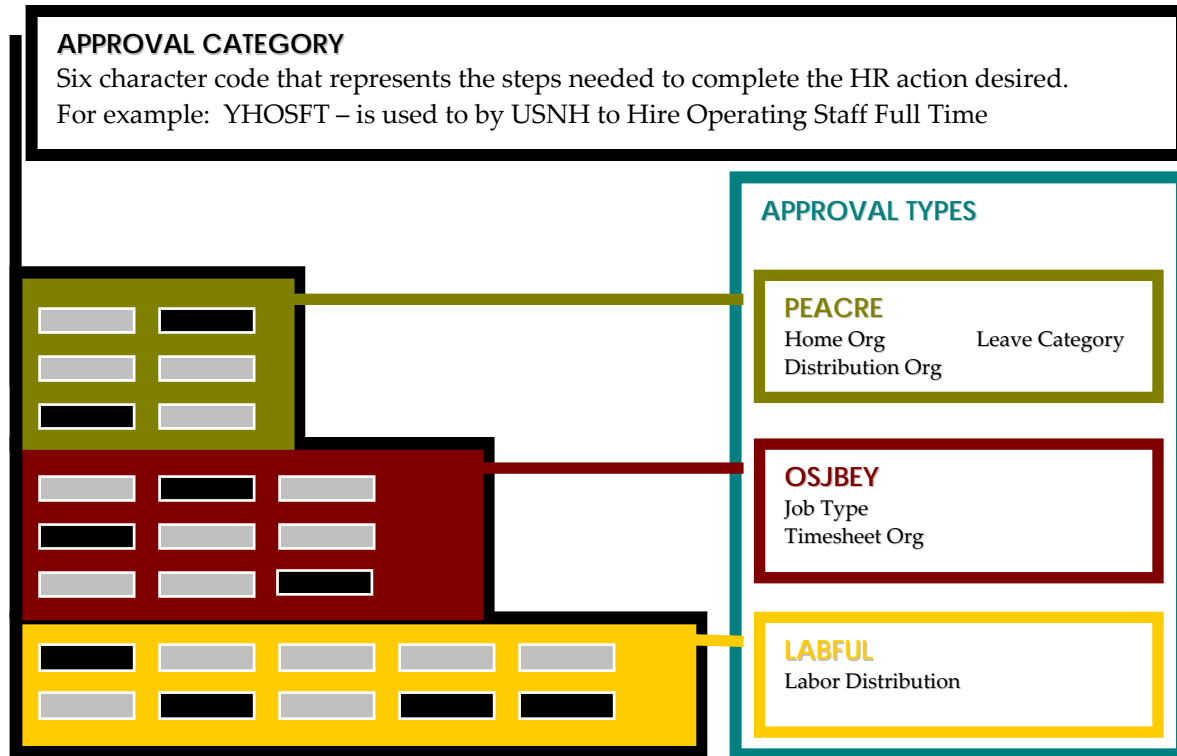


## Selecting the Correct EPAF Approval Category

To successfully manage job and employee information using the Electronic Personnel Action Form (EPAF), you must correctly choose the appropriate EPAF Approval Category to accurately affect NBAJOBS and PEAEMPL records.

Each Approval Category is designed to minimize data entry and maximize accuracy and efficiency.



**Ready, Set, Select!**

If you are working with a...

**Part-Time/Full-Time Temp/Casual job**

student labor, regular hourly, adjunct faculty, Part-Time/Full-Time Temp/Casual salary, graduate appointment, etc. including hiring a status employee for a Part-Time/Full-Time Temp/Casual job (additional pay hourly or salary services)

**GO TO Part-Time/Full-Time Temp/Casual Job EPAF Approval Categories**

**status job**

OS, PA, PAT's Extension Educators, Academic Admins, Tenure Track and Contract Faculty

**GO TO Status Job (Non-Grant Funded) EPAF Approval Categories**

**grant funded status job**

OS, PA, PAT's Extension Educators, Academic Admins, Tenure Track and Contract Faculty

**GO TO Status Job (Grant-Funded) EPAF Approval Categories**

**leave of absence**

**GO TO Leave of Absence EPAF Approval Categories**

**other approval categories**

**GO TO Special Approval Categories**

**labor distribution changes**

**GO TO Labor Distribution Approval Categories**

**ATTENTION UNH USERS**

Prior to entering an EPAF consult the UNH Responsibility Chart for Most Common Banner HR Transactions available at [www.unh.edu/hr/banner](http://www.unh.edu/hr/banner) to determine if an email, EPAF or work flow process is required.

## Part-Time/Full-Time Temp/Casual Job EPAF Approval Categories

EPAF Function	Job Type	Approval Category
<b>Hourly Job Hire</b>	Additional Pay Hourly Services (Used when hiring a status employee)	*HAPHS
	Part-Time/Full-Time Temp/Casual Hourly	*HCPHY
	Student Hourly	*HSTHY
	Work Study Academic Year Summer	*HWKSY *HWKSM
<b>Hourly Job Job Changes</b>	Non CWS	*HJCHG
<b>Hourly Job Rate Change</b>	Non CWS	*HYCHG
<b>Hourly Job Termination</b>	All of the above hourly jobs	*CTERM
<b>Salary Job Hire</b>	Additional Pay Salary Services (Used when hiring a status employee)	*HAPSS
	Adjunct Faculty	*HAJFY
	Award/Honorarium	*DEFER
	Part-Time/Full-Time Temp/Casual Salary	*HCPEX
	Graduate Appointment (Job)	*HGRAD
	Grant Funded Additional Pay Salary Services AY or Summer (exceeding 3/9)	*HAPSU
<b>Salary Job Termination</b>	All of the above salary jobs except... Additional Pay Salary Services	*CTRMS
	Additional Pay Salary Services	*CTERM

## Status Job (Non-Grant Funded) EPAF Approval Categories

Review the following table to determine what Approval Category should be used.

