CHEAT SHEET FOR CHOOSING CORRECT EPAFs (1/8/14 version)

FOR STUDENTS and GRAD ASSISTANTS

HIRE

A. PAID by the HOUR
   STU 110

B. PAID by STIPEND
   Student
   STU 115
   Grad assistant
   GA 115

END JOB/TERMINATE

ADM 400

CHANGE

A. BASE PAY
   STU 201

B. SUPERVISOR or ORG
   ADM 500

C. TITLE
   ADM 300

D. LABOR
   ADM 301
FOR BI-WEEKLY (non-Students)

HIRE or NEW JOB ASSIGNMENT (Ongoing or with End Date) BWK 115

END JOB/ TERMINATE ADM 400

ADD or REACTIVATE a SECONDARY JOB BWK 103

CHANGE

A. BASE PAY BWK 201
B. SUPERVISOR or ORG ADM 500
C. TITLE ADM 300
D. LABOR ADM 301

FOR MONTHLY EMPLOYEES

HIRE

A. Contract Faculty (Academic year or Semester assignment) MTH 102

B. New Job Assignment (Ongoing or with End Date; tenure track or professional) MTH 115

END JOB/ TERMINATE ADM 400

ADDITIONAL COMPENSATION

A. With New Labor (including faculty summer assignments, academic area & retiree secondary assignments, or TM assignments.) MTH 107

B. Additional Earnings - used only in non-academic areas if additional earnings are to be charged to same FOAP as the employee’s primary position. (NOT to be used in academic areas or for Grant FOAPs.) MTH 300

CHANGE

A. BASE PAY MTH 201
B. SUPERVISOR or ORG ADM 500
C. TITLE ADM 300
D. LABOR ADM 301