

EPAF Supplemental Material

EPAF Approval Categories

| Category | Description | Earn Code |
|--|--|-----------|
| COMMON TO EXEMPT, FACULTY OR CLASSIFIED EMPLOYEES | | |
| GTMJB1 | Common Termination of Job | |
| FTMJOB | Common Termination of Job (Used for Deferred Pay Faculty ONLY) | |
| FTMSTP | Faculty Stipend Termination | |
| GTRMRT | Common Termination of Job - Retirement | |
| GTRPRP | Phased Retirement Plan | |
| GLBDST | Common Labor Distribution Change | |
| GOADCP | Common Additional Compensation – Original (009025 / 01) | ADC |
| GRADCP | Common Additional Compensation – Repeat (009025 / 01) | ADC |
| GODPCH | Mid Yr Def Pay Change – Original (009027 / 01) Work w/ Provost Office | RAY |
| GRDPCH | Mid Yr Def Pay Change – Repeat (09027 / 01) Work w/ Provost Office | 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 without 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, without Benefits | |
| NCHTTL | Common Change of Title for Classified and Exempt | |

| COMMON TO EXEMPT EMPLOYEES | | |
|-----------------------------------|-----------------------------|-----|
| NMSCCH | Exempt Miscellaneous Change | REX |
| NPOSCG | Exempt Position Change | REX |
| NCHPAY | Exempt Change of Pay | |

| COMMON TO FACULTY EMPLOYEES | | |
|------------------------------------|--------------------------------------|---------|
| FCHPAY | Faculty Change of Pay | |
| FMSCCH | Faculty Miscellaneous Change | RAY/RFY |
| FCHAPT | Faculty Change of Appointment Status | RAY/RFY |
| FCHTTL | Faculty Change of Title | |

| COMMON TO CLASSIFIED EMPLOYEES | | |
|---------------------------------------|---------------------------------|--|
| CLMISC | Classified Miscellaneous Change | |
| CCHGPY | Classified Change of Pay | |
| CPOSCG | Classified Position Change | |

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

| CLASSIFIED PERMANENT (Suffix 00) | | |
|---|--|-----|
| 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 Needs Waiver | RCL |
| CPPAAT | Classified Permanent Additional Appointment, New PCN / Suffix | RCL |

| CLASSIFIED CONTINGENT (Suffix 01) | | |
|--|---|-----|
| 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 Needs Waiver | RCL |
| CTPAAP | Classified Contingent Additional Appointment, New PCN / Suffix | RCL |

| EXEMPT PERMANENT (Suffix 00) | | |
|-------------------------------------|--|-----|
| 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 Needs Waiver | REX |
| EPPAAP | Exempt Permanent Additional Appointment, Previous PCN / Suffix | REX |
| EPPAAT | Exempt Permanent Additional Appointment, New PCN / Suffix | REX |

| EXEMPT CONTINGENT (Suffix 01) | | |
|--------------------------------------|---|-----|
| 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 Needs Waiver | REX |
| ETPAAP | Exempt Contingent Additional Appointment, New PCN / Suffix | REX |

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| FACULTY NON-BENEFIT ELIGIBLE (F5) | | |
|--|--|-----|
| 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 |

| FACULTY PERMANENT Fiscal Year (Suffix 00) | | |
|--|---|-----|
| FPPOAF | Faculty Permanent Original Appointment, 26 pays | 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 Needs Waiver | RFY |
| FPPAAT | Faculty Permanent Additional Appointment | RFY |

| FACULTY PERMANENT Academic Year (Suffix 00) | | |
|--|---|-----|
| FPPOAT | Faculty Permanent Original Appointment, 19.5 Pays | 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 Needs Waiver | RAY |
| FPPAAA | Faculty Permanent Additional Appointment | RAY |

| FACULTY CONTINGENT Fiscal Year (Suffix 01) | | |
|---|--|-----|
| FTPOAF | Faculty Contingent Original Appointment, 26 Pays | 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 Needs Waiver | RFY |
| FTPAAP | Faculty Contingent Additional Appointment to New PCN / Suffix | RFY |
| FTPAPP | Faculty Contingent Additional Appointment, Previous PCN / Suffix | RFY |

| FACULTY CONTINGENT Academic Year (Suffix 01) | | |
|---|--|-----|
| FTPOAP | Faculty Contingent Original Appointment, 19.5 Pays | 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 Needs Waiver | RAY |
| FTPAAA | Faculty Contingent Additional Appointment to New PCN / Suffix | RAY |
| FTPAPA | Faculty Contingent Additional Appointment to Previous PCN / Suffix | RAY |

