

Faculty EPA Selections

Example 1- Fall 2012 adjunct returning Spring 2013:

Create Type: New Iteration for PIN

PIN: _____ (search for PIN)

Document Type: Change Salary, Title, Term, Percent Effort, or Promote

Recommended Occupant Action: Change Salary, Term, or Percent Effort

Current Occupant Action: NOT APPLICABLE

Position Action: Change Term/Period (CP)

Example 2 - Fall 2012 adjunct faculty returning SSI 2013:

Create Type: New Iteration for PIN

PIN: _____ (search for PIN)

Document Type: Change Salary, Title, Term, Percent Effort, or Promote

Recommended Occupant Action: Change Salary, Term, or Percent Effort

Current Occupant Action: NOT APPLICABLE

Position Action: Change Term/Period (CP)

Example 3 - Returning adjunct faculty who has taught in your department before (last FY), but not in current FY:

Create Type: Copy PIN to next fiscal year

PIN: _____ (search for PIN)

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Re-activate Position

Example 4 - New adjunct faculty teaching for the first time in FY (need to key in all information):

Create Type: New Position – Copy Existing PIN

PIN: Use Adjunct PIN

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Create Position

Example 5 - Returning adjunct faculty who has taught in your department before (2 years ago), but not in current FY(need to key in all information):

Create Type: New Budget Position

PIN: _____ (search for PIN)

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Re-Activate Position

Example 6 – Hiring new faculty to a vacant PIN:

Create Type: New Iteration for PIN

PIN: _____ (search for PIN)

Document Type: Occupant Change

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Other Action