MEMO TO: HR Facilitators  
Business Managers  
Dean, Directors and Department Heads  

FROM: Matthew S. Brody  
Assistant Provost for Human Resources  
Office of the Executive Vice Chancellor and Provost  

SUBJECT: Revisions to EPA Form AP-2a and Form AP-2s  

** Note: This memo will be of importance to those responsible in your area for processing EPA appointment paperwork for faculty, EPA non-faculty, and student employees and preparing AP-2 forms. Please share this memo with these individuals who may not be members of the DDD, HR Facilitator, or Business Manager e-mail lists. **  

Effective immediately, the EPA Form AP-2a (EPA Credentials Verification Statement) and Form AP-2s (Recommendation for Student/Other EPA Personnel Action) has been significantly revised. These revised forms retain the same form numbers but have new titles and significantly changed content and there is now a separate version of the Form AP-2a for faculty and EPA non-faculty appointees. The current EPA Form AP-2 (Recommendation for EPA Personnel Action) is not affected by these changes.  

These revisions have been made to ensure that all new EPA appointees are formally notified of and acknowledge the new Homeland Security employment eligibility verification requirements prior to their appointment start date in addition to the notices that have been added on all University job posting web pages. At the same time, we have also taken the opportunity to incorporate a number of other appointee disclosures and certifications necessitated by State and University regulations and have added important reminders regarding time sensitive health insurance and retirement benefit enrollment deadlines.  

As with previous versions of the Form AP-2a and Form AP-2-s, completion of the appropriate form is mandatory for all new EPA appointees. These forms continue to be part of the “standard order” of EPA appointment paperwork and must be processed through your normal administrative channels for EPA personnel actions in a timely manner. In any case, it is required that the Form AP-2a (or AP-2s for students) be signed by any new EPA appointee and a copy is on file with the appointing department and/or Dean/Division Office prior to the appointee reporting for work.  

The most current versions of these forms may be obtained along with all other EPA personnel forms from the EPA Forms Finder which is available at: https://hr.unc.edu/formfinder/forms-epa. Direct links to each of the newly revised forms are as follows:  

AP-2a for Faculty: http://hr.unc.edu/EPA-Data/forms-epa/fac_forms/AP-2a-fac.doc  
AP-2a for Non-Faculty: http://hr.unc.edu/EPA-Data/forms-epa/epa_nf_forms/AP-2a-nf.doc  
AP-2s for Students: http://hr.unc.edu/EPA-Data/forms-epa/epa-students/ap-2s.doc
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You should begin using the new versions of these forms immediately for any new EPA appointments processed by your department. If you already have appointment paperwork in process through your normal administrative approval chain, you do not need to recall and replace the current versions of these forms with updated versions. However, we will return any EPA appointment paperwork that includes the old versions of the AP-2a or AP-2s forms received in the Office of the Provost any later than May 1, 2007. So please use this opportunity to discard older versions of these forms and begin using these new forms immediately.

If you have any questions or concerns regarding the use of these new forms, please contact the individual at the next-level of your administrative approval chain for EPA personnel actions.