



EPAF Data Summary Worksheet Instructions

The table below provides guidelines for completing the EPAF Data Summary Worksheet. Only the most frequently used personnel transactions are listed here. If you are attempting to complete this worksheet for a transaction type that is not listed and would like guidance for which sections to complete, please contact your HR Client Services Administrator or HR Coordinator.

Transaction Type	Employee Information Fields	Financial Information Fields	Campus Address (All Fields)	Position Information Fields	SCD Information Fields	Comments
NEW HIRE (HIAPP) REGULAR NEW HIRE – CWS/ST NEW HIRE – TEMP <i>(FTE NOT REQUIRED FOR CWS/ST AND TE)</i>	First/Last name, banner id, email address, phone number, position title, check boxes that apply(new hire, 9mo,12mo, international) where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee	All Fields Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
REHIRE (HIREA)	First/Last name, banner id, email address, phone number, position title, check boxes that apply(new hire, 9mo,12mo, international) where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee <i>(only for NEWPOS/HRPOS)</i>	All Fields Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
RENEWAL OF APPOINTMENT (RENEW)	First/Last name, banner id, email address, phone number, position title, check boxes that apply(new hire, 9mo,12mo, international) where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
ADDITIONAL SERVICE (ADDIT)	First/Last name, banner id, email address, phone number, position title, where will work be performed	Index, Account Code, Percent, Federal Contract Employee	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
RECLASSIFICATION (RCLAS)	First/Last name, banner id, email address, phone number, position title, where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
CHANGE APPOINTMENT PERCENT (CHAPP)	First/Last name, banner id, email address, phone number, position title, where work will be performed, changing to 9 or 12 month assignment	Not Required	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Not Required	As Necessary



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SALARY ADJUSTMENT(PASAL)	First/Last name, banner id, email address, phone number, position title	Not Required	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Not Required	As Necessary
MONEY OVER PAYMENT(MONOV)	First/Last name, banner id, email address, phone number, position title	Index, Account Code, Percent, Federal Contract Employee <i>(only for NEWPOS/HRPOS)</i>	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE	Home org code, Check distribution code, district code, time sheet org code	As Necessary
MONEY UNDER PAYMENT (MONUN)	First/Last name, banner id, email address, phone number, position title	Index, Account Code, Percent, Federal Contract Employee <i>(only for NEWPOS/HRPOS)</i>	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE	Home org code, Check distribution code, district code, time sheet org code	As Necessary
CHANGE IN AMOUNT PER TERM (PAAMO)	First/Last name, banner id, email address, phone number, position title	Not Required	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent	Not Required	As Necessary
PROMOTION (CJPRO)	First/Last name, banner id, email address, phone number, position title, where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, FTE, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
DATA CORRECTION(DCCOR)	First/Last name, banner id, email address, phone number, position title, where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee <i>(only for NEWPOS/HRPOS)</i>	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, Supervisor name and banner id	* Home org code, Check distribution code, district code, time sheet org code	As Necessary
CHANGE IN SERVICE YEAR(CHSYR)	First/Last name, banner id, email address, phone number, position title, where work will be performed, changing to 9 or 12 month assignment	Index, Account Code, Percent, Federal Contract Employee	Not Required	Position number, Start date, Contract end date (if applicable), Annual Salary/Regular rate, Appointment percent, Supervisor name and banner id	Home org code, Check distribution code, district code, time sheet org code	As Necessary
TERMINATION OF ASSIGNMENT (TERMI)	First/Last name, banner id, email address, phone number, position title	Not Required	Not Required	Not Required	Not Required	As Necessary

Signature Requirement - An appropriate signature is required on the EPAF Data Summary Worksheet. If the Business Affairs Officer or designate has not had the opportunity to review and authorize the requested transaction, please obtain his or her signature before requesting that the HR Admin team originate the EPAF.