

EPAF and Position Information

BENEFITED EMPLOYEE					
Position Number	EPAF Category/Name (link)	Dates Effective/Termination	Reminders	Account Code	Payroll ID/Approval Levels
99xxxx	JB SAL Job Assignment - Salaried w/Benefit	<u>Query/Effective date</u> : First day working. <u>Personnel date</u> : First day working. Same as effective date.		615300 Contract Salaries	BX HHOME DHOME EXEC HR APPLY
	JC STC Job Change Status Change	<u>Query/Effective date</u> : Effective date of change. OR if the change was missed in the previous pay period, then put the first day of the next pay period. <u>Personnel date</u> : Effective date of change.	Preferably the first day of the pay period.	615300 Contract Salaries	BX HHOME DHOME HR APPLY
	JCTERM Termination of any position	<u>Query/Effective date</u> : Last worked date. <u>Personnel Date</u> : Last physical day worked. *	*The termination date can be later than the last worked date if the employee is using leave to extend their termination date or the department is paying a severance. In this case the personnel date will be their last physical work date.	N/A	BX HHOME HR APPLY
P02xxx Summer Months	JB SUM Workload above regular AY assignment (teaching, research, administrative, etc.)	<u>Query/Effective date</u> : First day of the pay period when service begins or for 1 st payment (cannot be before the service date). <u>Personnel date</u> : Start date of service. <u>Termination date</u> : Last day of the pay period of service or payment. <u>Termination Personnel date</u> : End date of service.	Benefited Academic Year faculty. Time & Effort: July-Dec 1.5 summer months and Jan-June 1.5 summer months. New AY Faculty who starts Aug 1 can only receive .5 SM effort (Aug 1-15). Must fill up SM before going to ESC.	616500 Contract Salaries Summer Months	BX HHOME DHOME HR APPLY
P01xxx Instructional Overload	JB ADJ Job Assignment Adjunct	<u>Query/Effective date</u> : First day of the pay period when service begins or for 1 st payment (cannot be before the service date).	Overload Teaching Assignments. Must have pre-approval form (ESC) signed before work begins. Before ESC,	616800 ESC - Instructional	BX HHIRE DHIRE HR

	Instructional assignment beyond regular role assignment	<u>Personnel date</u> : Start date of service. <u>Termination Effective date</u> : Last day of the pay period of service or payment. <u>Termination Personnel date</u> : End date of service.	FTE must be filled to 1 first then if employee is AY, summer months must be filled next (see P02xxx). *Used only for Faculty and Exempt employees		APPLY
P09xxx Non-Instructional Overload	JB_ADJ Job Assignment Adjunct Non-Instructional assignment beyond regular role assignment	<u>Query/Effective date</u> : First day of the pay period when service begins or for 1 st payment (cannot be before the service date). <u>Personnel date</u> : Start date of service. <u>Termination Effective date</u> : Last day of the pay period of service or payment. <u>Termination Personnel date</u> : End date of service.	Overload non-teaching assignments. Must have pre-approval form (ESC) signed before work begins. Before ESC, FTE must be filled to 1 first then if employee is AY, summer months must be filled next (see P02xxx). *Used only for Faculty and Exempt employees	616810 ESC non-instructional	BX HHIRE DHIRE HR APPLY
Z_ADDT Additional Payments	JB_ADJ Job Assignment Adjunct Additional Pay (Allowances)	<u>Query/Effective date</u> : First day of the pay period when payment begins. <u>Termination date</u> : Last day of the pay period of final payment.	Benefited employees only. Allowances to be paid and taxed as wages.	618601 – Auto Allowance 617802 – Bonus 617810 – Comp Time Payout 617815 – Gift/Award 618611 – Housing Allowance 617820 – Leave Settlement 618605 – Moving Allowance 618615 – Professional Development 616825 – Professorship Compensation	BX HHIRE DHIRE HR APPLY
Z_ERRH	JB_ADJ Job Assignment Adjunct Early Retiree Rehire	<u>Query/Effective date</u> : First day of the pay period when service begins or for 1 st payment. Personnel Date: Date of actual service if different. <u>Termination Effective date</u> : Last day of the pay period of service or payment. <u>Termination Personnel date</u> : End date of service.	This is a set amount payment. Employees on Early Retirement who come back to work for USU. The Early Retire Rehire form needs to be filled out.	617500 Early Retirement Rehires	BX HHIRE DHIRE HR APPLY
P06xxx	Early Retire – Early Retirement agreements	HR will set up this assignment	HR will term the 99 position and appoint the P06. Business Services need to process any leave payouts.	N/A	BX

