

EPAF Processing Reference – Graduate Assistants

Position Numbers	Titles (enter exactly as indicated below)
<i>Used on the New EPAF Position Selection Screen</i>	<i>Used in the title field of the Active/Rehire NBAJOBS section</i>
917555 - Graduate Teaching Assistants	Teaching Assistant
917777 - Graduate Research Assistants	Research Assistant
917888 - Graduate Assistant - Other	Grad Asst-Other
917444 – Graduate Assistant – Fellow	Grad Assist Fellow
967999 - Research Assistant PSL ONLY	Research Asst-PSL

ECLASS Definitions

*Used in the Employee Class Code field in the NBAJOBS section and PEAEMPL Section**

(only update PEAEMPL if the job is a primary contract type)*

SG - Graduate Assistant (RA/TA)

S6 - PSL Graduate Assistant (RA/TA)

Account Code Reference

Used in the Labor Distribution Section

Graduate Assistant = **618600**

EPAF Personnel Dates Reference

Used to determine job start and job termination dates based on job change reason

Term hiring for	Job Change Reason	Job Personnel Date (NBAJOBS)	Jobs Personnel Termination Date (terminate NBAJOBS)
Spring 2024	HSP	January 11, 2024	May 14, 2024
Fall 2024	HFA	August 19, 2024	December 17, 2024
Full Summer 2024	HSUM	May 20, 2024	August 5, 2024
Summer Session I (MSI) 2024	HSUM1	May 20, 2024	June 28, 2024
Summer Session II (MS2) 2024	HSUM2	June 25, 2024	August 5, 2024
Summer Session III (MS3) 2024	HSUM3	TBD	TBD
Academic 24/25	HACD	August 19, 2024	May 13, 2025
Spring 2024	HSP	January 11, 2024	May 14, 2024
Part-Term (note: includes mini semester sessions, week end work, etc.)	HPART	Enter actual job start date	Enter actual job end date
Annual (only to be used for actual annual appointments)	HANNL	Enter actual job start date	Enter actual job end date