

**Below is list of personnel actions that should be completed on EPAF (Electronic Personnel Action Form)**

<b>Description of EPAF</b>	<b>EPAF</b>	<b>Explanation of EPAF</b>
Fulltime Job Separation	FTTERM	To separate a Fulltime employee from the university
Parttime Job Separation	PTTERM	To separate a Parttime employee from the university
Adjunct Reappointment	ADJREP	To reappoint an Adjunct
Supervisor Change*	SUPV	To change an employee's supervisor
Job Title Change*	TITLE	To change an employee's internal job title
Department Change	DEPT	A position that has a department (home org number) change
Department & Budget/FOAP Change	DPFOAP	A position that has a department (home org number) change. Budget/FOAP also changes
Budget/FOAP Change*	FOAP	A regularly-funded (not grant) position that has a funding change in the Budget/FOAP
Grant Continuation without Budget/FOAP Change	GCONT	Grant-funded positions have end dates on them when the funding runs out. When the funding is there to continue the position, a grant continuation must be done in order to continue the position. This EPAF is when the grant is continued for a specified time period but the <b>funding (Budget/FOAP) stays the same</b>
Grant Continuation with Budget/FOAP Change	GCONT2	Grant-funded positions have end dates on them when the funding runs out. When the funding is there to continue the position, a grant continuation must be done in order to continue the position. This EPAF is when the grant is continued for a specified time period and the <b>funding (Budget/FOAP) also changes</b>
Wage Continuation	WCONT	Wage positions are approved for the fiscal year only. Each year a wage continuation needs to be done to continue the position into the next year
Hourly Rate Change	WGCHG	An hourly (wage) position that has a pay change

\* If the listed personnel action is part of a position modification submitted in PeopleAdmin, then an EPAF need not be done