

# EPAF (Personnel Action) Data Standards and Guidelines

## Correct formats for Addresses, Phone Numbers, and Position Numbers/Titles

**Addresses:** New hire EPAFs **require an SJ address**. All information is typed in **upper/lower case format** (i.e., not in all caps or all lower case). Street names **should** be spelled out in their **entirety**, not abbreviated.

**NOTE:** These are the **ONLY** approved addresses for each campus to use on an EPAF:

| Campus          | Address  |
|-----------------|--|
| Central         | 8060 Spencer Highway<br>Pasadena, Texas 77505  |
| North           | 5800 Uvalde Road<br>Houston, Texas 77049       |
| South           | 13735 Beamer Road<br>Houston, Texas 77089      |
| Maritime        | 3700 Old Highway 146<br>La Porte, Texas 77571  |
| Generation Park | 13455 Lockwood Road<br>Houston, Texas 77044    |
| District (A1)   | 4624 Fairmont Parkway<br>Pasadena, Texas 77504 |
| District (A2)   | 4620 Fairmont Parkway<br>Pasadena, Texas 77504 |

### **All EPAFs follow the same format:**

- **Address Line 1** = Full street address for campus where employee will work. Never use all caps or abbreviations in the address line.
- **Address Line 2** = Building number should always be a capital letter hyphen number for the building number followed by a period and the room number. Some room numbers end in a letter, which should always be lower case.
- **Address Line 3** = Building number only, which should always be a capital letter hyphen number.

**For example:**

## Public San Jacinto Address Information

---

Address Type \*

Address Sequence No.

Address From Date

Address Line 1

Address Line 2

Address Line 3

City

State

ZIP or Postal Code

**Phone Numbers:** The telephone number is listed in a three-field format with no punctuation. This means you should **never** put a **hyphen** in a phone number listed on an EPAF. Some employees have direct dial numbers that do not require an extension, in which case the extension field can be left blank.

**For example:**

**Public San Jacinto Telephone Information**

---

Telephone Type \*

Telephone Seq. No.

Area Code

Telephone Number

Phone Extension No.

**Position Numbers (POSN):** Part-time staff, work study, and adjunct/part-time faculty position numbers, or POSNs, are pooled. This means that all part-time employees paid from the same budget in the same ORG, share the same POSN.

**Follow the guide below:**

| Job Type   | POSN                                   |
|--|--|
| Part-time staff  | PT + the last four digits of the ORG   |
| Federal Work Study   | WF + the last four digits of the ORG   |
| Texas Work Study   | WT + the last four digits of the ORG   |
| Work Study Mentorship  | WN + the last four digits of the ORG   |
| Part-time staff, grant funded (from OGM)   | P + the last five digits of the FUND   |
| Adjunct/Part-time Faculty  | AH + the last four digits of the ORG*  |
| Full-time, 9-month Faculty working a non-teaching job during the summer (off contract) | SUMHRS**                               |
| Adjunct/Part-time Faculty Secondary Summer job   | MH + the last four digits of the ORG** |
| Adjunct/Part-time Faculty, Grant Funded (from OGM)                                     | G + the last five digits of the FUND** |

\*Adjunct salary jobs assigned via faculty load begin with AS and are **NEVER** used on an EPAF.

\*\*Sumer camp jobs have a suffix of SC; non-summer camp jobs have a suffix of 00.

If the POSN was entered correctly using the chart above, and the job information did not populate on the EPAF, please contact Position Management via email at [DL-HRPositionManagement](mailto:DL-HRPositionManagement) or call HR at x6116 for assistance.

**Position Titles:** All positions have a default title in Banner. Some titles will remain the default, while others need to be updated using the title field on the EPAF.



**Adjunct/Part-time Faculty:** The default titles must not be changed. Do not enter a title on the title field of an EPAF.



**Part-time Staff (including work-study):** The default title is *PT Administrative Assistant I*. If that is the correct title, the title line on the EPAF can be left blank. If that is not the correct title, you will need to enter the correct title formatted to start with PT + the Board Approved Title.



**For Example:** In this screenshot, the title for this work-study job was defaulted to *PT Administrative Assistant I*, but the job actually needed to be *PT Specialty Lab Assistant I*. So, the title was updated in the title field on the EPAF.


Create Job Assignment - Hourly Staff, PT2014-00 **PT Administrative Assistant I**



---



Job Begin Date  
07/01/2021   Old Value:

Contract Type \*  
Secondary   Old Value: Not Selected

Jobs Effective Date \*  
07/01/2021   Old Value:

Personnel Date  
 

Title  
**PT Specialty Lab Assistant I**   Old Value:

Step \*  
0   Old Value:

Click [here](#) for 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 team in HR at x6115.