

EPA Action Type	Definition	General Information form	Salary form	Position Information form	Position Document form	Waiver form
<i>Essential action information for EPA Administration endorsement or prior Administrative approval (i.e., NC State BOT, UNC BOG, or UNC GA EPA-HRAB)</i>						
New Position action	Initiating the request for the creation of a new faculty or EPA non-faculty position that requires a position, which does not currently exist within your organization.	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary of your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State - Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that is specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - required for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver.</p>
Salary Adjustment	<p>The request for a salary adjustment to an existing employee's base salary, or the request for salary supplement (e.g., Administrative, Temporary, Interim, or Honorary). Supplement descriptions: http://www.ncsu.edu/human_resources/hrim/pdf/SalarySupplements.pdf</p>	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Type of Base/Salary Supplement Adjustment - Select the primary reason from the options provided in the drop-down menus. (E.g. Your incumbent has received additional duties salary adjustment that will coincide with an FTE adjustment. The duties change would be the primary action from a salary perspective, unless an change in FTE is being made to the position.)</p> <p>Change Request Information section - There are eight (8) fields that you will need to provide information about the proposed salary adjustment (i.e. Proposed salary, % of increase, amount of salary adjustment, etc.) Provide your relevant salary information starting from your incumbent 06/30 salary. If your incumbent was hired after 06/30 then use their current salary as your starting point.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>** Only provide the below referenced information if the position description does not already exist in PeopleAdmin or you are making material changes to the position description (e.g., new or changed duties, or scope of work, etc.)**</p> <p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State -Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - required for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>

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Appointment Length Change	<p>The request to change an appointment period from either 9 months to 12 months OR 12 months to 9 months.</p>	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>Clearly explain the reasons if the change in salary is not commensurate.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>** Only provide the below referenced information if the position description does not already exist in PeopleAdmin or you are making material changes to the position description (e.g., new or changed duties, or scope of work, etc.)**</p> <p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State -Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - required for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>
Title Change	<p>The request to change a position title [and duties].</p>	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - required for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>

People Admin - EPA Position Action Matrix

Last Updated 04/03/2014

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Update Existing Position Description	A request to update a position description (previously entered OR the creation of a new position description into PeopleAdmin) that is associated with an established position within your organization.	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State - Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - <u>required</u> for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>
SPA-to-EPA Conversion	A request to change the position designation from SPA to EPA.	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - <u>required</u> for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>

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New NTT Faculty Appointment	A request to create or revise a Non-Tenure Track faculty position description.	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State - Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - <u>required</u> for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver, if applicable.</p>
Visiting Appointment	A request to create or change the position description for a visiting scholar, visiting research scholar or visiting non-tenure track faculty. NOTE – This is an individual that will be in a paid position and shall remain in visiting status for no more than two years. This action type is not for foreign nationals that are students advancing their academic degree.	<p>Basis for Request field - provide a detailed, concise narrative. Your response in this section supports the intent of the request and assists HR in processing your request quickly.</p> <p>All other fields are required.</p>	<p>Current base salary/position Budget - provide either the incumbent's current base salary or a budgeted salary range that is market competitive and internally equitable. If you have questions, please contact a member of EPA Administration.</p> <p>Funding source details - provide the project code (6-digit number) and the percentage paid from that project code. You may add phases. We will no longer accept 'dummy or placement' accounts.</p>	<p>Primary function of organizational unit - provide a summary your organization's function. This information should be written to attract applicants to your organization. The more enticing description of the organization's functional mission, vision, and values; the better chance of attracting quality applicants.</p> <p>Position Description/General Scope of duties - provide a detailed paragraph summary of the scope of work, and at least five (5) separate detailed sentences that reflects the core duties of the position. Avoid providing information that is ancillary, as this type of information can rolled into the core duties.</p> <p>Job city & State -Where the job is located: this information is essential to ensure that your advertisement is placed in the right market, and notifies HR of other state tax liabilities.</p> <p>Proposed minimum education and experience - provide information that specific to your job needs, but does not deviate from the standard minimum qualifications established by UNC General Administration (Master's required, or bachelors degree with relevant experience and training).</p>	<p>Organizational Charts - <u>required</u> for new positions. This tool helps to bring definition and clarify to your organization, and as such tells everyone who does what. Please include HR title, position number, and the incumbent's FTE. If the organization or reporting structures is changing, provide a copy of the current chart and proposed organizational, outlining changes.</p> <p>ADA Checklist - required for all new positions. This tool documents the essential functions of a job, and it assists supervisors and the university in making reasonable accommodations for disabled individuals.</p>	<p>EPA Waiver of Recruitment - provide OIED approval code, name of incumbent, and reason for waiver.</p>