

## EPAF Processing Reference – Graduate Assistants

| <b>Position Numbers</b><br><i>Used on the New EPAF Position Selection Screen</i> | <b>Titles (enter exactly as indicated below)</b><br><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 <b>PSL ONLY</b>                                      | 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*

| <b>Term hiring for</b>                                                                  | <b>Job Change Reason</b> | <b>Job Personnel Date (NBAJOBS)</b> | <b>Jobs Personnel Termination Date (terminate NBAJOBS)</b> |
|-----------------------------------------------------------------------------------------|--------------------------|-------------------------------------|------------------------------------------------------------|
| <b>Spring 2026</b>                                                                      | HSP                      | January 15, 2026                    | May 19, 2026                                               |
| <b>Fall 2026</b>                                                                        | HFA                      | August 17, 2026                     | December 15, 2026                                          |
| <b>Full Summer 2026</b>                                                                 | HSUM                     | May 22, 2026                        | August 10, 2026                                            |
| <b>Summer Session I (MSI) 2026</b>                                                      | HSUM1                    | May 22, 2026                        | July 2, 2026                                               |
| <b>Summer Session II (MS2) 2026</b>                                                     | HSUM2                    | June 29, 2026                       | August 10, 2026                                            |
| <b>Summer Session III (MS3) 2026</b>                                                    | HSUM3                    | TBD                                 | TBD                                                        |
| <b>Academic 26/27</b>                                                                   | HACD                     | August 17, 2026                     | May 18, 2027                                               |
| <b>Spring 2025</b>                                                                      | HSP                      | January 09, 2025                    | May 13, 2025                                               |
| <b>Part-Term</b><br><b>(note: includes mini semester sessions, week end work, etc.)</b> | HPART                    | Enter actual job start date         | Enter actual job end date                                  |
| <b>Annual</b><br><b>(only to be used for actual annual appointments)</b>                | HANNL                    | Enter actual job start date         | Enter actual job end date                                  |