

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.

Campus	Address
Central	8060 Spencer Highway Pasadena, TX 77505
North	5800 Uvalde Road Houston, TX 77049
South	13735 Beamer Road Houston, TX 77089
Maritime	3700 Old Highway 146 La Porte, Texas 77571
District (A1)	4624 Fairmont Parkway Pasadena, TX 77504
District (A2)	4620 Fairmont Parkway Pasadena, TX 77504

For example:

Public San Jacinto Address Information

Enter Changes	Current Value	New Value
Address Type:		SJ, San Jacinto College Address
Address Sequence No.:		
Address From Date:		02/11/2015
Address Line 1:		13735 Beamer Road
Address Line 2:		S-11.4112
Address Line 3:		S-11
City:		Houston
State:		TX, Texas
ZIP or Postal Code:		77089

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:

Enter Changes	Current Value	New Value
Telephone Type:		SJ, College Work Telephone
Telephone Seq. No.:		
Area Code:		281
Telephone Number:		9986150
Phone Extension No.:		3441

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.