EPAF Dates

Query Date: this date field appears at the beginning of every EPAF, and automatically defaults to the date the EPAF is being created. A best practice is to make this field reflect the date the action on the EPAF is to become effective. Currently this date also defaults into most of the other date fields in the EPAF. The query date cannot be changed once you move to the next section of the EPAF by clicking on "Go".



<u>Job Begin Date</u>: is the date the job begins unless the employee has previously occupied this position such as a contract faculty member whose job begins and ends each year but the position number remains the same. If the employee has been in the position before, the date in the New Value column must equal the Job Begin Date in the Current Value column or the originator will encounter an error when submitting the EPAF.

<u>PAF (EPAF) Effective Date:</u> is a date that reflects when the EPAF is effective. This field may appear twice on an EPAF – <u>once on the Job Information section</u> which indicates when the job begins and <u>once on the End a Job Assignment section</u> which indicates when the job ends. Remember if the EPAF is for a monthly paid employee this date needs to be the first date of the pay period and the last date of the pay period unless the pay is to be prorated as with a new professional employee. For example a new faculty assignment that began fall semester would have August 1 and December 31 in these fields even though the semester did not begin until August 17 and ends on December 14.

Enter Changes	Current Value	New Value
Job Begin Date:	08/01/2012	08/01/2012
PAF Effective Date:	08/31/2012	10/01/2012
Personnel Date:	08/31/2012	10/01/2012
Job Type (P, S, O): *	Secondary	Secondary
Step: *	0	0
Annual Salary: *	0	3000
Factor: *	1	1
Number of Pays: *	1	1
Job Status: *	Terminated	Active
Job Change Reason: *	ENDJB	STPND

<u>Personnel Date</u>: serves as an information field. It is currently only in the Job Information section of EPAFs and should be completed to indicate when the work actually begins. For example on a new faculty assignment this would be the actual semester begin date or August 17 for fall semester this year. On many bi-weekly EPAFs, if this date is retro (in the past) it alerts Payroll to the possibility that a retro action may be necessary (i.e., shift changes or change in pay rate)

End Date: a date that <u>only appears if the EPAF has an Add Additional Earnings section</u>. The date in this field should be the first day of the month following the end of the assignment because this date is connected to the use of an earnings code. In other words if the PAF Effective Date in the End Job section of the EPAF is May 31, 2013, then this date needs to be June 1, 2013 or the payment will be reduced by an amount equal to one day.



<u>Current Hire Date:</u> a date that exists only on an EPAF that has an Employee Information or PEAEMPL section. This is the date that the employee began their primary job at the university not necessarily the begin date of the job that this EPAF is establishing. Typically, the date in the New Value column for the Current Hire Date will be the same as that date field in the Current Value column. A different date in the New Value column for this field is actually changing the current hire date of this employee at the university. For example if your EPAF is to establish an academic year assignment for a contract faculty member who has taught in your department during the past academic year, the current hire date should remain the same.

Employee Information - PEAEMPL New Value **Enter Changes** Current Value Employee Status: * Active Employee Type/Class: * F3, Faculty Contract FT BE No Rtmt F3, Faculty Contract FT BE No Rtmt Home Department COA: * 1 Home Department: * 800020, Burris Laboratory School 800020, Burris Laboratory School Distribution COA: * Distribution Orgn: * 800020, Burris Laboratory School 800020, Burris Laboratory School Current Hire Date: 08/15/2011 08/15/2011