Employee Job Type	First status hire or status hire following a break in service	Move to a different position  due to promotion, transfer, demotion or permanent change in percent time, permanent change in # of pays	Current Year Appointment [CYA] to move an employee into a temporary job  due to temporary change in percent, temporary upgrade or interim job assignment	Termination
Academic Year Faculty	*HAYFY	*MAYFY	*CAYFY	*STERM
Fiscal Year Faculty	*HFYFY	*MFYFY	*CFYFY	*STERM
Operating Staff Full-Time 100%	*HOSFT	*MOSFT	*COSFT	*STERM
Operating Staff Part-Time <100%	*HOSPT	*MOSPT	*COSPT	*STERM
PAT, AA, EE, PA's Full-Time 100%	*HEXFT	*MEXFT	*CEXFT	*STERM
PAT, AA, EE, PA's Part-Time <100%	*HEXPT	*MEXPT	*CEXPT	*STERM

### Status Job (Grant-Funded) EPAF Approval Categories

Status positions that are grant-funded have a “placeholder” FOAPAL string in the position budget (NBAPBUD) and default the “placeholder” FOAPAL into a NBAJOBS record labor distribution. Consequently, all activities for grant-funded employees require unique EPAF’s that allow for full FOAPAL override to establish the true labor distribution in NBAJOBS.

Employee Job Type	First status hire or status hire following a break in service	Move to a different position  due to promotion, transfer, demotion or permanent change in percent time, permanent change in # of pays	Current Year Appointment [CYA] to move an employee into a temporary job  due to temporary change in percent, temporary upgrade or interim job assignment	Termination
Academic Year Faculty	RHAYFY	RMAYFY	RCAYFY	*STERM
Fiscal Year Faculty	RHFYFY	RMFYFY	RCFYFY	*STERM
Operating Staff Full-Time 100%	RHOSFT	RMOSFT	RCOSFT	*STERM
Operating Staff Part-Time <100%	RHOSPT	RMOSPT	RCOSPT	*STERM
PAT, AA, EE, PA's Full-Time 100%	RHEXFT	RMEXFT	RCEXFT	*STERM
PAT, AA, EE, PA's Part-Time <100%	RHEXPT	RMEXPT	RCEXPT	*STERM

## Leave of Absence EPAF Approval Categories

Leaves of Absence approval categories have been established to mirror the policies invoked in providing a leave. The Approval Categories will all require a Campus HR Officer approval.

Leave of Absence (LOA) Type	Description	Approval Category
LOA from Department	Officially, this is a leave without pay authorized by the employee's department. The individual's position is retained.	LOADEP
LOA from the Institution	This is a formal leave without pay. However, the person does not retain his/her position and has reemployment opportunities only at the close of the leave period.	LOAINS
Full Salary Professional Development LOA		LOAPDF
Half Salary Professional Development LOA		LOAPDH
Paid Medical LOA	Job status will remain active as employee maintains an active pay status, but will signal potential long-term disability situations and FMLA issues for campus and System HR.	LOAPML
Full Salary Sabbatical LOA		LOASFS
Half Salary Sabbatical LOA		LOASHS
Unpaid Medical LOA	Employee is placed on a leave without pay but may be provided with protection by policy to retain position in accordance with FMLA and USNH policy.	LOAUML
Workers Comp LOA	Employee's job is placed on a leave without pay status. EPAF allows originator to establish earned-time usage to produce payment to supplement Workers Comp benefit payment.	LOAWKC
Return from LOA	Returns employee to active status.	LOARET
Return from CYA LOA	Terminates the temporary CYA Job record and returns the employee to their base job.	LOACYR

## Special Approval Categories

Special EPAF approval categories used by Campus and Systems Offices only.

Approval Category Function	Description	Approval Category
Domestic Partner Offset NBAJOBS Entry	Used by <b>System Benefits Only</b> to add a NBAJOBS record with non-cash earnings as against a Domestic Partner position so that imputed income may be calculated for employees receiving Domestic Partner benefits.	BDOMPO
Job Change	Used by <b>Campus and System HR Only</b> to adjust NBAJOBS records as necessary.	JOBCHG
PEAEMPL Adjustment	Used by <b>Campus and System HR Only</b> to adjust PEAEMPL records due to status changes in benefits eligibility, adjustment of District/Division at UNH for OS/PAT Council districts, etc.	PEAADJ

## Labor Distribution Approval Categories

EPAF approval categories designed to facilitate changes to labor distribution records on NBAJOBS.

Labor Distribution Function	Description	Approval Category
Labor Distribution Percent Changes	Allows removal of existing labor distribution lines and adjustment of percents without providing override access to: FUND, ORGN, or ACCOUNT	LDCHG%
One Labor Distribution Change	Used to enter a future-dated labor distribution change to an existing NBAJOBS record.  Ability to add, remove or adjust FOAPAL lines as necessary.	1LDCHG
Two Labor Distribution Changes	Used to enter a future-dated labor distribution change and a subsequent future-dated labor distribution change to an existing NBAJOBS record.  Ability to add, remove or adjust FOAPAL lines as necessary.	2LDCHG
Three Labor Distribution Changes	Used to enter THREE (3) sequential future dated labor distribution changes to an existing NBAJOBS record.  Ability to add, remove or adjust FOAPAL lines as necessary.	3LDCHG