When to use a PD7 instead of an EPAF

1. Hiring a new permanent faculty member (new to the UNCG system-no affiliation).
2. Changing a faculty member from 12-months to 9-months or from 10-months to 9-months etc.
3. Removing an administrative stipend (Graduate Coordinator, Undergrad Coordinator or Director etc.)
4. Faculty members who receive administrative stipends for serving as Directors of programs and/or centers etc.
5. Early termination or resignation.
6. Phased retirement.

All departmental administrative assistants are required to do EPAFs/PD7s for new faculty being hired in your department, PT Lecturers/Adjunct Faculty, Term Appointments, Grad/Undergrad hires and summer add-pays for your faculty.

All departmental administrative assistants are required to keep up with contract end dates for your AP faculty members, yearly appointments, Visiting Professors or Lecturers. This will ensure a smooth transition if paying out for vacation leave or reappointed for the next academic year.

**The Office of Research handles all EPAFs and add-pays for your faculty grant buy-outs and grant summer add-pays. The department is responsible for all others.**

PD7s and other personnel forms for new faculty can be found at:
http://provost.uncg.edu/Academic/EPA_Personnel/forms/

**EPAF selection list** - (see handout)

EPAFs can be found in UNCGenie System
1. Enter Secure Area
2. Enter User ID and Pin
3. Employee
4. Electronic Personnel Action Forms
5. New EPAF

How to check to see if an EPAF has been applied to the BannerHR system
1. Enter Secure Area
2. Enter User ID and Pin
3. Employee
4. Electronic Personnel Action Forms
5. EPAF Originator Summary
6. Click the History Tab
7. Transaction Status – click the down arrow and highlight “Pending” – this will show you all EPAFs that have not been applied to the system or if you highlight “completed” it shows all that have been applied to BannerHR.
Personnel forms needed when hiring a new faculty member

https://provost.uncg.edu/secure/epa/pd7.asp (Admin Assistant will complete this form)

https://provost.uncg.edu/secure/epa/pd7a.asp (this is to be completed by new faculty member and returned to Dept w/ signature)

https://provost.uncg.edu/secure/epa/epa_phone.asp (this is to be completed by search chair)

https://provost.uncg.edu/secure/epa/Certification.asp (to be completed by new faculty member and returned to Dept w/ signature)

When the EPA or SPA Human Resources (HR) Department or other authorized department receives a request to extend a contingent offer of employment, HR or the employing department will provide the final candidate with an "Authorization for Criminal Conviction Check" form which may be found at the following web site: http://web.uncg.edu/hrs/Recruitment/Background_Check/ or secured by contacting either HR office.

New faculty members will need to order transcript for the highest degree received and have it mailed directly to Departmental Administrative Assistant in a sealed envelope and a copy of the CV. All of this paperwork needs to be forwarded to the Dean’s Office for signatures once completed.

Pooled Position Numbers – These can be used with State Funds, Contracts & Grants and Trust Funds. You will notice that the last five digits of each of your positions is the same number. The first character of the pooled position numbers are:

*T = SPA Temporary Positions

*D = Hourly Department and Hourly Graduate Students (this can be used with state, C&G and trust funds to pay an hourly student or flat pay)

*Time/leave entry will need to be entered for these position numbers.

These can only be used with Contracts & Grants and Trust Funds

E = Temporary Lecturer - Flat Pay

G = Temporary Graduate Assistant - Flat Pay

N = Temporary EPA Non-Faculty

W = Work Study Students

Each of these pooled positions has a default FOAP. With the exception of the Work Study positions, the FOAP will have to be changed to the appropriate FOAP at the time the job is entered. Pooled positions are not appropriate for state funds charged to 101010, 101030, 101140 or 101110.
Pooled position numbers should be used when you do not have a specific position number already set up to use, which is probably more relative to grants and trust funds. The pooled position numbers would be used for Graduate Assistant appointments from grants and trust funds. The pooled position numbers would also be used for temporary SPA appointments, hourly students, and work study.