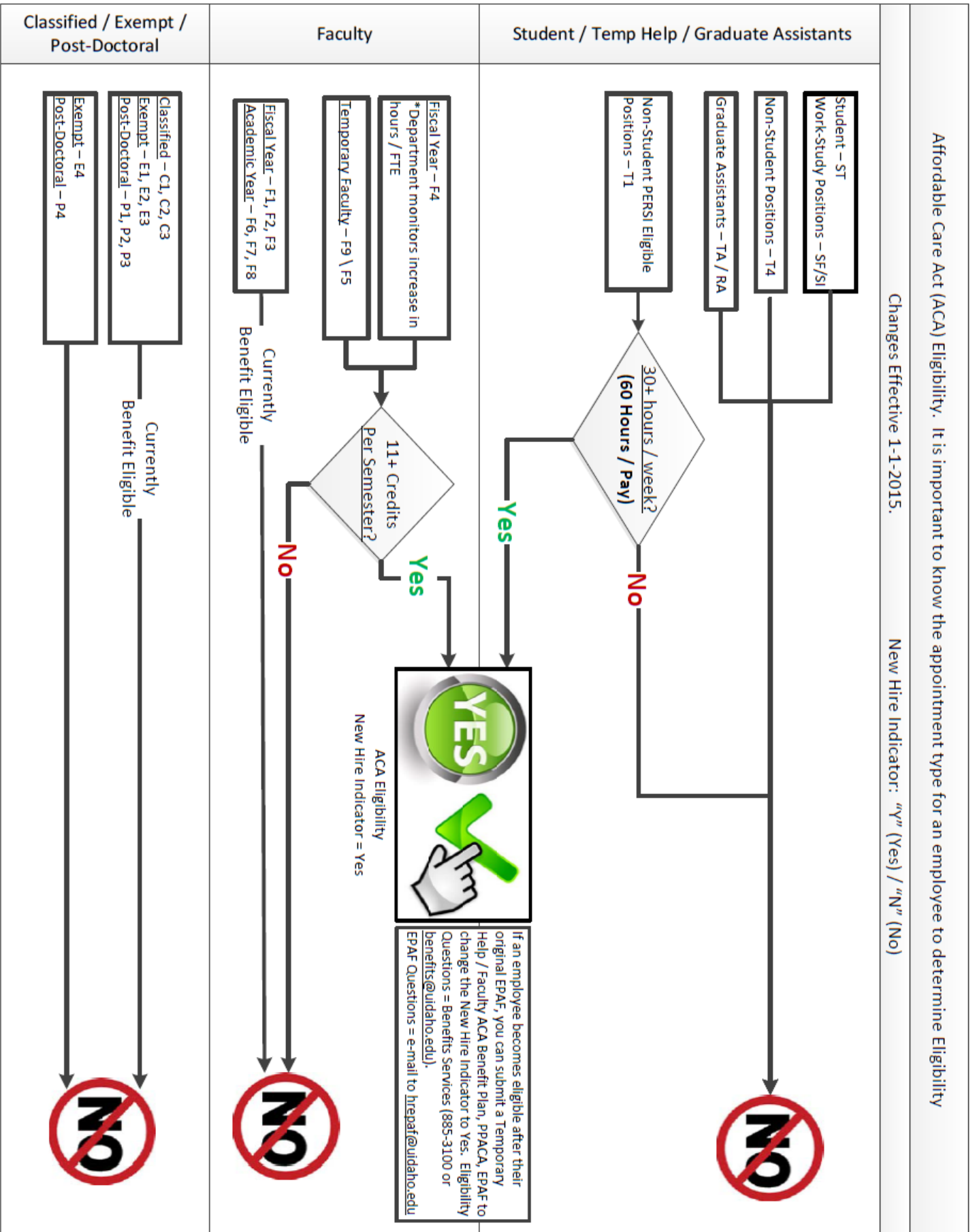
|  |                                     |                              |                                      |
|--|-------------------------------------|------------------------------|--------------------------------------|
| AFFIL                                  | Affiliate Member                    | RHOEM                        | <b>"DO NOT USE"</b>                  |
| <b>For Changes to Current Position</b> |                                     | RHONO                        | Honored Staff Retirement             |
| CAAPT                                  | Additional Appoint Begin            | RNOH                         | Non-Honored/Non-Emeritus Retr        |
| CELIG                                  | Eligibility Status Change           | ROTHE                        | Retirement - Other                   |
| CFUR                                   | Furlough                            | RPRP                         | Phased Retirement Plan               |
| CHGJO                                  | Change to New Position              | <b>For Sabbatical EPAFs</b>  |                                      |
| 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                | <b>For Termination EPAFs</b> |                                      |
| CPA27                                  | 27th Payroll Changes                | TAPEX                        | Lack of Funding/Appt. Expires        |
| CPACH                                  | Permanent Pay / FTE Change-increase | TATSC                        | Attend School                        |
| CPADC                                  | Permanent Pay / FTE Change-decrease | TBETS                        | Better Salary                        |
| CPATM                                  | Temporary Pay Change                | TCARE                        | Career Opportunity                   |
| CSATM                                  | Sabbatical Temp Pay Change          | TDECE                        | Deceased                             |
| CPRM                                   | Promotion to New PCN                | TDISM                        | Dismissal                            |
| CREAP                                  | Reappointment                       | TELIG                        | Eligibility Status Change            |
| CRECL                                  | <b>"DO NOT USE"</b>                 | TEDU                         | Other Educational Institution        |
| CSHCH                                  | Shift Change                        | THEAL                        | Health                               |
| CSTIP                                  | Stipend Reimbursement               | TIHBA                        | IH to Board Appointed                |
| CSUM                                   | Summer Session                      | TJOCO                        | Job Completed – <b>Not for staff</b> |
| 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        |
| FACST                                  | Faculty Stipend Payment             | TOUT                         | Moving Out of Area                   |
| <b>For Leave EPAFs</b>                 |                                     | TPERS                        | Personal                             |
| LADMI                                  | Administrative Leave                | TPROB                        | Failed Probation Period              |
| LEAVE                                  | Begin Leave                         | TRESI                        | <b>"DO NOT USE"</b>                  |
| LERET                                  | Return from Leave                   | TSEL                         | Resign-Schweitzer Engineering        |
| LSPAY                                  | Spread Pay Leave                    | TSEME                        | Semester Ended                       |
| LTERM                                  | Terminal Leave                      | TSTIP                        | Stipend Expiration                   |
| <b>For Retirement EPAFs</b>            |                                     | TWCON                        | Working Conditions                   |
| RDISA                                  | Disability/Medical Retirement       | TWSU                         | Resign - WSU                         |
| REARL                                  | Early Retirement                    |                              |                                      |
| REMER                                  | Emeritus Retirement                 |                              |                                      |
| RETSL                                  | Retiring-Using Sick Leave           |                              |                                      |

### Contact Information for EPAF Questions:

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 Operating Budget Officer  
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# EPAF Supplemental Material



If an employee becomes eligible after their original EPAF, you can submit a Temporary Help / Faculty ACA Benefit Plan, PPACA, EPAF to change the New Hire Indicator to Yes. Eligibility Questions = Benefits Services (885-3100 or [benefits@uidaho.edu](mailto:benefits@uidaho.edu)). EPAF Questions = e-mail to [hirepaf@uidaho.edu](mailto:hirepaf@uidaho.edu)



TEMPORARY FACULTY FTE SCALE FOR INSTRUCTIONAL DUTIES

| UNIVERSITY OF IDAHO<br>Instructional Lecturers |                  |               |                         | American Language and Culture Program<br>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.