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 2027	HSP	January 14, 2027	May 18, 2027
Fall 2026	HFA	August 17, 2026	December 15, 2026
Full Summer 2026	HSUM	May 22, 2026	August 10, 2026
Summer Session I (MSI) 2026	HSUM1	May 22, 2026	July 2, 2026
Summer Session II (MS2) 2026	HSUM2	June 29, 2026	August 10, 2026
Summer Session III (MS3) 2026	HSUM3	TBD	TBD
Academic 26/27	HACD	August 17, 2026	May 18, 2027
Spring 2026	HSP	January 15, 2026	May 19, 2026
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**