

Creating an EPA Document the Right Way

	CREATE TYPE	DOCUMENT TYPE	RECOMMENDED OCCUPANT ACTION	CURRENT OCCUPANT ACTION	POSITION ACTION
Vacate	NEW ITERATION FOR PIN (Must enter in PIN) *Use to vacate a person from an EXISTING PIN	OCCUPANT CHANGE	MAKE VACANT	RETIRE VOLUNTARY TERMINATE INVOLUNTARY TERMINATE TRANSFER OUT PROMOTE OUT DEMOTE OUT START LEAVE	OTHER ACTION
New Hire	NEW ITERATION FOR PIN (Must enter in PIN) *Use to place a new person in a vacant EXISTING PIN within current FY	OCCUPANT CHANGE	NEW HIRE TRANSFER IN/PROMOTE IN DEMOTE IN RE-HIRE RETURN FROM LEAVE	ALREADY VACANT (ALWAYS)	OTHER ACTION CHANGE TITLE
New Position	NEW BUDGETED POSITION OR NEW WAGE POSITION *Use to create a NEW PIN for a brand new position	CREATE OR REACTIVATE	NEW HIRE TRANSFER IN/PROMOTE IN DEMOTE IN RE-HIRE RETURN FROM LEAVE	ALREADY VACANT (ALWAYS)	CREATE POSITION
Change Paying Account	NEW ITERATION FOR PIN (Must enter in PIN) *Change of paying account information	SOURCE FUNDING CHANGE	NOT APPLICABLE	NOT APPLICABLE	OTHER ACTION
Other changes within Position	NEW ITERATION FOR PIN (Must enter in PIN)	CHANGE SALARY, TITLE, PERCENT EFFORT, TERM, OR PROMOTE	CHANGE SALARY, TERM, OR PERCENT EFFORT CHANGE TITLE PROMOTE WITHIN, DEMOTE WITHIN, INGRADE PROMOTION	NOT APPLICABLE	CHANGE TERM/PERIOD (CP) CHANGE SALARY OR PERCENT EFFORT (OA) CHANGE TITLE OTHER ACTION RECLASSIFICATION