Faculty and Staff:
Additional Pay Policy EPAF Types

For the link to the Additional Pay Policy, please see: [http://myusf.usfca.edu/sites/default/files/Additional-Pay-Policy_0.pdf](http://myusf.usfca.edu/sites/default/files/Additional-Pay-Policy_0.pdf)

<table>
<thead>
<tr>
<th>Type of Assignment</th>
<th>Hours/Units Needed on EPAF</th>
<th>Eligible Employee Groups</th>
<th>Timesheet Requirement for ACA</th>
<th>Eligible E-Classes</th>
<th>EPAF Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Overload Teaching</td>
<td>Units</td>
<td>FT Faculty</td>
<td>No</td>
<td>AA or TT</td>
<td>Additional Pay Faculty Overload (APFAOL)</td>
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<tr>
<td>Staff Teaching Assignment</td>
<td>Units</td>
<td>Staff Full-time Exempt Only</td>
<td>No</td>
<td>GG or LL</td>
<td>Additional Pay Staff who Teach (APSTWT)</td>
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<tr>
<td>Non-Teaching Duties Related to Teaching</td>
<td>Hours for Non-FT Faculty/Staff</td>
<td>Adjunct and FT Faculty</td>
<td>Yes for Adjunct Faculty Only</td>
<td>AA or TT SS or XX</td>
<td>Additional Pay Non-Teaching Assignment (APNON)</td>
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<tr>
<td>Out of Class Assignments</td>
<td>N/A</td>
<td>Staff-Exempt/Non-Exempt</td>
<td>No</td>
<td>AA, DD, EE, GG, HH, II, JJ, KK, LL, MM, PP, RR, TT, UU, VV, WW</td>
<td>Additional Pay Non-Teaching Assignment (APNON)</td>
</tr>
<tr>
<td>Assignment Performed for Another Department</td>
<td>Hours for Non-FT Faculty/Staff</td>
<td>Staff, Adjunct and FT Faculty</td>
<td>Yes for Adjunct Faculty</td>
<td>AA, DD, EE, GG, HH, II, JJ, KK, LL, MM, PP, RR, TT, UU, VV, WW</td>
<td>Additional Pay Non-Teaching Assignment (APNON)</td>
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<tr>
<td>Non-Earnings Payment</td>
<td>N/A</td>
<td>Staff, Adjunct and FT Faculty</td>
<td>N/A</td>
<td>AA, DD, EE, GG, HH, II, JJ, KK, LL, MM, PP, RR, TT, UU, VV, WW</td>
<td>Additional Pay Non-Earnings Payment (ADPYST)</td>
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</table>
Adjunct Faculty with an Additional Pay Assignment
Please use the ACA P-Org when submitting an EPAF for an adjunct faculty. This generates a timesheet for ACA (Affordable Care Act) hour time collection. These hours do not affect pay and are used to comply with ACA.

<table>
<thead>
<tr>
<th>ACA P-Org</th>
<th>Description</th>
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<tbody>
<tr>
<td>P1000A</td>
<td>President ACA</td>
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<tr>
<td>P1100A</td>
<td>President ACA</td>
</tr>
<tr>
<td>P1400A</td>
<td>General Counsel Division ACA</td>
</tr>
<tr>
<td>P1500A</td>
<td>General Counsel ACA</td>
</tr>
<tr>
<td>P2000A</td>
<td>Provost Division ACA</td>
</tr>
<tr>
<td>P2100A</td>
<td>Arts and Sciences ACA</td>
</tr>
<tr>
<td>P2300A</td>
<td>School of Management ACA</td>
</tr>
<tr>
<td>P2500A</td>
<td>Education ACA</td>
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<td>P2600A</td>
<td>Law ACA</td>
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<tr>
<td>P2700A</td>
<td>Nursing and Health Professions ACA</td>
</tr>
<tr>
<td>P3000A</td>
<td>Provost Division – Non Schools ACA</td>
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<tr>
<td>P3100A</td>
<td>Provost ACA</td>
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<tr>
<td>P3300A</td>
<td>Enrollment Management ACA</td>
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<td>P3500A</td>
<td>Gleeson Library ACA</td>
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<td>P3600A</td>
<td>Institutional Planning and Effectiveness ACA</td>
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<tr>
<td>P3700A</td>
<td>International Relations ACA</td>
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<tr>
<td>P3800A</td>
<td>Academic &amp; International Activities ACA</td>
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<tr>
<td>P3900A</td>
<td>Online Education ACA</td>
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<tr>
<td>P3A00A</td>
<td>Branch Campuses ACA</td>
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<tr>
<td>P3B00A</td>
<td>Diversity and Community Outreach ACA</td>
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<tr>
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<td>Development Division ACA</td>
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<td>P4100A</td>
<td>VP Development ACA</td>
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<td>Marketing Communications Division ACA</td>
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<td>P4400A</td>
<td>VP Marketing and Communications ACA</td>
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<tr>
<td>P4500A</td>
<td>Athletics ACA</td>
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<td>P5000A</td>
<td>Business &amp; Finance Division ACA</td>
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<tr>
<td>P5100A</td>
<td>VP Business &amp; Finance ACA</td>
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<tr>
<td>P5200A</td>
<td>Accounting and Business Services ACA</td>
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<td>Food Services ACA</td>
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<td>P5400A</td>
<td>Human Resources ACA</td>
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<td>Facilities Management ACA</td>
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<tr>
<td>P5600A</td>
<td>Purchasing ACA</td>
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<td>P5700A</td>
<td>Finance and Treasury ACA</td>
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<tr>
<td>P6000A</td>
<td>Student Life Division ACA</td>
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<td>P6100A</td>
<td>VP Student Life ACA</td>
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<td>P6200A</td>
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<td>P6300A</td>
<td>Student Engagement ACA</td>
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<td>P6400A</td>
<td>Student Achievement ACA</td>
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<td>P7000A</td>
<td>ITS Division ACA</td>
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<td>CIO ACA</td>
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</table>
**Faculty and Staff:**

**Additional Pay Policy EPAF Types**

Other Tips:

<table>
<thead>
<tr>
<th>Course Cancellation:</th>
<th>• When a course is cancelled BEFORE the start of the semester, please do not include units on the EPAF.</th>
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<tbody>
<tr>
<td></td>
<td>• When a course is cancelled AFTER classes have began, please use a unit equivalency to reflect hours worked.</td>
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<tr>
<td>Directed Studies (Units Field):</td>
<td>• For classes that are converted to directed studies, please provide units as 1/10 of the original amount.</td>
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</table>