EPAF Data Standards and Guidelines

Correct formats for IN & SJ Addresses, Phone Numbers, and Position Titles

Addresses:
San Jacinto Data Standards state that all addresses should follow the following guidelines:

- All information is typed in upper/lower case format (i.e., not all caps or all lower). Street names should be spelled out in their entirety whenever possible (not to exceed 30 characters per line),

For example:

8060 Spencer Highway

New hire EPAFs require an IN and SJ address. All EPAFs should follow the same format. Do not abbreviate street names. **DO NOT** use Rd., Hwy., or Pkwy.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>8060 Spencer Highway</td>
</tr>
<tr>
<td></td>
<td>Pasadena, TX 77505</td>
</tr>
<tr>
<td>North</td>
<td>5800 Uvalde Road</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77049</td>
</tr>
<tr>
<td>South</td>
<td>13735 Beamer Road</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77089</td>
</tr>
<tr>
<td>Maritime</td>
<td>3700 Old Highway 146</td>
</tr>
<tr>
<td></td>
<td>La Porte, Texas 77571</td>
</tr>
<tr>
<td>District</td>
<td>4624 Fairmont Parkway</td>
</tr>
<tr>
<td></td>
<td>Pasadena, TX 77504</td>
</tr>
</tbody>
</table>

For example:

Part-time staff and Federal Work Study employees will have the leader’s information listed.
Adjunct faculty will have the Campus Services/Evening Division’s information listed.
**Phone Numbers:**

- The telephone number is presented in a three-field format.
- The three-digit area code must be entered for all phone numbers including the local area codes.
- Enter the seven-digit number without inserting a hyphen.
- If an extension number is provided, enter only the digits of the extension. Extension field is limited to 10 digits.

For example:

<table>
<thead>
<tr>
<th>Enter Changes</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Type:</td>
<td>SJ, College Work Telephone</td>
<td></td>
</tr>
<tr>
<td>Telephone Seq. No.:</td>
<td>281</td>
<td>9986150</td>
</tr>
<tr>
<td>Area Code:</td>
<td>281</td>
<td>3441</td>
</tr>
</tbody>
</table>

Part-time staff and Federal Work Study employees will use the SJC main phone number 2819986150. The extension will be their leader’s extension.

Adjunct faculty will use the SJC main phone number 2819986150. The extension will be the extension to the Campus Services/Evening Division office at the campus where they have their primary teaching assignment.

**Position Titles:**

- Part-time position titles start with ‘PT’ + the Board Approved Title.
  
  Example:
  
  Cashier would be: PT Cashier
  Entry level tutor would be: PT Non-Certified Tutor

- ONLY use titles that are found on the [Board Approved Salary Schedule](#).
  
  If you believe that a title is valid, but is not listed on the Board Approved Salary Schedule, please contact the compensation analyst (Jimmy Quinn x6346).

- Federal/Texas Work Study and Adjunct titles should not be entered. These titles automatically default into Banner, and should not be changed.