



# Comments recommended to use when entering brief description information in the ePAF system

The following are some examples as to what to include in the Brief Description box for a CPAF or Stipend in the ePAF System.

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## Types of Scenarios

### **1 Reducing employees’ hours**

Example of *Brief Description*:

This CPAF is to reduce the employee’s hours per week from 19 to 10 hours per week from 6/15/2020 to 7/31/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*



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### 2 Changing the employee's classification

Example of *Brief Description*

**Note: This will require a different position number.**

This CPAF is to change the employee's classification from Work Study to Student Employee. The employee ran out of Work Study funds and will be changed to Student Employee funds effective 5/4/2020 and until the remainder of the assignment 5/31/2020.

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### 3 Adding an additional assignment

Example of *Brief Description*:

This CPAF is to add a secondary assignment. This employee is currently working at [department name] with 9 hrs per week and will be starting the secondary assignment at [department name] with 10 hrs per week from 6/01/2020 to 8/31/2020.

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### 4 Creating a special assignment for a staff employee

Example of *Brief Description*:

This stipend is to cover additional shifts worked at Knap Hospital for the month of April 2020 for the total amount of \$XXX.XX.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

Example of *Brief Description*:

This stipend is for [mentorship/ workshops/ fellowships, etc.] for the Spring semester. Stipend total amount is for \$XXX.XX.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 5 Creating a special assignment for a faculty employee

Example of *Brief Description*:

This stipend is to cover faculty working on either [**overload, Chair, Director, workshop, etc.**] for monthly amount of \$2,000 (\$4,000 total) from April 2020 thru May 2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*



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### 6 Change in funding

Example of *Brief Description*

**Note: Another CPAF will need to be submitted to cover funding through end of the fiscal year, if the current funding does not cover entire fiscal year.**

This CPAF is only to change the cost centers in which the employee is being paid out of. Funding change is from 5/4/2020 through 6/30/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 7 Stipend being submitted to change a faculty overload amount

Example of *Brief Description*:

This stipend is for the Spring overload on the employee's primary assignment from 01/16/2020 - 05/31/2020. The total additional amount is for \$2,000.00

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 8 Updating the employee's contract amount

Example of *Brief Description*:

This CPAF is to increase the employee's contract total amount. The employee's initial contract amount was \$5,000 from 01/01/2020 - 05/31/2020, in which the employee received \$1,000/month. We are adding \$1,000 to the overall contract from 01/01/2020 - 05/31/2020 so that we may pay the updated total amount of \$6,000.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 9 Adding an employee incentive

Example of *Brief Description*:

This stipend is for quarterly incentive to the employee. This payment covers 01/01/2020 - 03/31/2020 for the total amount of \$XXX.XX.

**Note: An employee incentive should NOT be grant funded.**



## Comments recommended to use when entering brief description information in the ePAF system

### Graduate Assistantship

#### 10 Graduate Assistant (GA)

Example of *Brief Description*:

Student will be assisting with *the website and reports needed for the department, which is related to the student's program of study.*

Reminder: Duties need to be related to the program of study or professional development.

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#### 11 Graduate Research Assistant (GRA)

Example of *Brief Description*:

Student is conducting research with XXXXX program.

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#### 12 Graduate Teaching Assistant (GTA)

Example of *Brief Description*:

Student will be assisting to teach class ART 3301-07 ART 3352-01.

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#### 13 Graduate Assistant or Associate Instructor (GAI)

Example of *Brief Description*:

Student will be Instructor of Record for the following classes: MGMT 3301-02 MGMT 330405 and holds the necessary 18 graduate credits in discipline related to courses assigned.

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#### 14 Merit Increase

Example of *Brief Description*:

This cPAF is being submitted to increase the employee's salary to \$XXXX.XX as the employee has received a merit increase effective 09/01/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*



## Comments recommended to use when entering brief description information in the ePAF system

### 15 Temporary Additional Duties

Example of *Brief Description*:

This cPAF is being submitted to temporarily increase the employee's salary to \$XXXX.XX from 09/01/2020 to 12/31/2020 as the employee will be performing additional duties.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

### 16 Permanent Additional Duties

Example of *Brief Description*:

This cPAF is being submitted to increase the employee's salary to \$XXXX.XX as the employee has been given permanent additional duties effective 09/01/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 17 Removing Temporary Additional Duties

Example of *Brief Description*:

This cPAF is being submitted to place the employee's salary back to \$XXXX.XX effective 10/1/2020 as the employee is no longer working the temporary duties.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 18 Equity

Example of *Brief Description*:

This cPAF is being submitted due to Equity increase in the employee's salary to \$XXXX.XX as per SEA. Equity is effective 9/1/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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## Comments recommended to use when entering brief description information in the ePAF system

### 19 Promotion

Example of *Brief Description*:

This cPAF is being submitted to increase the employee's salary to \$XXXXXX. Employee (Name) has been promoted effective 09/01/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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### 20 Reclassification

Example of *Brief Description*:

This cPAF is being submitted due to Reclassification and to increase the employee's salary to \$XXXXXX effective 09/01/2020.

*If grant funded, include in the description how this assignment is justifiable to the grant.*

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