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