EPAF Supplemental Material

| FACULTY Sabbatical | | |
|---------------------------|--|--|
| NSAB1Y | Faculty Sabbatical-One Year (Change in salary – get half pay) | |
| NSABHY | Faculty Sabbatical-Semester (No change in salary – get full salary) | |
| NSRT1Y | Return from Sabbatical (Must return first Sunday of pay period) | |

| Post-Doctoral Fellows | | |
|------------------------------|--|-----|
| 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 | |

| AFFILIATE MEMBERS | | |
|--------------------------|---|--|
| MFOAPT | NO LONGER IN USE | |
| MFOSUP | Affiliate Member Appointment | |
| MFTERM | Term Affiliate Member – Only use for previous MFOAPT | |
| MFTRMS | Term Affiliate Member | |

| FACULTY Stipends | | |
|-------------------------|---|------------|
| FACSTP | Faculty Stipend Original 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 Original 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 her 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. She will contact departments for questions regarding this.

For more info, visit this website: www.uidaho.edu/cogs/faculty-resources/ta-support-faq

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 (Pay, FTE, Hours, Budget) | 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 (Pay, FTE, Hours, Budget) | RGA |
| TTMJOB | Research Asst Termination of Job | |

EPAF Supplemental Material

| TEMPORARY HELP NON-PERSI NON STUDENT (T4) / STUDENT (ST) | | |
|---|--|--|
| 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 | |
| IHFCSF | 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 | |
| COMMON TO TEMPORARY HELP NON-PERSI STUDENT/NON STUDENT | | |
| 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 | |
| TEMPORARY HELP PERSI ELIGIBLE (Suffix 05 ONLY) | | |
| 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 | |
| COMMON TO TEMPORARY HELP PERSI ELIGIBLE | | |
| 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 | |
| WORK STUDY | | |
| 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 | |
| UNIT PAY | | |
| 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 & 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'l 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 (identified on WS referral letter) | 009020 (Federal), 009021 (State) |

| <u>Account Code & 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 | 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 nd Job | 3 rd Job | 4 th Job | 5 th 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 2nd job will be XX9600. Both jobs have the title of "TH-Clerical/Tutors"

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| PCN# | Suffix | Employee Class | Title | Account Code |
|---|-----------------------|------------------|--------------------------|--------------|
| <u>Temporary Help Non-Student Appointment – T4 Positions</u> | | | | |
| 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 |
| <u>Temporary Help Student Appointment – ST Positions</u> | | | | |
| 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 |
| <u>Work Study Appointments</u> | | | | |
| 009020 | Financial Aid assigns | SF (Federal) | Same as ST / T4 | E4135 |
| 009021 | Financial Aid assigns | SI (State) | Same as ST / T4 | E4135 |
| <u>Unit Pay – T5 / T6</u> | | | | |
| XX9715 | 05, 15, 25... | T5 | Unit Pay | E4110 |
| XX9716 | 05, 15, 25... | T5 | Unit Pay | E4110 |
| XX9717 | 06, 16, 26... | T6 | Unit Pay | E4135 |
| XX9718 | 05, 15, 25... | T5 | Unit Pay – Instructional | E4110 |
| <u>Additional Compensation – AC</u> | | | | |
| 009025 | 01, 11... | AC | Additional Compensation | E4110 |
| <u>Instructional Compensation (Classified, Exempt)</u> | | | | |
| 009023 | 01 | TC | Teaching – Classified | E4110 |
| 009024 | 01, 11... | TE | Teaching – Exempt | E4110 |
| <u>Affiliate Position</u> | | | | |
| 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

