

**electronic Personnel Action (ePA) Form
PURPOSES**

Click a Purpose below for the detailed Description and Notes.

Additional Assignment

Faculty, Staff, Student

Death

Faculty, Staff, Student

Demotion

Faculty, Staff

Disability

Faculty, Staff

End of Temporary or Contract Assignment

Faculty, Staff

Extension of Appointment

Faculty, Staff, Student

Family Medical Leave

Faculty, Staff

Interim

Faculty, Staff, Student

Involuntary Separation

Faculty, Staff, Student

Labor Distribution Change

Faculty, Staff, Student

Military Leave

Faculty, Staff

New Employee

Faculty, Staff, Student

Occasional Pay

Other (non-employee)

Other Leave

Faculty, Staff

Position Elimination, Reduction in Force, Department Reorganization

Faculty, Staff

Position Modification

Faculty, Staff

Promotion-Different Position Number

Faculty, Staff

Promotion-Same Position Number

Faculty, Staff

Rehire

Faculty, Staff, Student

Retirement

Faculty, Staff

Return from Leave

Faculty, Staff

Sabbatical Leave

Faculty, Staff

Salary Change

Faculty, Staff, Student

Status Change-Same Position Number

Faculty, Staff, Student

Status Change-Different Position Number

Faculty

Summer I

Faculty, Staff, Student

Summer II

Faculty, Staff, Student

Summer Research

Faculty

Supplemental Pay

Faculty, Staff, Student

Temporary Salary Change

Faculty, Staff

Transfer-Different Position Number

Faculty, Staff, Student

Transfer-Same Position Number

Faculty, Staff, Student

Voluntary Separation

Faculty, Staff, Student

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Purpose	Eligible Employee Type(s)	Description	Notes
Additional Assignment	Faculty Staff Student	Employee hired into a second job in addition to the employee's primary job.	<ul style="list-style-type: none"> • If the employee's primary and secondary jobs are both hourly paid, any hours worked over 40 hours in a workweek are subject to UA's overtime policy. • If the employee's primary job is full-time monthly paid, then use Supplemental Pay.
Death	Faculty Staff Student	Employee died.	
Demotion <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff	Employee placed by management in another job at a lower grade or classification.	
Disability	Faculty Staff	Employee has been approved for long term disability and will not return.	
End of Temporary or Contract Assignment	Faculty Staff	Employee had a contract or expectation for working a specific period of time, which could be based on the availability of funds.	
Extension of Appointment <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff Student	Use to extend an employee's assignment end date.	<ul style="list-style-type: none"> • Do NOT use if there is a break in service – use Rehire instead • Do NOT use if there is a salary change – use Salary Change instead • Do NOT use if there is a distribution change – use Labor Distribution Change instead
Family Medical Leave <i>Employees going on leave must contact the Benefits Office</i>	Faculty Staff	Employee goes off payroll while on approved Family Medical Leave. <i>The FML policy can be found on the HR website.</i>	Make sure both the FML PA and Return from Leave PA are completed in a timely manner to avoid incorrect payment to the employee.
Interim	Faculty Staff Student	For Interim term teaching and administrative payrolls only.	<ul style="list-style-type: none"> • The assignments begin and end concurrently with the interim schedules. • NOT used for hourly paid assignments • Interim assignments are paid on the last day of classes for the session appointed.

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Involuntary Separation	Faculty Staff Student	Employee terminated for any reason other than voluntary separation, position elimination, reduction in force, department reorganization, end of temporary or contract assignment, etc.	
Labor Distribution Change <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff Student	Changes to the labor distribution.	<ul style="list-style-type: none"> • If Labor Distribution Change coincides with Extension of Appointment, use Labor Distribution Change. • If there is also a change in salary, use another action code that best describes the reason for the salary change, e.g. Salary Change, Promotion, etc.
Military Leave <i>Employees going on leave must contact the Benefits Office</i>	Faculty Staff	Employee goes on unpaid military leave. <i>The Military Leave policy can be found on the HR website.</i>	Attach a copy of the leave orders to the PA form.
New Employee	Faculty Staff Student	Never worked for the University, OR Works or has worked for UA in a student (undergraduate or graduate) capacity and is now hired into a faculty or staff position.	An employee cannot hold a student assignment in conjunction with a staff or faculty assignment. All student assignments should be terminated prior to a New Employee PA being submitted.

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Occasional Pay	Other (non-employee) *Use Staff University Route on the ePA	Provide pay to an individual, who is not otherwise employed by UA, for work/services to be performed which are of a very short-term nature (less than 3 weeks) and non-repetitive in nature, usually not more than 4 times in a 12-month period for the same assignment	<ul style="list-style-type: none"> • Example: Payment to a UA retired employee for work on a project that took 2 weeks to complete. • All Occasional Pay must be approved in advance of the work being performed by the appropriate Vice President, using the Approval Request for Supplemental or Occasional Pay form, located on the Payroll website. • The Approval Request for Supplemental or Occasional Pay form should be attached to the PA form. • This does NOT include: <ul style="list-style-type: none"> ○ Any pay for teaching or instruction to include classroom or online courses ○ Any work assignment of more than 3 consecutive weeks ○ Any pay in addition to an existing full-time employee's primary job which should be Supplemental Pay ○ A 2nd part-time job in addition to an employee's primary part-time job. The 2nd part-time job would be an Additional Assignment. ○ Payment to an employee who had a recent active work assignment, e.g. a student employee who just graduated.
Other Leave <i>Employees going on leave must contact the Benefits Office</i>	Faculty Staff	Employee goes on any other unpaid Leave of Absence.	
Position Elimination Reduction in Force Department Reorganization	Faculty Staff	Employee is terminated due to position elimination, reduction in force or department reorganization.	This does NOT include an employee who was terminated due to the End of Temporary or Contract Assignment.

