HR Term	Description
Authorization Form	Form that makes an employee eligible to be paid
Bi-weekly Employee	Employee in an employee class on the bi-weekly payroll
Class Code	[2-letter code for each employee class (i.e. Full-Time Classified: CF)](#)
Common Matching	Process of checking Banner for duplicate person records
Employee Class	[Employee category based on hours and responsibilities (i.e. Classified)](#)
EMPL EPAF	(Employee Electronic Personnel Action Form) Hiring departments complete this form to activate the employee record for new or re-hired bi-weekly employees
EPAF	(Electronic Personnel Action Form). Departments complete this form to authorize specific bi-weekly jobs for pay.
FTE	Full-Time Equivalency (For example, 1.0 is full-time (2,080 hrs/yr)).
Grade	A classification's predetermined compensation level
JAF-M	(Job Authorization Form – Monthly). This form authorizes pay for monthly employees. Departments complete this form to authorize
Incumbent	An employee currently holding a position
MAP	(Miscellaneous Authorization for Pay). Departments complete this form to authorize specific bi-weekly jobs for pay or cancel bi-weekly pay.
Monthly Employee	Employee in an employee class on the monthly payroll
NWRINAS Report	Report pulled from Banner listing part-time instructor (AJ) classroom hours. This form authorizes pay for part-time instructors' classroom hours per term.
Pool Position	A bi-weekly position. Multiple incumbents can share a pooled positon at a time.
Position Number	6-digit number assigned to each job by HR
PR/C (Position Request/Change Form)	Form to submit when requesting the creation of a new monthly position, or changing or reactivating an existing monthly position
Salary Schedule	Salary matrix listing compensation levels by Grade and Step
Single Position	Monthly position. One incumbent can hold a single position at a time.
Step	A classification's salary increment that increases with experience
Suffix Number / Position Suffix	2-digit number assigned to an employee's job once authorized