EPAF Processing Reference – Graduate Assistants

Position Numbers *Used on the New EPAF Position Selection Screen*	**Titles (enter exactly as indicated below)** *Used in the title field of the Active/Rehire NBAJOBS section*
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 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