

Purpose		Description	Notes
Additional Assignment	Faculty Staff Student	Employee hired into a second position in addition to the employee's primary job. This assignment is during the same time frame as the primary job.	If the employee's primary job is full time monthly paid, use supplemental pay as the purpose.
Death	Faculty Staff Student	Employee died while employed.	
Demotion <i>Complete From & To sections of ePA</i>	Faculty Staff	Employee placed by management in another job at a lower classification.	
Disability	Faculty Staff	Employee has been approved for long term disability and will not return.	
Emp Hired-Never Started Work	Faculty Staff Student	Employee did not pass the background check; submit an I9; show for work; other reasons for not beginning assignment.	Submit ePA in a timely manner to prevent employee from overpayment. Termination date must match begin date on the previous ePA.
End of Temporary or Contract Assignment	Faculty Staff	Employee had a contract or expectation for working a specific amount of time. This could be based on the availability of funds.	
Extension of Appointment <i>Complete From & To sections of ePA</i>	Faculty Staff Student	Use to extend an employee's assignment's end date. Must mirror previous ePA. FTE is the only change allowed.	Use Rehire if there is a break in service. Use Transfer-Same Position Number Use Salary Change if there is a change in pay if changing Home Org only Use Labor Distribution Change if FOAP is changing
Family Medical Leave <i>Employee must contact Benefits office</i>	Faculty Staff	Employee is not on payroll while on approved Family Medical Leave. (FML policy can be found on the Human Resources website)	Make sure that the FML ePA and Return From Leave ePA are completed in a timely manner to avoid incorrect payment to employee.
Interim Winter & Summer	Faculty Staff Student	For Interim term teaching and administrative assignments only.	The assignments begin and end concurrently with the interim schedules. Not used by the hourly paid assignments. Interim assignments are paid on the monthly payroll.
Involuntary Separation	Faculty Staff Student	Employee terminated for any reason other than voluntary separation, position elimination, reduction in force, department reorganization, end of temporary or contract assignment, etc.	Submit ePA in a timely manner to prevent employee from overpayment.
Labor Distribution Change <i>Complete From & To sections of ePA</i>	Faculty Staff Student	Changes to the labor distribution. Must be same position number.	If labor distribution change coincides with extension of appointment use labor distribution change. If there is a change in salary, use another action code that best describes the reason for a change (Salary Change, Promotion, etc.)
Military Leave Employee must contact Benefits office	Faculty Staff	Employee goes on unpaid military leave. The military leave policy can be found on the HR website.	Attach a copy of the leave orders to the ePA.
New Employee	Faculty Staff Student	Does not have previous work history OR has worked for UA as a student and is now hired into a faculty or staff position.	An employee cannot hold a student assignment in conjunction with a staff or faculty assignment. All student assignments must be terminated prior to a submitting a New Employee ePA.

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<u>Occasional Pay</u>	Non-employee	Provide pay to an individual who is not employed by UA for work or services for less than 3 weeks and non-repetitive in nature, usually not more than 4 times in a twelve month period for the same assignment	<p>Example: Payment to UA retired employee that worked on a project for 2 weeks.</p> <p>Must be approved in advance by appropriate Vice President, using the Approval Request for Occasional Pay form, found on the payroll website. Please attach the form to the ePA and use a ZM position number.</p> <p>Position should be a ZO position number</p>
<u>Other Leave</u> <i>Must contact the Benefits Office</i>	Faculty Staff	Employee goes on unpaid leave of absence other than FML or Military Leave	
<u>Position Elimination Reduction in Force Department Reorganization</u>	Faculty Staff	Employee is terminated due to position elimination, reduction in force, or department reorganization	This is NOT an employee who is terminated due to the End of Temporary Contract Assignment.
<u>Position Modification</u>	Faculty Staff	Employee's position description has been modified with the end result the <u>same or lower classification</u> OR had only a <u>title change</u> .	
<u>Promotion-Different Position Number</u> <i>complete From and To sections of ePA</i>	Faculty Staff	Employee moved to a different position OR had a change of assignment with the end result being a job in a <u>higher grade or classification</u> . Cannot have break in service.	For faculty this includes a change in rank, or change in department head and/or assistant associate dean
<u>Promotion-Same Position Number</u>	Faculty Staff	Employee's current position has been reclassified with the end result being in a job in a <u>higher classification</u> .	For faculty this includes a change in rank, or change in department head and/or assistant/associate dean
<u>Rehire</u>	Faculty Staff Student	Returns to work at UA after <u>one day or greater break in service</u> . This includes a termination or retirement.	<p>If the only former UA employment was a student position, and will now be a Staff or Faculty position, use New Employee as a purpose.</p> <p>For student positions-when previous assignment has ended</p>

