

## Using Move EPAFs

### Move EPAFs

- are used to complete a two-step process for current status employees “moving” to a new job and terminating their “old” job. Each EPAF consists of two steps: a Termination step to terminate the existing status job; and a Job Entry step to establish the new and on-going job.

- are used for a variety of transactions where the employee is leaving one position and its associated classification to assume a new role in a new position:

- Promotion for staff (Note: Faculty Promotions are processed through NWACOMP because they are similar to reclassifications where the employee occupational type remains the same)
- Transfers
- Demotions

- are also used when substantive changes need to be made to an employee’s appointment and position requiring a new job record:

- Change in FTEBS, which consequently will require a new position to be established
- Permanent increase in percent time
- Permanent decrease in percent time
- Reclassifications resulting in a change in occupational type (i.e., such as reclassification from OS to PAT) which consequently will require a new position to be established
- Change in Contract Dates
- Change in Position Number (i.e., term position becomes permanently funded)
- Change in Work Schedule

Select the correct EPAF by identifying what type of status CYA appointment the employee will be moving to:

Moving to....	Use EPAF Approval Category	If Restricted Funds Use:
Operating Staff (100%)	UMOSFT or campus corollary	RMOSFT
Operating Staff (less than 100%)	UMOSPT	RMOSPT
Exempt Staff (100%)	UMEXFT	RMEXFT
Exempt Staff (less than 100%)	UMEXPT	RMEXPT
Academic Year Faculty	UMAYFY	RMAYFY
Fiscal Year Faculty	UMFYFY	RMFYFY

### Jobs Detail Effective Date on the Job Entry Step for the NEW Job

The Jobs Detail Effective Date for the Job Entry step should be the first day of the new appointment. If the “true” start date is prior to or equal to the employee’s “Last Paid Date” on NBAJOBS use the first day of the next pay period (the Saturday date) for the Jobs Detail Effective Record and note the “true” date in the Personnel Date.

### Relationship to Position

Any required changes to the Position defaults must be made prior to EPAF entry.

Special **Job Change Reason** codes will be used to identify the justification for the MOVE:

MOVE Justification	Job Change Reason on Termination step for OLD job [OLD position /suffix]	Job Change Reason on Job Entry Step for NEW job [NEW position/suffix]
Promotion for Staff	AXPRO	AEPRO
Transfer	AXTFR	AETFR
Voluntary Demotion	AXVDM	AEVDM
Demotion for Cause	AXDEM	AEDEM
Change in FTEBS	AXFBS	AEFBS
Perm Increase/Decrease in %	AXCPC	AECPC
Reclassification to New Occupational Type (e.g. OS to PAT)	AXRCL	AERCL
Change in Contract Dates	AXCCD	AECCD
Change in Position Number	AXPNC	AEPNC
Change in Work Schedule*	AXCWS	AECWS

\* *Change in Work Schedule – see payroll documentation for further information when work schedule changes will require a change in position/suffix.*

**Jobs Detail Effective Dates on TERMIN Step for the OLD Job**

The Jobs Detail Effective Date for the OLD job’s termination (TERMIN) step should reflect the LAST day of the “old” job. Remember, the termination date is an active appointment date.

If the “true” termination date is prior to or equal to the employee’s “Last Paid Date” on NBAJOBS use the first day of the next pay period (the Saturday date) for the Jobs Detail Effective Date and note the “true” date in the Personnel Date.

If the delayed termination date may cause payment (e.g., an OS has default work schedule earnings for the Saturday date), be sure to notify USNH Payroll so they can adjust the earnings appropriately.

**Managing Contract Dates on the TERMIN Step**

Remember the following rules when terminating a job that has associated contract dates:

- The **Contract End** date cannot be later the **Termination** date
- The **Contract Begin** cannot be before the **Job Begin**
- The **Termination Date** cannot be before the **Contract Begin** date.

To facilitate the **TERMIN** step, when **Contract Dates** exist:

If the Termination Date is...	Contract Begin Date	Contract End Date
before the current Contract Begin Date	= Termination date	= Termination Date
after the current Contract Begin Date but before the Contract End Date	No changes required	= Termination Date
after the current Contract End date	No changes required	No changes Required