



## E-PAF Processing Schedule

All personnel are paid on a biweekly schedule. Payday is every other Friday. The E-PAF system is organized based on the pay schedule table. Originators need to understand the Payroll Pay Schedule thoroughly, before entering an assignment in E-PAF.

Payroll opens for time entry every other Thursday. Timekeepers for each department have two days to process time for their students. Before time can be imputed, each student assignment needs to be processed into the Electronic Personnel Action Form. Once a student is processed, timekeepers are able to enter time for the student. All student employees under positions 30000 are paid automatically; therefore, these exempt student employees do not require time entry.

All EPAFs must be entered by the Monday before time input opens. All assignments correctly processed into the E-PAF system will be pulled for pay. Please see EPAF: Payroll Schedule.

Continuing or changes on active assignments have to be processed before last pay date is posted. Assignments that are being processed after the last pay date has already been posted must be entered with Effective date of the next pay period, one day after the last pay date posted. By doing so, the assignment will be pulled in for pay on the next available pay period. The Personnel Date of the assignment must be equal to the actual date the student starts working.


## Example:

The current active assignment begins on 08/21/06 and ends on 06/30/07. The student received a raise on 02/02/07. However the E-PAF is being processed late on 03/14/07.

1. The Query Date defaults to the day the assignment is being processed. Be careful! Look for the Last Paid Date of assignment.

### New EPAF Job Selection

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 Enter or search for a new position number and enter the suffix, or select the link...

**ID:** Katarzyna Maria Kielbasa, Z00021425  
**Query Date:** Mar 14, 2007  
**Approval Category:** SE Cont Und Student Worker, SCUSWK

**New Job**

**Position:**

**Suffix:**

**Existing Jobs**

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
500000-00 Student Assistant	S07000, University Center-General Admin.	Feb 20, 2006	Jun 30, 2007	Mar 09, 2007	Active
500000-01 Student Assistant	S27001, Disabled Students Services	May 15, 2006	Dec 08, 2006	Dec 01, 2006	Terminated
500000-02 Student Assistant	B06013, Student Life/Acad Enhancemt Std Att	May 20, 2006	Dec 15, 2006	Nov 03, 2006	Terminated
500000-03 Student Assistant	B06013, Student Life/Acad Enhancemt Std Att	Jan 08, 2006	May 04, 2007	Mar 09, 2007	Active

**Effective date must be one day after the Last Pay Date. Or the first date of the next pay period, Mar 10, 2007. See payroll schedule.**

**Last Paid Date**

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2. If the assignment was paid on 03/09/2007, the system will not allow the entry of a beginning date of 02/02/07. The query date must be changed to the day after the Last Paid Day, 03/10/07.

**Name and ID:** Katarzyna Maria Kielbasa, Z00021425  
**Transaction:** 81  
**Transaction Status:** Waiting  
**Approval Category:** 500000-Continuing Same Job Assignment - Undergrad. Work

**Job and Suffix:** 500000-03, Student Assistant  
**Query Date:** Mar 10, 2007  
**Last Paid Date:** Mar 09, 2007

Query date needs to be corrected to the day after the Last Paid Day

3. The Effective Date in this case is the day after the Last Paid Date. The personnel date is the actual date the student started working.

Item	Current Value	New Value
<b>Effective Date:</b> MM/DD/YYYY (Not Overrideable)	01/08/2006	<input type="text" value="03/10/2007"/>
<b>Personnel Date:</b> MM/DD/YYYY	01/08/2006	<input type="text" value="02/02/2007"/>

Actual date the student started working at the new rate of pay