

NON-PAID AFFILIATION OR VOLUNTEER EPAF GUIDELINE (REV 5/2023)

FOR HOME UNIT TO INITIATE ACCESS PRIVILEGES TO UNIVERSITY SYSTEMS FOR NONPAID AFFILIATIONS IF NECESSARY

The following EPAF (Electronic Personnel Action Form) steps need to be completed by the home unit at the University to provide the access privileges after Human Resources provides the employee V# to the requesting unit. This may not be necessary or applicable in all instances.

- ___ Create an EPAF by selecting the appropriate category for work responsibility
 - MFOAPT – Affiliate Member Appointment
 - MFOSUP – Affiliate Member Supervisor Appointment (if the affiliate is supervising paid UI employees)
- ___ *****Required to enter the position number, **zzz555**; suffix, **05** for MFOSUP category
- ___ Enter the correct effective date and job begin date to reflect the work assignment
- ___ Enter the appropriate Job Empl Class Code and Employee Class Code. They will always be JETEMC and MCID

Researchers based at UI who are paid directly by external sources or who are employees of external organizations based at UI by contract (e.g., Co-op Units, ROTC)

Adjunct faculty who actively participate in UI research with UI students, facilities, or resources

Emeritus faculty who actively participate in UI research with UI students, facilities, or resources

All non-employee researchers, including adjunct faculty, with doctoral degrees who have a significant presence in any UI facility, including off-campus locations (e.g., CRITFC or ARS employees at Hagerman Fish Culture Experiment Station)

Nonemployees with doctoral degrees who are primarily involved in outreach, education, or other activities, but also hold a research position (e.g., CRITFC or ARS employees at Hagerman Fish Culture Experiment Station)