

## EPAF Processing Reference – Temp Faculty

### Position Numbers

*Used on the New EPAF Position Selection Screen*

999996 - Temp Faculty Instr-Credit

999995 - Temp Faculty Instr-NonCredit

999994 - Temp Faculty-Research

999993 - Temp Faculty-Public Service

918998 - Supplemental Compensation  
(contract type always Overload)

Only to be used when hiring someone who currently holds a "Regular" NMSU position and the job being hired for will exceed 1.0 FTE.

### Faculty Standard Titles

*Used in the Title field in the NBAJOBS section*

Instructor

Asst Prof

Assc Prof

Professor

College Instructor

College Asst Prof

College Assc Prof

College Prof

### 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)*

A3 - Faculty FT Temp - Academic

A4 - Faculty PT Temp - Academic

B3 - Faculty FT Temp - Annual

B4 - Faculty PT Temp - Annual

C1 - Faculty FT - Other (semester and part-term)

C2 - Faculty PT - Other (semester and part-term)

### 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 2025	HSP	January 09, 2025	May 13, 2025
Fall 2025	HFA	August 18, 2025	December 16, 2025
Full Summer 2025	HSUM	May 23, 2025	August 11, 2025
Summer Session I (MSI) 2025	HSUM1	May 27, 2024	July 3, 2025
Summer Session II (MS2) 2025	HSUM2	June 30, 2025	August 11, 2025
Summer Session III (MS3) 2025	HSUM3	TBD	TBD
Academic 25/26	HACD	August 18, 2025	May 19, 2026
Spring 2025	HSP	January 09, 2025	May 13, 2025
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

### Account Code Reference

*Used in the Labor Distribution Section*

Temporary Faculty = **611300**

Supplemental Compensation for Faculty = **619300**