TEMPORARY AND STUDENT EMPLOYEE EPAFS –

1. NEW HOURLY STAFF/NON-WORKSTUDY EPAF
   (Employee Class Codes T2, T3, R1, F0 and F5 only)
   - When hiring an individual who has never worked and been paid via Payroll at the University of Hartford
   - When an individual has had more than a one year break in service from the University of Hartford.

2. CHANGE HOURLY STAFF/NON-WORKSTUDY EPAF
   (Employee Class Codes T2, T3, R1, F0 and F5 only)
   - When there is a change in (but not limited to) supervisor, encumbrance value, and/or hourly pay rate.

3. REACTIVATE HOURLY STAFF/NON-WORKSTUDY
   (Employee Class Codes T2, T3, R1, F0 and F5 only)
   - When a position has ended and the employee is returning to the same position
   - When a position is crossing a fiscal year (ex. a student who had a job last fiscal year will be returning to the same position in the next fiscal year).

4. ADDITIONAL JOB HOURLY STAFF/NON-WORKSTUDY
   (Employee Class Codes T2, T3, R1, F0 and F5 only)
   - When assigning an additional position to an employee who has another active position on campus.
   - When the most current position ended within the last year and your position is a different one.

WORK STUDY STUDENT EPAFS

1. NEW WORK STUDY STUDENT EPAF
   (Employee Class Code W1)
   - When hiring a student who has never worked and been paid via Payroll at the University of Hartford and is receiving federal work study money for the first time.

2. CHANGE WORK STUDY STUDENT EPAF
   (Employee Class Code W1)
   - When there is a change in supervisor, encumbrance value and/or dates of employment.

3. REACTIVATE WORK STUDY STUDENT EPAF
   (Employee Class Code W1)
   - When a position has ended and the student is returning to the same position and the same department in the next academic year.

4. ADDITIONAL JOB WORK STUDY STUDENT EPAF
   (Employee Class Code W1)
   - When assigning a work study position to an employee who has another active non-work study position on campus.
FULL-TIME NON-EXEMPT STAFF EPAFS

1. NEW NON-EXEMPT (NON-GRANT/GRANT) (26 PAY/<26 PAY) (ADMINISTRATIVE/ACADEMIC) STAFF EPAF

(Employee Class Codes N1, N2, N3 and N4)
Your HR Manager will originate this ePAF, which will then route through the pre-established approval routing queue.

- When hiring an individual who has never worked and been paid via Payroll at the University of Hartford
- When an individual has had more than a one year break in service from the University of Hartford.

2. CHANGE NON-EXEMPT (NON-GRANT/GRANT) (26 PAY/<26 PAY) (ADMINISTRATIVE/ACADEMIC) STAFF EPAF

(Employee Class Codes N1, N2, N3 and N4)

- When there is a change in (but not limited to) supervisor, job title and/or the hourly pay rate.

3. REACTIVATE NON-EXEMPT (NON-GRANT/GRANT) (26 PAY/<26 PAY) (ADMINISTRATIVE/ACADEMIC) STAFF EPAF

(Employee Class Codes N1, N2, N3 and N4)
Your HR Manager will originate this ePAF, which will then route through the pre-established approval routing queue.

- When a position has ended and the individual is returning to the same position and the same department and has had less than a one year break in service from the University of Hartford.

4. ADDITIONAL JOB NON-EXEMPT (NON-GRANT/GRANT) (26 PAY/<26 PAY) (ADMINISTRATIVE/ACADEMIC) STAFF EPAF

(Employee Class Codes N1, N2, N3 and N4)
Your HR Manager will originate this ePAF, which will then route through the pre-established approval routing queue.

- When assigning a regular full-time position to an employee who has (or had) another active position on campus (such as an employee who transfers from one department to another).