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