

Taleo/EPAF

Any faculty/staff paid benefits and full time (even temporary full time) will need to have an offer letter done in Taleo after a search posting is done to generate a contract. AAR is required to keep a faculty file with official transcripts for all new faculty hires. If a faculty member is hired ABD in August at an Instructor non-tenured and hopes to have the doctorate by May, they can be moved when doctorate is completed to Assistant Professor pre-tenure. Two contracts will need to be signed.

Graduate Assistants, Adjuncts, part-time students/non-student, and work study who are continuing or returning are done on Electronic Personnel Action Forms (EPAFs) in Banner and all new hires are processed in Taleo for on-boarding paperwork processing.

Full time faculty overloads which require an extra compensation form are done either in EPAFs or ACF until they are all migrated to EPAFs.

Backfills are temporary one year assignments until a permanent hire is made.

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