

**UOP EPAF Approval Process**

Approval Levels

Note: "If Needed" pertains to certain departments who require this approval

**Student Hires FWS - Non Grants:**

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 55 - (FINAID) Financial Aid  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Student Hires FWS - Grants and Contracts**

10 - (HIRMGR) Hiring Manager  
 15 - (PI) Principle Investigator If needed  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 35 - (GRANTS) Grants  
 55 - (FINAID) Financial Aid  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Regular Student Hires DPT - Non-Grants**

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Regular Student Hires DPT - Grants and Contracts**

10 - (HIRMGR) Hiring Manager  
 15 - (PI) Principle Investigator If needed  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 35 - (GRANTS) Grants  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Temp Casuals - Non-Grants**

10 - (HIRMGR) Hiring Manager  
 11 - (EEO) EEO Compliance  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 49 - (ACDANA) Academic Budget Analyst If needed for Academic  
 50 - (ACDBUD) Academic Budget Office If needed for Academic  
 59 - (UBUDAN) Univ Budget Analyst  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Temp Casuals - Grants and Contracts**

10 - (HIRMGR) Hiring Manager  
 11 - (EEO) EEO Compliance  
 15 - (PI) Principle Investigator If needed  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 35 - (GRANTS) Grants  
 49 - (ACDANA) Academic Budget Analyst If needed for Academic  
 50 - (ACDBUD) Academic Budget Office If needed for Academic  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

Note: No University Budget needed, Grants approves Budget

**Graduate Assistants - Non-Grants**

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 45 - (GRADOF) Graduate Office  
 59 - (UBUDAN) Univ Budget Analyst  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Graduate Assistants - Grants and Contracts**

10 - (HIRMGR) Hiring Manager  
 15 - (PI) Principle Investigator If needed  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 35 - (GRANTS) Grants  
 45 - (GRADOF) Graduate Office  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

Note: No University Budget needed, Grants approves Budget

**Staff Secondary Jobs - Non-Grants**

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 49 - (ACDANA) Academic Budget Analyst If needed for Academic  
 50 - (ACDBUD) Academic Budget Office If needed for Academic  
 59 - (UBUDAN) Univ Budget Analyst  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Staff Secondary Jobs - Grants and Contracts**

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 35 - (GRANTS) Grants  
 49 - (ACDANA) Academic Budget Analyst If needed for Academic  
 50 - (ACDBUD) Academic Budget Office If needed for Academic  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

Note: No University Budget needed, Grants approves Budget

**Faculty Secondary Jobs - Non-Grants**

(Does not need an Appt Letter)

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 51 - (ACDADM) Provost Admin  
 49 - (ACDANA) Academic Budget Analyst  
 50 - (ACDBUD) Academic Budget Office  
 59 - (UBUDAN) Univ Budget Analyst  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

**Faculty Secondary Jobs - Grants and Contracts**

(Does not need an Appt Letter)

10 - (HIRMGR) Hiring Manager  
 20 - (DPHED) Department Head If needed  
 30 - (BUDMGR) Budget Manager If needed  
 33 - (VPDEAN) Vice President/Dean If needed  
 35 - (GRANTS) Grants  
 51 - (ACDADM) Provost Admin  
 49 - (ACDANA) Academic Budget Analyst  
 50 - (ACDBUD) Academic Budget Office  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply

Note: No University Budget needed, Grants approves Budget

Note: For any position that is split funded between grants and non-grants (there are a few), both Shannon and Budget office would both need to review and approve them. In these cases we would review them in the step right before HR.

**EPAF Approval Codes**

10 - (HIRMGR) Hiring Manager  
 11 - (EEO) EEO Compliance  
 15 - (PI) Principle Investigator  
 20 - (DPHED) Department Head  
 30 - (BUDMGR) Budget Manager  
 33 - (VPDEAN) Vice President/Dean  
 35 - (GRANTS) Grants  
 45 - (GRADOF) Graduate Office  
 49 - (ACDANA) Academic Budget Analyst  
 50 - (ACDBUD) Academic Budget Office  
 51 - (ACDADM) Provost Admin  
 55 - (FINAID) Financial Aid  
 59 - (UBUDAN) Univ Budget Analyst  
 70 - (HRAPPR) Human Resources  
 91 - (APPLY) HR Apply  
 99 - (SUPER) Super User