

| What EPAF do I use? Reference Guide | | | | |
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| I want to... | EPAFS | Description | Example | Position #'s to use |
| Rehire, or update temporary visa expiration date | EC_I9 | I-9 update | Individual was employed at USU, but terminated employment more than three years ago. Look at PEAEMPL under "United States Regulatory" to see if individual has a valid I-9 in system. | All |
| Put employee on Short Term Disability status. Send in Calculation sheet to HR | EC_STD | Short Term Disability | Employee out for surgery, maternity, or other disability. | 99XXX |
| Employees not in PEAEMPL: | NH_ | New Job Assignments | | |
| Assign a graduate student an assistantship position. | NH_MGA | Job Assignment Graduate Assistant | Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out. | P03XXX |
| Hire an <u>exempt employee</u> with no benefits on a one time pay or semi-monthly flat rate. | NH_MWH | Job Assignment Semi Monthly Wage | Department wants to pay Dave, an employee of Hunter Scientific, a semi monthly payment of \$800 for the semester. <i>Use JB_WH for non-exempt employees.</i> | P05XXX |
| Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts. | NH_NP | Job Assignment No Pay | Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts. | P08XXX |
| Hire exempt, non-exempt and faculty employees into benefited positions. | NH_SAL | Job Assignment Salaried | Jane has accepted a Staff Assistant II position. 19 will need to be done within 3 business days from hire date and sent to HR. | 99XXXX |

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| Hire an individual to a teaching position with no benefits. | NH_TN2 | Job Assignment Teaching No Benefits | Mary will teach a class in Chemistry but receives no benefits; other than FICA, Workers Compensation Insurance and Unemployment Insurance. This will be semi-monthly payments. | P05XXX |
| Hire a person for wage hourly or work study position (no benefits). | NH_WH | Job Assignment Wage Hourly | Sally will be working for an hourly wage. If setting up a work study use your P04xxx position. | P05XXX Wage Hourly P04XXX Work Study |
| Employees in PEAEMPL: (current or rehire) | JB_ | New Job Assignments | | |
| Assign a <u>benefited employee</u> to additional responsibilities and pay. | JB_ADJ | Job Assignment Adjustment | Current benefited employee who is getting an additional assignment (O for overload). | P01XXX Teaching only P09XXX Non teaching DO NOT USE 99XXXX |
| Assign a graduate student an assistantship position. | JB_MGA | Job Assignment Graduate Assistant | Kamir will be a Graduate Research Assistant in the Computer Science department. Please use the appropriate title – spell each word out. | P03XXX |
| Hire an <u>exempt employee</u> with no benefits on a one time pay or semi monthly flat rate. | JB_MW2 | Job Assignment Semi Monthly Wage | Department wants to pay Dave, an employee of Hunter Scientific, a semi monthly payment of \$800 for the semester. <i>Use JB_WH for non-exempt employees.</i> | P05XXX |
| Assign an individual a volunteer position with no pay. Include Emeriti faculty and no pay adjuncts. | JB_NP | Job Assignment No Pay | Use this EPAF for volunteer or for Emeriti faculty and others who serve on committees for no pay, or no pay adjuncts. | P08XXX |

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| Hire exempt, non-exempt and faculty employees into benefited positions. | JB_SAL | Job Assignment Salaried | Jane has accepted a Staff Assistant II position. (Remember to check for a current I-9 on PEAEMPL "United States Regulatory.") | 99XXXX |
| Add up to three months onto an academic year 9-month contract. | JB_SUM | Job Assignment Academic Year Summer Months | Bob is an academic year professor who will be teaching an additional class. John is an academic year professor who is doing research for the summer. | P02XXX |
| Hire an individual to a teaching position with no benefits. | JB_TN2 | Job Assignment Teaching No Benefits | Mary will teach a class in Chemistry but receives no benefits; other than FICA, Workers Compensation Insurance and Unemployment Insurance. This will be semi-monthly payments. | P05XXX |
| Hire a person for wage hourly or work study position (no benefits). | JB_WH | Job Assignment Wage Hourly | Sally will be working for an hourly wage, either on work study (student) or not. | P05XXX Wage Hourly P04XXX Work Study |
| For changes to a job the employee already has | JC_ | | | |
| Put an employee on a Leave of Absence | JC_LOA | Job change Leave of Absence | Sue is going on a Personal Leave of Absence for 3 months. | The employee's current 99XXXX number. |
| Change the semi monthly rate payment. | JC_MW2 | Job Change Semi Monthly Wage Hourly (non-benefited) | John receives a semi monthly flat rate for performing exempt responsibilities. The department wants to change the sum that she will get. This will not change the end date. | The employee's current P05XXX number. |
| Change the base salary amount, and/or FTE, and/or appointment %, and/or title. Also use for Sabbatical. | JC_STC | Job Change Status Change | Ron is a benefited employee and you need to change his title and salary. This EPAF is only used to change a benefited position. | The employee's current 99XXXX number. |

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| Terminate job assignment of the employee. | JC_TRM | Job Change Termination | Joe quit one of his jobs at the University on Monday; but he has one other job at USU. Submit this EPAF as quickly as you can for the position he quit. For hourly or work study, if the EPAF deadline is missed, terminate the first of the following month but put correct termination date in "Personnel date." If you miss the EPAF deadline for a benefited employee, email hrbanner@usu.edu with the employee's A#, job #, suffix, termination date and reason and HR will terminate the position so the employee won't get paid. | Any and all position numbers that you want to terminate. |
| Change the hourly rate of an hourly employee. | JC_WGH | Job Change Wage Hourly | Sally, hourly work study, currently earns \$5.20/hour. You want to give her a raise to \$6.15/hour. | The employee's current P04XXX (work study) or P05XXX number. |

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| For Payroll Functions | P_ | | | |
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| Change accounts assigned to an existing position. | P_LABR | Payroll Labor Change | Tim's grant account closes January 15, with another grant effective January 16. | Any position number you want to change accounts. (NOT for Work Study) |
| Change accounts assigned to an existing work study position. | WS_LBR | Work Study Account Change | Greg's grant account closes November 30 with another grant effective December 1. | The employee's current P04XXX number. |
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