

When to Use Taleo or the Electronic EAF for Employment Actions

Below are the actions* that can now be initiated through Taleo, and those that will still require an Electronic EAF. See below to determine which actions will still be handled via the Electronic EAF. Contact your [Talent Acquisition Specialist](#) if you have questions or need assistance.

*Excludes actions for student employees, Graduate Assistants, and Adjuncts.

Employment Action*	Definition	Process Initiation Via
Hire New Employee	Hiring someone with no previous employment at Boise State, including employment as a student.	Taleo Requisition
Re-Hire (had break in service)	Hiring a former Boise State employee (including former student employees)	Taleo Requisition
Additional Appointment	Employee currently holds a primary position.	Taleo Requisition
Re-Appointment	Changing benefit status, transfer, demotion, student to temp, contract renewals	Taleo Requisition
Promotion (PCN change)	Moving an employee to a vacant position with a higher grade/level	Taleo Requisition
Job Reclassification (Up Down or Lateral)	Changing duties and pay of an employee or vacant position; job and pay grade change requires prior comp/class approval; no change in PCN.	Taleo Requisition
Salary Change	Merit or equity increase. No change in PCN, title or classification/grade.	BPAR followed by EAF
Summer Salary	Faculty or less than 12-month employee, off-contract work.	Electronic EAF
Supplemental Pay	Benefit eligible Faculty or Professional. Pay for additional tasks in accordance with BSU Policy #5110. (For any non-benefit employee use Additional Appointment).	Electronic EAF
Title Change	Not a salary change, promotion or reclassification.	Electronic EAF
Change in Hours	Change in standard hours; up or down, may impact benefit eligibility.	BPAR followed by EAF
Change in Months	Change in months; up or down, may impact benefit eligibility.	BPAR followed by EAF
Funding Source Change	Change in fund source and/or distribution of multiple fund sources.	Electronic EAF
Bonus / Incentive Pay / Honoraria / Award	Bonus pay must be approved in advance by HR. Recognition, Service Awards and Honoria is for work performed. Incentive pay is restricted as part of a formalized approved program.	Electronic EAF
Commission	Restricted to approved areas and employees.	Electronic EAF
Leave of Absence	Paid or unpaid, sabbatical, administrative.	Electronic EAF
Return from Leave of Absence		Electronic EAF
Separation	Use date of last day of work; note reasons, retirement, death, or personal reasons.	Electronic EAF

Note: the Electronic EAF is used for all employment transactions for Graduate Assistantships.