

EPAF Approval Categories

The following approval categories are defined in San Jacinto College's EPAF system.

Type of EPAF	Description	Approval Category Code
Add Job – Salary	Creates a secondary or overload job assignment. Used for salaried non-teaching assignments.	AJOB10
Add Job – Hourly	Creates a secondary or overload job assignment. Used for hourly assignments; most commonly for part-time assignments.	AJOB15
Add Job – Faculty	Creates a secondary or overload job assignment. Used for faculty assignments.	AJOB20
Add Job – Stipend	Creates a secondary or overload job assignment. Used for stipends.	AJOB30
Change Annual Salary	Used to modify the salary on an existing job assignment.	CHNG10
Change Salary Grade	Used to modify the salary grade information on an existing job assignment.	CHNG11
Change Hourly Rate	Used to modify the hourly rate (& possibly title) on an existing job assignment. Example: Part-time tutors completing certifications & being promoted from one level to the next level.	CHNG15
Change Contract	Used to modify contract information on an existing job assignment.	CHNG20
Change Leader	Used to modify the leader/supervisor information on an existing job assignment.	CHNG30
Change Job Title	Used to modify the job title on an existing job assignment.	CHNG40
90 Day Exception Part-Time Job	Used to create a 90 day exception period on a part-time job. Start and end dates must be entered.	CHNG45
Change FOAP	Used to modify the labor distribution on an existing job assignment.	CHNG50
Change Default Earnings	Used to modify the default earnings on an existing job assignment.	CHNG55
New Part-Time Non-Teaching Staff	Used to hire new part-time, non-teaching staff paid from department budget funds. Creates job; POSN required.	HIRE40
New Part-Time Non-Teaching Staff Grant	Used to hire new part-time, non-teaching staff paid from grant funds (from OGM). Creates job; POSN required.	HIRE41
New Part-Time Adjunct Faculty	Used to hire new part-time adjunct faculty who work as substitutes. Job will not be pulled in by faculty load. Creates job; POSN required.	HIRE50

Type of EPAF	Description	Approval Category Code
New Part-Time Adjunct CPD Faculty	Used to hire new part-time adjunct CPD faculty. Creates job; POSN required.	HIRE51
New Part-Time Adjunct Faculty No Job	Used to hire or rehire adjunct faculty, without creating a job because job will be pulled in by faculty load. No job created; POSN NOT required.	HIRE52
New Federal Work Study Student	Used to hire new federal work study student employees. Creates job; POSN required.	HIRE90
New Texas Work Study Student	Used to hire new Texas work study student employees. Creates job; POSN required.	HIRE91
Reappoint Part-Time Non-Teaching Staff	Reactivates a previously terminated employee on the same part-time non-teaching staff position and suffix that was previously used.	RAPT40
Reappoint Part-Time Non-Teaching Staff Grant	Reactivates a previously terminated employee on the same part-time non-teaching staff position and suffix that was previously used, when paid on a grant fund.	RAPT41
Reappoint Adjunct Faculty	Reactivates a previously terminated employee on the same adjunct faculty position and suffix that was previously used.	RAPT50
Reappoint Adjunct CPD Faculty	Reactivates a previously terminated employee on the same adjunct CPD faculty position and suffix that was previously used.	RAPT51
Reappoint Federal Work Study Student	Reactivates a previously terminated employee on the same federal work study position and suffix that was previously used.	RAPT90
Reappoint Texas Work Study Student	Reactivates a previously terminated employee on the same Texas work study position and suffix that was previously used.	RAPT91
Terminate Job and Employment	Terminates a single job assignment and employment.	TERM10
Terminate Job	Terminates a single job assignment. This is used to end a job assignment, but not employment.	TERM15
Terminate Employment	Terminates an employee who has no active job assignment. Example: Adjunct with no open job who has not worked in two consecutive semesters.	TERM20
Job Transfer – Full-Time Staff, Contract Exempt	Terminates a current employee's primary job assignment, and then transfers that employee into a new primary full-time exempt contract job assignment.	TRAN10
Job Transfer – Full-Time Staff, Contract Exempt, Grant Funded	Terminates a current employee's primary job assignment, and then transfers that employee into a new primary full-time exempt contract job assignment, paid on a grant fund.	TRAN11
Job Transfer – Full-Time Staff, Non-Contract Exempt	Terminates a current employee's primary job assignment, and then transfers that employee into a new primary full-time exempt non-contract job assignment.	TRAN15
Job Transfer – Full-Time Staff, Non-Contract Exempt, Grant Funded	Terminates a current employee's primary job assignment, and then transfers that employee into a new primary full-time exempt non-contract job assignment, paid on a grant fund.	TRAN16

Type of EPAF	Description	Approval Category Code
Job Transfer – Full-Time Staff, Non-Contract, Non-Exempt	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time non-exempt non-contract job assignment.	TRAN20
Job Transfer – Full-Time Staff, Non-Contract, Non-Exempt, Grant Funded	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time non-exempt non-contract job assignment, paid on a grant fund.	TRAN21
Job Transfer – Full-Time 9 Month Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 9 month faculty job assignment.	TRAN30
Job Transfer – Full-Time 9 Month Faculty, Grant Funded	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 9 month faculty job assignment, paid on a grant fund.	TRAN31
Job Transfer – Full-Time 9 Month Temporary Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time temporary 9 month faculty job assignment.	TRAN32
Job Transfer – Full-Time 10.5 Month Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 10.5 month faculty job assignment.	TRAN33
Job Transfer – Full-Time 10.5 Month Faculty, Grant Funded	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 10.5 month faculty job assignment, paid on a grant fund.	TRAN34
Job Transfer – Full-Time 10.5 Month Temporary Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time temporary 10.5 month faculty job assignment.	TRAN35
Job Transfer – Full-Time 12 Month Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 12 month faculty job assignment.	TRAN36
Job Transfer – Full-Time 12 Month Faculty, Grant Funded	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time 12 month faculty job assignment, paid on a grant fund.	TRAN37
Job Transfer – Full-Time 12 Month Temporary Faculty	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary full-time temporary 12 month faculty job assignment.	TRAN38
Transfer Part-Time Staff	Terminates a current employee’s primary job assignment, and then transfers that employee into a new primary part-time job assignment.	TRAN40