| Employee Class Descriptions | | Benefits | Earn Code |
|---------------------------------------|---|------------|-----------|
| Faculty Positions | | | |
| F1 | Faculty working 70-80 hours per bi-week for Fiscal Year (Full time) | Yes | RFY |
| F2 | Faculty working 50-69.9 hours per bi-week for Fiscal Year (3/4-time) | Yes | RFY |
| F3 | Faculty working 40-49.9 hours per bi-week for Fiscal Year (Half-time) | Yes | RFY |
| F4 | Faculty working less than 40 hours per bi-week for Fiscal Year (Less than Half-time) | No | RFY |
| F5 | Faculty Working on a Semester basis or a period within a Semester (any FTE) | No | RAY |
| F6 | Faculty working 70-80 hours per bi-week for Academic Year (Full time) | Yes | RAY |
| F7 | Faculty working 50-69.9 hours per bi-week for Academic Year (3/4-time) .625 - .874 FTE | Yes | RAY |
| F8 | Faculty working 40-49.9 hours per bi-week for Academic Year (Half-time) .624 FTE or less | Yes | RAY |
| F9 | Faculty working less than 40 hours per bi-week for Academic Year (Less than Half-time) | No | RAY |
| FN | Faculty Classified – Instruction must be 51% or less and earn less than \$818/Week | No | RTH |
| SS | Summer Session. May be existing UI faculty | No | RSP |
| FA/FS | Faculty Academic Year Stipend/Faculty Fiscal Year Stipend | No | FAS |
| Exempt Staff and Post-Doctoral | | | |
| E1 | Exempt staff working 70-80 hours per bi-week (Full time) | Yes | REX |
| E2 | Exempt staff working 50-69.9 hours per bi-week (3/4-time) | Yes | REX |
| E3 | Exempt staff working 40-49.9 hours per bi-week (Half-time) | Yes | REX |
| E4 | Exempt staff working less than 40 hours per bi-week (Less than Half-time) | No | REX |
| EC | Exempt Staff working 70-80 hours per bi-week (Athletic Coach, not accrue annual leave) | Yes | REX |
| P1 | Post-Doctoral Fellow, working 70-80 hours per bi-week (Full time) | Yes | REX |
| P2 | Post-Doctoral Fellow, working 50-69.9 hours per bi-week (3/4-time) | Yes | REX |
| P3 | Post-Doctoral Fellow, working 40-49.9 hours per bi-week (Half-time) | Yes | REX |
| P4 | Post-Doctoral Fellow, working less than 40 hours per bi-week. (Less than Half-time) | No | REX |
| Classified Staff and Others | | | |
| C1 | Classified staff working 70-80 hours per bi-week (Full time) | Yes | RCL |
| C2 | Classified staff working 50-69.9 hours per bi-week (3/4-time) | Yes | RCL |
| C3 | Classified staff working 40-49.9 hours per bi-week (Half-time) | Yes | RCL |
| R1 | Employees who have retired from the University of Idaho | Yes | Non-Paid |
| AC | Additional Compensation – full time faculty and exempt employees | N/A | ADC |
| TC | Instructional Compensation Classified | N/A | RTP |
| TE | Instructional Compensation Exempt | N/A | ADC |
| A1 | Affiliate Member for non-paid Instructional Staff | N/A | Non-Paid |
| A2 | Affiliate Member for non-paid non-Instructional Staff | N/A | Non-Paid |
| A3 | Affiliate Member for non-paid University Associated Faculty (FSH 1565F) | N/A | Non-Paid |
| A4 | Affiliate Member for non-paid Doctoral-Level with Significant Research | N/A | Non-Paid |
| Student and Contingent Help | | | |
| GA | Graduate Students with paid assistantships (Research Assistant or Teaching Assistant) | No | RGA |
| T1 | Contingent PERSI Eligible. 20 hours+ / week, 5 consecutive months or longer to be eligible | PERSI Only | RTP |
| T4 | Contingent Help, Non-Student. Less than 20 hours / week or 20+ hours, not more than 5 months | No | RTH |
| ST | Student Help (Full Time), Non Work-Study | No | RTH |
| SF | Students Federal Work-study. Financial Aid Determines between Federal & State | No | RFW |
| SI | Students State Work-study. Financial Aid Determines between Federal & State | No | RSW |
| T5 | Unit Pay (Lump Sum). Positions that meet FLSA & Dept. of Labor Requirements. T6 = Student | N/A | LPT |