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Position Modification	Faculty Staff	Employee's job (position description) has been modified <i>with the end result the same or lower grade/classification</i> , OR Had only a title change.	
Promotion-Different Position Number <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff	Employee moved to a different job, OR Had a change of assignment <i>with the end result being a job in a higher grade or classification</i> .	For faculty, this includes a change in rank as well as a change to a department head and/or assistant/associate dean.
Promotion-Same Position Number	Faculty Staff	Employee's existing/current job has been reclassified <i>with the end result being a job in a higher grade or classification</i> .	For faculty, this includes a change in rank as well as a change to a department head and/or assistant/associate dean.
Rehire	Faculty Staff Student	Returns to work at UA after <i>any break in service</i> , which may include a termination or retirement.	If the only UA job an individual has held was a student assignment, use New Employee instead.
Retirement	Faculty Staff	Employee has been approved for retirement.	Retirement date for Staff employees must be on the last calendar day of a month.
Return from Leave <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff	Employee returns from an approved leave.	<ul style="list-style-type: none"> Indicate in the comments section what type of leave the employee is returning from. Complete this PA in a timely manner to avoid incorrect payment to employee.
Sabbatical Leave <i>(complete FROM & TO sections of ePA) Employees going on leave must contact the Benefits Office</i>	Faculty Staff	Employee has been approved for a sabbatical leave.	<ul style="list-style-type: none"> A second PA form should be completed to return the employee to his/her regular appointment after sabbatical leave. This mainly involves faculty. In some rare cases staff employees have been given sabbatical leave if individual credentials warrant such a leave and proper administrative approval has been given.
Salary Change <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff Student	Use for merit or equity increase, career ladder increase, etc.	<ul style="list-style-type: none"> Salary Change is NOT the result of an assignment change, transfer, position modification or promotion. Even if the distribution changes as a result, it is still a Salary change.

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Status Change-Same Position Number	Faculty Staff Student	Change in employment status within the employee's current assignment e.g. part-time to full-time, temporary to regular, change in FTE.	If changing from a student to a faculty or staff position, use New Employee.
Status Change-Different Position Number <i>(complete FROM & TO sections of ePA)</i>	Faculty	Change in employment status within the employee's current assignment e.g. part-time to full-time, temporary to regular, change in FTE.	
Summer I	Faculty Staff Student	For Summer School teaching and administrative payrolls only.	<ul style="list-style-type: none"> • The assignments begin and end concurrently with the summer school schedule. • NOT used for hourly paid assignments. • Summer School assignments are paid on the last day of classes for the session appointed.
Summer II	Faculty Staff Student	For Summer School teaching and administrative payrolls only.	<ul style="list-style-type: none"> • The assignments begin and end concurrently with the summer school schedule. • NOT used for hourly paid assignments. • Summer School assignments are paid on the last day of classes for the session appointed.
Summer Research	Faculty	Use only for Summer Research – not teaching.	Summer Research is paid on the monthly payroll in the months May to August.

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Supplemental Pay	Faculty Staff *Student	Provide <u>any pay</u> in addition to an existing <u>full-time</u> employee's primary job. For exempt employees, and in rare situations, for non-exempt employees. Contact your HR Partner for more information. *All Student Supplemental Pay PA's must be routed to the appropriate HR Partner for approval.	<ul style="list-style-type: none"> • This could include a one-time or on-going special work assignment e.g. overload, consulting work, special projects for home department, special projects for other department in area of expertise as well as, including but not limited to, commissions, bonuses, awards, or teaching. • The Occasional Pay action might be used for other situations involving paying individuals who do not have an ongoing work assignment. • All supplemental pay must be approved in advance of the work being performed by the appropriate vice-president, using the Approval Request for Supplemental or Occasional Pay Form. • The Approval Request for Supplemental or Occasional Pay Form can be found on the Payroll website and should be attached to the PA form, except for teaching assignments. • The Faculty Supplemental Compensation Policy can be found in the Faculty Handbook and the Staff Supplemental Compensation Policy can be found on the HR website. • This does NOT include: <ul style="list-style-type: none"> ○ Payment of overtime for non-exempt employees which should be recorded on the employee's timesheet. ○ A 2nd part-time job in addition to an employee's primary part-time job. The 2nd part-time job would be an Additional Assignment. ○ Payment of shift differential.
Temporary Salary Change <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff	Used to pay an employee a higher rate or salary while assuming a temporary or interim assignment. All Temporary Salary Change PA's must have an end date.	<ul style="list-style-type: none"> • Do NOT use Salary Change or Promotion

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Transfer-Different Position Number <i>(complete FROM & TO sections of ePA)</i>	Faculty Staff Student	Employee moved to a different position number at the same or lower grade/classification <i>even if the employee received a pay increase.</i>	Not a Demotion.
Transfer-Same Position Number	Faculty Staff Student	Employee's position moved to a different Home Org.	
Voluntary Separation	Faculty Staff Student	Employee resigns for any reason other than disability or retirement.	This includes an employee who does not return to work after an approved leave or for an employee who has abandoned his/her job, i.e. walked off the job or did not report to work for consecutive days with no notice to the department.