

EPAF FAMILY	USED FOR	VARIATIONS OF THE SAME EPAF - BASED ON FUNDING NEEDS
<b>Fall Faculty Semester Temp</b> (non-benefits earning)	Rehire faculty for the fall semester, paid in 4 installments Reappoint faculty for the fall semester, paid in 4 installments Hiring a previous employee to teach for the fall semester, paid in 4 installments	<b>Fall Faculty Semester Temp with Position Change</b> <b>Fall Faculty Semester Temp with C&amp;G Funding</b> <b>Fall Faculty Semester Temp with Position Change and C&amp;G</b>
<b>Faculty Spring Semester Temp</b> (non-benefits earning)	Rehire faculty for the spring semester, paid in 5 installments Reappoint faculty for the spring semester, paid in 5 installments Hiring a previous employee to teach for the spring semester, paid in 5 installments	<b>Faculty Spring Semester Temp with Position Change</b> <b>Faculty Spring Semester Temp with C&amp;G Funding</b> <b>Faculty Spring Semester Temp with Position Change and C&amp;G</b>
<b>Faculty Academic Year Temp Appt.</b> (non-benefits earning)	Faculty for academic year paid in 9 installments Hire faculty to teach the entire academic year Reappoint faculty for the entire academic year Hire a previous employee to teach the entire academic year.	<b>Faculty Academic Year Temp Appt with Position Change</b> <b>Faculty Academic Year Temp Appt with C&amp;G Funding</b> <b>Faculty Academic Year Temp Appt with Position Change and C&amp;G</b>
<b>Faculty Other Temp Appt</b> (non-benefits earning)	Temporary faculty with contracts that differ from above three contract types Contract months and/or installments designated by originator This EPAF does include assignment of termination date	<b>Faculty Other Temp Appt with Position Change</b> <b>Faculty other Temp Appt with C&amp;G Funding</b> <b>Faculty other Temp Appt with Position Change and C&amp;G</b>
<b>EPA Staff Appointment/Reappointment</b> <b>(Benefits earning)</b>	Permanent non-faculty employees, paid in 12 installments	<b>EPA Staff Appointment/Reappointment with Position Change</b> <b>EPA Staff Appointment/Reappointment with C&amp;G Funding</b> <b>EPA Staff Appointment/Reappointment with Position Change and C&amp;G</b>
<b>EPA Faculty Appointment/Reappointment</b> (Benefits earning)	Rehire faculty teaching academic year, paid in 12 installments Reappoint (by using a new position suffix) faculty teaching academic year, paid in 12 installments Hiring a previous employee to teach the academic year, paid in 12 installments	<b>EPA Faculty Appointment/Reappointment with Position Change</b> <b>EPA Faculty Appointment/Reappointment with C&amp;G Funding</b>  <b>EPA Faculty Appointment/Reappointment with Position Change and C&amp;G Funding</b>
<b>EPA Add-pay</b> Payment for work done beyond contract Add-pays use position suffix numbers that begin with "A" (i.e. A0, A1, A2...)	Pay a faculty member for grant work, research work, special admin assignments, etc. Payment for work done with SOAR Pay faculty for overload teaching, advising, and summer sessions	<b>EPA Add-pay with C&amp;G Funding</b>
<b>EPA Temporary Change in Funding Source</b>	Change the funding (FOAP) associated with the employee's pay, when funding change is <i>not expected to be on-going</i> Does not include a change in salary The word "Temporary" in the title of this EPAF signals the Budget Office that a Flex may be required (if there are insufficient funds in the position to cover the change), but no PAF is required This EPAF is used for the action called a "buy-out"	<b>EPA Temporary Change in Funding Source using C&amp;G Funding</b>
<b>EPA Permanent Change in Funding Source</b>	Change the funding (FOAP) associated with the employee's pay, <i>when it is expected to be open-ended</i> Does not include a change in salary The word "Permanent" in the title of this EPAF signals the Budget Office that a PAF is required.	<b>EPA Permanent Change in Funding Source using C&amp;G Funding</b>
<b>EPA New Employee Record</b>	This EPAF makes a person an <i>employee</i> in Banner HR, a separate EPAF must be submitted to give that person a <i>job</i> Hire a person that exists in Banner HR, but has not been a former employee Re-activate a former employee whose PEAEMPL record is showing as Terminated  Hiring an undergrad, or graduate student that has not previously worked for the university Hiring an alumni that has not previously worked for the university	

<b>EPA Terminate Employee</b>	<p>Terminate the employee and their job assignment  Should only be used when a leave-payout is not required  Makes an employee inactive in Banner  Ends benefits for an employee  Used for employees who are leaving the university</p>	<b>EPA Terminate Employee funded with C&amp;G</b>
<b>EPA Terminate Job</b>	<p>Terminate the job assignment on an active employee  Use for change of appointments within the university ( 1 job ends, another begins)  Use for change of departments (1 job ends, another begins)  Does not end benefits, but may change eligibility for benefits, depending on the new job  Does not de-activate the employee -- only their current paying assignment</p>	<b>EPA Terminate Employee Funded with C&amp;G</b>
<b>EPA Title Change</b>	<p>Change the formal title assigned to the employee  Text/verbage change only - no salary or funding change can be made with this EPAF</p>	
<b>EPA Labor Distribution Change w/Salary Change</b>	<p>Process a salary conversion due to an administrative assignment, such as changing to or from Department Head/Chair  Process a legislative salary increase that involves changing the associated FOAP  Process changes in salary due to off-campus or research assignments  There is no termination date associated with this EPAF, so the salary change is assumed to be open-ended</p>	<b>EPA Labor Distribution Change w/Salary Change that uses C&amp;G funding</b>