EPAF Supplemental Material

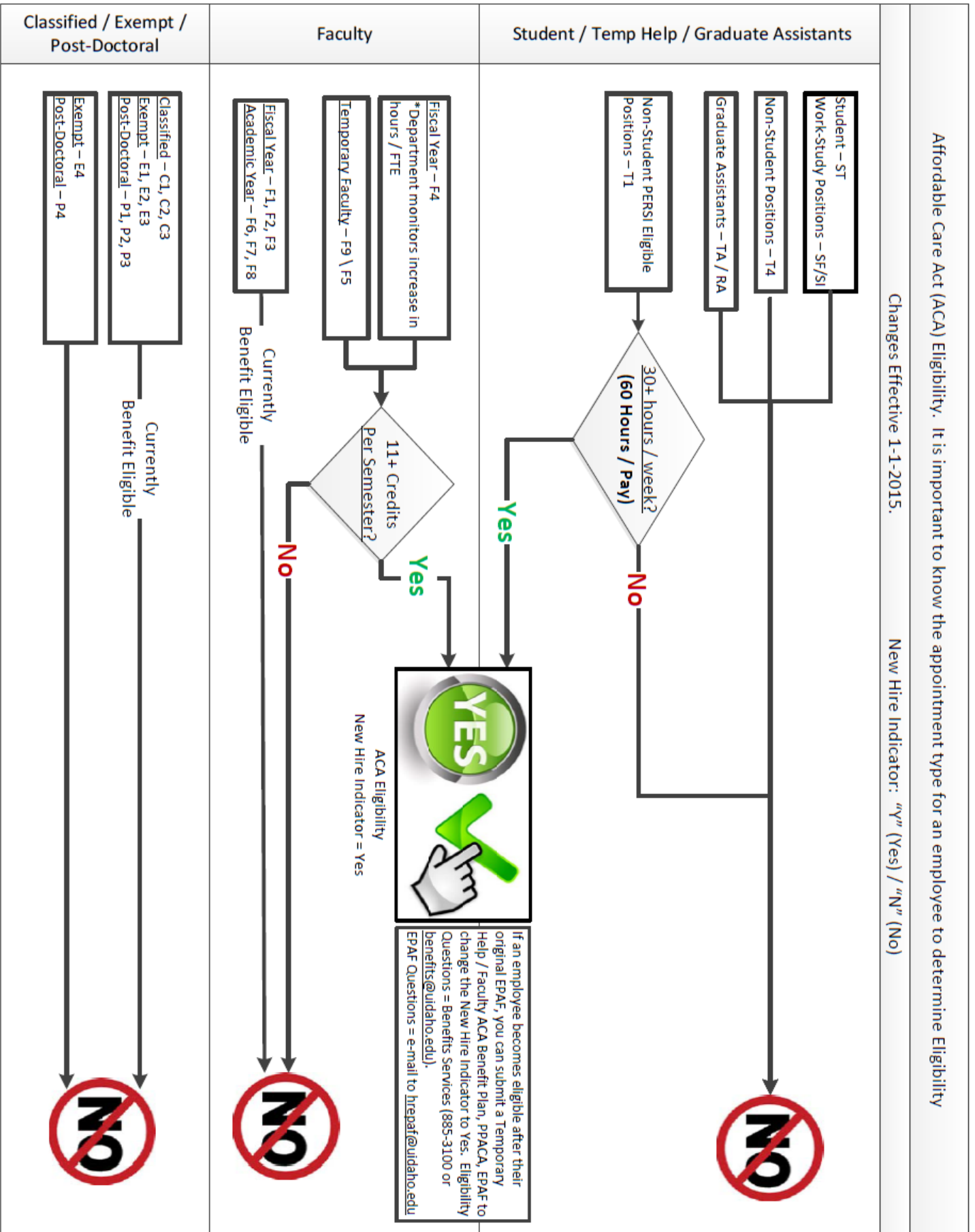
| <u>Job Change Reason Codes</u> | | | |
|--|-------------------------------------|------------------------------|--------------------------------------|
| AFFIL | Affiliate Member | RHOEM | "DO NOT USE" |
| For Changes to Current Position | | RHONO | Honored Staff Retirement |
| CAAPT | Additional Appoint Begin | RNOH | Non-Honored/Non-Emeritus Retr |
| CELIG | Eligibility Status Change | ROTHER | Retirement - Other |
| CFUR | Furlough | RPRP | Phased Retirement Plan |
| CHGJO | Change to New Position | For Sabbatical EPAFs | |
| 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 | For Termination EPAFs | |
| 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 |
| CPRM | Promotion to New PCN | TDECE | Deceased |
| CREAP | Reappointment | TDISM | Dismissal |
| CRECL | "DO NOT USE" | TELIG | Eligibility Status Change |
| CSHCH | Shift Change | TEDU | Other Educational Institution |
| CSTIP | Stipend Reimbursement | THEAL | Health |
| CSUM | Summer Session | TIHBA | IH to Board Appointed |
| CTSOR | Change Time Sheet Orgn | TJOCO | Job Completed – Not for staff |
| CWSAP | Work Study Appointment | TLAYO | Layoff - Classified Positions |
| FACPM | Faculty Promotion | TMIL | Military |
| HRENG | Banner HR Re-engineering | TNORE | Contract Non-Renewal |
| FACST | Faculty Stipend Payment | TOIA | Transfer – Other Idaho Agency |
| For Leave EPAFs | | TOUT | Moving Out of Area |
| LADMI | Administrative Leave | TPERS | Personal |
| LEAVE | Begin Leave | TPROB | Failed Probation Period |
| LERET | Return from Leave | TRESI | "DO NOT USE" |
| LSPAY | Spread Pay Leave | TSEL | Resign-Schweitzer Engineering |
| LTERM | Terminal Leave | TSEME | Semester Ended |
| For Retirement EPAFs | | TSTIP | Stipend Expiration |
| RDISA | Disability/Medical Retirement | TWCON | Working Conditions |
| REARL | Early Retirement | TWSU | Resign - WSU |
| REMER | Emeritus Retirement | | |
| RETSL | Retiring-Using Sick Leave | | |

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EPAF Supplemental Material





TEMPORARY FACULTY FTE SCALE FOR INSTRUCTIONAL DUTIES

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