Purpose		Description	Notes
Retirement	Faculty Staff	Employee has been approved for retirement.	Retirement date for Staff employees must be on the last calendar day of the month.
Return from Leave <i>Complete From and To sections of ePA</i>	Faculty Staff	Employee returns from an approved leave.	Indicate in the comments section what type of leave from which the employee is returning Complete this ePA in a timely manner to avoid incorrect payment to employee.
Sabbatical Leave <i>Complete From and To sections of ePA. Must contact Benefits Office.</i>	Faculty Staff	Employee has been approved for a sabbatical leave.	A second ePA form should be completed to return the employee to their regular appointment after sabbatical leave. Mainly involves Faculty. Staff employees have been given sabbatical leave with proper administrative approval.
Salary Change	Faculty Staff Student	Use for merit or equity increase, career ladder increase, or returning an employee to their previous rate following a temporary salary change. Cannot change position number	Do not use for assignment change, transfer, position modification or promotion. If a labor distribution change or FTE change is included on the ePA, Salary Change should still be used as purpose.
Status Change - Same Position Number	Faculty Staff Student	Change in employment status with current assignment (part-time to full-time; temporary to regular; change in FTE) This includes an eclass change with same position number.	If changing from a student to a staff or faculty position, use New Employee as purpose. Cannot have labor change (use Labor Distribution Change) or change in pay (use Salary Change)
Status Change - Different Position Number <i>Complete From and To sections of ePA.</i>	Faculty Staff Student	Change in employment status with current assignment (part-time to full-time; temporary to regular; change in FTE)	
Superseding ePA	Faculty Staff Student	A follow-up ePA that corrects the previously submitted ePA. Check superseding box Must comment reason for ePA	Superseding box at top of ePA <i>must</i> be checked. Reason for superseding ePA must be explained in comments by originator. Unless changing begin date, dates must match ePA that is being superseded.
Summer I	Faculty Staff Student	For Summer School teaching and administrative payrolls only.	The assignments begin and end concurrently with the summer school schedule. NOT used for hourly paid assignments, Summer School assignments are paid on the monthly payroll that follows the end of the appointed session.

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<u>Summer II</u>	Faculty Staff Student	For summer school teaching and administrative payrolls only.	The assignments begin and end concurrently with the summer school schedule. NOT used for hourly paid assignments. Summer school assignments are paid on the last day of classes for the session appointed
<u>Summer Research</u>	Faculty	Use only for Summer Research - not teaching.	Summer research is paid on the monthly payroll in the months of May through August.
<u>Supplemental Pay</u>	Faculty Staff *Student	Provide <u>any pay</u> in addition to an existing <u>full-time</u> employee's primary job. For exempt (Monthly) employees and more rare situations, non-exempt (Biweekly) Contact your HR Partner for additional information. *All student supplemental pay ePAs must be routed to the appropriate HR Partner for approval.	<u>Multi-Month</u> (monthly; not a one-time pay;needs end date) <u>One-Time Pay</u> (no end date) <u>Biweekly Supplemental</u> - Use ZH position number
<u>Temporary Salary Change</u> <i>Complete From and To sections of ePA</i>	Faculty Staff	Used to pay an employee at a higher rate or salary while assuming a temporary assignment. Must have end date.	Do not use Salary Change (except when returning employee back to original pay) or Promotion.
<u>Transfer - Different Position Number</u> <i>Complete From and To sections of ePA</i>	Faculty Staff Student	Employee moved to a different position number at the same or lower classification, even if there is a salary change.	Cannot use if position is student to staff, or staff to student.Must use separate ePAs Not a Demotion.
<u>Transfer - Same Position Number</u>	Faculty Staff Student	Employee's position moved to a different Home ORG.	
<u>Voluntary Separation</u>	Faculty Staff Student	Employee resigns for any reason other than disability or retirement.	This includes an employee who does not return to work after an approved leave or for an employee who has abandoned his or her job.

Frequently Asked Questions

- 1) **How do I know if the employee has additional existing assignments?** Please view the Employee Information tab.
- 2) **Who do I reach out to concerning the salary/hourly rate on the ePA?** Your supervisor or head of your department.
- 3) **How can I ensure a student's position does not exceed the .50 FTE allowance?** The Employee Information tab will display student's current positions, including FTE information.
- 4) **When can I use Extension of Appointment as the purpose?** When there are no changes in the position or pay, just extending the duration of the assignment.
- 5) **When can I use Additional Assignment as the purpose?** When there is a Primary job in place and another assignment is created for the same time frame.
- 6) **Can I use New Employee as a purpose when a person has worked before?** No, the purpose should be Rehire if there is a work history.
- 7) **If I have more than one ePA to submit, does it matter what order I send them in?** Absolutely. Input updates to the most recent ePA, which cancels out future-dated ePAs previously sent.
- 8) **Can I transfer a student to staff or faculty position or a staff to student position on one ePA?** No. There must be a Voluntary Separation ePA for the former position, and a New Employee ePA for latter.
- 9) **Can a Rehire purpose be used for an additional position?** No. Please use Additional Assignment for this action.
- 10) **When can a Rehire ePA be used?** When there is a break in service for one day or more.