NON-BENEFITED EMPLOYEES

Position Number	EPAF Category/Name (link)	Dates Effective/Termination	Reminders	Account Code	Payroll ID
P03xxx Graduate Assistantships	JB_MGA Job Assignment GA Semi-Mo Award Pmt	<u>Query/Effective date:</u> First day of employment (work). Typically, the first day of classes. <u>Personnel date:</u> Same as the effective date. <u>Termination date:</u> Last day of employment (work).	Graduate Students approved through the School of Graduate Studies. 4 specific titles: Graduate Research Assistant Graduate Teaching Assistant Graduate Instructor Graduate Trainee HR will handle the retro if needed.	617100 - Subsidized Ins 617200 - Non-subsidized Ins	GX HHOME DHOM GRAD HR APPLY
	JC_MGA Job Change Graduate Assistant	<u>Query/Effective date:</u> First day of pay period the change is effective. <u>Personnel date:</u> The date of the change should have happened if missed prior pay period. HR will handle the retro. <u>Termination date:</u> Last day of employment (work).	When making a change to a grad position you cannot change the termination date. To change the termination date, notify hr@usu.edu	617100 - Subsidized Ins 617200 - Non-subsidized Ins	GX HHOME GRAD HR APPLY
P04xxx Work Study	JB_WH Job Assignment Hourly/Student	<u>Query/Effective date:</u> First day of employment (work). <u>Personnel date:</u> Same as the effective date. <u>Termination date:</u> Last day of employment (work).	Use correct employee class WS. Financial aid given through working. Non-benefited students with award letters. Employee must submit hours in AggieTime	625500 Distributed Work Study Wages	HX HHOME HR APPLY
	JC_WGH Job Change Wage Hourly	<u>Query/Effective date:</u> Effective date of change. OR if the change was missed in the previous pay period, then put the first day of the next pay period. <u>Personnel date:</u> The date the change should have happened if missed prior pay period.	The difference in wages needs to be entered in PHATIME as RET, under special rate box put difference of wages as the total dollar amount owed and enter a 1 on the first day of the pay period.	625500 Distributed Work Study Wages	HX HHOME HR APPLY
	WS_LBR Work Study Account Changes	<u>Query/Effective date:</u> Change effective date	Preferably the first day of the pay period.	625500 Distributed Work Study Wages	HX HHOME HR APPLY
P05xxx Hourly	JB_WH Job Assignment Hourly/Student	<u>Query/Effective date:</u> First day of employment (work).	Employees must submit hours in AggieTime	625300 Wages	HX HHOME HR

		<u>Personnel date:</u> Same as the effective date. <u>Termination date:</u> Last day of employment (work).			APPLY
	JC WGH Job Change Wage Hourly	<u>Query/Effective date:</u> Effective date of change. OR if the change was missed in the previous pay period, then put the first day of the next pay period. <u>Personnel date:</u> The date the change should have happened if missed prior pay period.	The difference in wages needs to be entered in PHATIME as RET, under special rate box put difference of wages as the total dollar amount owed and enter a 1 on the first day of the pay period.	625300 Wages	HX HHOME HR APPLY
P07xxx Teaching Non-Benefited	JB TN2 Job Assignment Teach No Benefits	<u>Query/Effective date:</u> First day of employment (work). <u>Personnel date:</u> Same as effective. <u>Termination date:</u> Last day of employment (work).	Only use this for instructors teaching a credit course in the course catalog.	625900 Wages Instruction	HX HHOME DHOME HR APPLY
	JC MW2 Change Semi Monthly WH Payment	<u>Query/Effective date:</u> First day of pay period the change is effective. <u>Personnel date:</u> The date the change should have happened if missed prior pay period. <u>Termination date:</u> Last day of employment (work).	When making a change to a position you cannot change the termination date. To change the termination date, notify hr@usu.edu	625900 Wages Instruction	HX HHOME HR APPLY
P08xxx Volunteers/Non-paid Adjuncts/ Visiting assn.	JB NP Job Assignment NoPay/Volunteer	<u>Query/Effective date:</u> First day of service or access. <u>Personnel date:</u> Same as effective.	Serving USU, but no pay involved. Covered by Worker's Compensation *If giving an adjunct faculty title, please insert Dean and Provost approval level in the EPAF routing.	625300 Wages	BX HHOME HR APPLY
P10xxx Set amount payment Non-benefited	JB MW2 Job Assignment Semi-Mo WH/2 Set amount payment (must be exempt level work)	<u>Query/Effective date:</u> First day of employment (work). <u>Personnel date:</u> Same as effective. <u>Termination date:</u> Last day of employment (work).	Must be exempt level work. Employees must track hours in AggieTime for ACA purposes.	625950 Set Pay Wages	HX HHIRE HR APPLY
	JC MW2 Change Semi Monthly WH Payment	<u>Query/Effective date:</u> First day of pay period the change is effective. <u>Personnel date:</u> The date the change should have happened if missed prior pay period. <u>Termination date:</u> Last day of employment (work).	When making a change to a position you cannot change the termination date. To change the termination date, notify hr@usu.edu	625950 Set Pay Wages	HX HHIRE HR APPLY