

Approval Categories for EPAFs

Code	Definition	Description	Job Change Reason
JOBFTR	Full Time Regular Assignment	Used when an employee is assigned to a full time position with no end date.	APPTI - Initial Appointment APPTR - Reappointment (no break in service) REHIR - Rehire (following a break in service) RETRE - Rehire of a Retiree STCHG - Status Change TRANS - Transfer
JOBPTR	Part Time Regular Assignment	Used when an employee is assigned to a part time job with no end date.	APPTI - Initial Appointment APPTR - Reappointment APPTS - Secondary Appointment REHIR - Rehire RETRE - Rehire of a Retiree STCHG - Status Change
JOBFTL	Full Time Limited Assignment (with an End Date)	Used when an employee is assigned to a full time position with an end date.	APPTI - Initial Appointment APPTR - Reappointment (no break in service) INTRM - Interim Assignment REHIR - Rehire (following a break in service) RETRE - Rehire of a Retiree STCHG - Status Change TRANS - Transfer
JOBPTL	Part Time Limited Assignment (with an End Date)	Used when an employee is assigned to a part time position with an end date.	APPTI - Initial Appointment APPTR - Reappointment APPTS - Secondary Appointment REHIR - Rehire RETRE - Rehire of a Retiree STCHG - Status Change
GAFALL	Graduate Assistant Assignment - Fall	Used for a Graduate Assistant employed for the fall semester.	GRAD - GA Assignment
GASPRG	Graduate Assistant Assignment - Spring	Used for a Graduate Assistant employed for the spring semester.	GRAD - GA Assignment
GASUMR	Graduate Assistant Assignment - Summer	Used for a Graduate Assistant employed during the summer semester.	GRAD - GA Assignment
GAWNTR	Graduate Assistant Assignment - Winter	Used for a Graduate Assistant employed for the winter term.	GRAD - GA Assignment

Code	Definition	Description	Job Change Reason
RECLS	Reclassification	Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties or responsibilities.	RECLS - Reclassification
SALRAT	Salary or Rate Change	Used to increase or decrease an employee's annual salary or hourly rate.	ADDED - Salary Increase due to added duties DEGRE - Salary Increase earned for acquisition of a degree MKTEQ - Salary Increase due to Market/Equity factors RANK - Faculty Rank Change RANKT - Faculty Rank Change and Tenure REORG - Salary Increase due to departmental reorganization OTHSI - Salary Increase not due to market/equity factors, degree acquisition, reorganization or added duties SALDE - Salary Decrease SALFY - Fiscal Year Salary Increase effective July 1 SALCY - Calendar Year Salary Increase effective January 1 MSGIN - Minimum Salary Grade Increase
TMPRAT	Temporary Rate Increase (with an End Date)	Used when a non-exempt employee receives a temporary increase in pay for extra responsibilities/duties.	TRIB - Begin Temporary Rate Increase TRIE - End Temporary Rate Increase
STIPND	Start and Stop a Stipend Assignment	Used when an exempt employee receives a stipend.	STPND - Stipend
TITLE	Job Title Change	Used to change ONLY the Job Title	TICHG - Title Change (without a reclassification)
LABORF	Labor Distribution Change - Full Time	Used to change ONLY the labor distribution on a full time assignment.	INDEX - Index Change
LABORP	Labor Distribution Change - Part Time	Used to change ONLY the labor distribution on a part time assignment.	INDEX - Index Change
LEVBEG	Begin Leave Status	Used when an employee begins a leave of absence.	LOAPD - Paid Leave of Absence LOAUN - Unpaid Leave of Absence LOAED - Educational Leave of Absence MILLV - Military Leave
LEVEND	End Leave Status	Used when an employee ends a leave of absence.	ENDLV - End Leave of Absence

Code	Definition	Description	Job Change Reason
SABAT	Sabbatical	Used when Faculty begin/end sabbatical leave	SABAT
PRMBEG	Begin Shift Differential	Used to begin shift differential when an employee begins premium pay.	PREMB - Begin Shift Differential (Premium Pay)
PRMEND	End Shift Differential	Used to begin shift differential when an employee ends premium pay.	PREME - End Shift Differential (Premium Pay)
END	End Assignment (not leaving WKU)	Used to end an employee's current assignment even though the employee is not leaving WKU.	END - End Current Assignment (not leaving WKU)
TERMFT	Termination Full Time	Used when a full time employee leaves the university.	TERM - Termination RETIR - Retirement RETNO - Retirement with <10 yrs Service
TERMP	Termination Part Time	Used when a part time employee leaves the university.	TERM - Termination
CELL	Cell Phone Allowance	Used to pay allowance in accordance with the university cell phone policy.	Cell - Cell Phone Allowance
OTHER	Other <i>See Comments for Details</i>	Used only when no other approval categories suffice and only upon direction by HR.	CERT - Certificate - Lump Sum DEGRE - Degree - Lump Sum EXFML - Expanded Sick Leave/FMLA Policy OTHER - Other, No other codes apply TENUR - Faculty Tenure with no change in rank