Chapter 2: Detailed Listing of ePAFs

Transaction Type	ePAF Approval Category	Availability	Personnel Transactions	Scope
Additional Compensation or Job	Additional Job or Compensation - Salaried	Year Round	Supplemental income, overages, bonuses, one-time payments, Secondary job	Salaried except for Executive, Student, Union employees
	Additional Job - Hourly	Year Round	Secondary job	Hourly except for Student, Union employees
	Reinstate Job or Compensation (Salaried and Hourly)	Year Round	Supplemental income, overages, bonuses, one-time payments	Salaried and Hourly except for Executive, Student, Union employees
	Additional Job - Salaried Student	Year Round	Additional Job	Student employees except College Work Study and Admin Fellows
	Additional Job – College Work Study	Year Round	Additional Job	College Work Study employee
Adjustments to Active Jobs	Salary or Hourly Rate Update	Year Round	Salary, hourly rate, labor, timesheet/leave report approver, title updates	Salaried and Hourly except for Executive, Faculty/FT Lecturers & Student employees
	Salary Update – Faculty/ FT Lecturer	Year Round	Salary and/or Step Increases	Faculty and Full Time Lecturers
	Labor Update	Year Round	Labor allocation updates	All except Executive, Student, Interim employees
	Hourly Rate or Labor Update - Interim	Year Round	Hourly rate, labor allocation updates	Interim employees
	Hourly Rate or Labor Update - Work Study	Year Round	Hourly rate, labor allocation updates	College Work Study employees
	Timesheet/Leave Approver or Title Update	Year Round	Timesheet/leave report approver, job title changes	All employees

Transaction Type	ePAF Approval Category	Availability	Personnel Transactions	Scope
	Job Termination	Year Round	Job termination	All employees
	Job Termination for Transfer	Year Round	Job termination with the intent to transfer to another job	All employees
	College Work Study Transfer to Interim	Year Round	CWS Transfer to Interim position	College Work Study employees
Reappointments	Reappt - College Work Study	Year Round	CWS Reappointment	College Work Study employees
	Reappt - Sem Based, Community Teacher	Semester	Community Teacher Reappointment	Part Time instructional staff paid from account 6142 or 6149.
	Reappt - Sem Based, Course Assistant	Semester	Course Assistant Reappointment	Student employees paid from account 6422 or 6469.
	Reappt - Sem Based, RA/TA	Semester	Research/Teaching Assistant Reappointment	Student employees paid from account 6422 or 6429.
	Reappt - Sem Based, PT Instructional	Semester	PT Instructional Staff Reappointment	PT Instructional staff paid from accounts 6122/6129, 6132/6139 or 6152/6159.
	Reappt - Summer A, FT Faculty*	Semester	Faculty reappointment for Summer A	Faculty members
	Reappt - Summer B, FT Faculty*	Semester	Faculty reappointment for Summer B	Faculty members
	Reappt - Year Round, Doctoral Research Fellow	Year Round	Doctoral Research Fellow Reappointment	Student employees paid from account 6442 or 6449.
	Reappt - Year Round	Year Round	Reappointment	FT Faculty and Instructional, FT & PT Professionals, Admin Fellows & Interim
Other	Faculty Sabbatical Leave*	Year Round	Sabbatical Leave	Faculty members

Transaction Type	ePAF Approval Category	Availability	Personnel Transactions	Scope
	Faculty Return from Sabbatical*	Year Round	Return from Sabbatical Leave	Faculty members
	Grants Funding Update**	Year Round	Labor Adjustment to grant funded jobs	All employee groups
	PageUp Upload with Labor***	Year Round	New Hires with open ended appointments	All employees
	PageUp Upload with Labor EndDate***	Year Round	New Hires with terminal appointments	All employees

*Only available for the Vice Provost's Office
**Only available for the Grants Office
***Only available for HRIS