**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. This field should reflect the date the action on the EPAF is to become effective on all EPAFs. With the “new” EPAFs, this date only defaults into the Current Date field on the Labor Distribution section of EPAFs BWK103 and MTH107, so you must use the effective date of the action as the Query Date on these two.

The query date cannot be changed once you move to the next section of the EPAF by clicking on “Go”.

**Job Begin Date:** is the date the job assignment on the EPAF begins unless the employee has previously occupied this position. An example would be 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, this field does not have to be populated. However, if it is, the date in the New Value column must equal the Job Begin Date in the Current Value column or an error will be encountered when submitting the EPAF.

**PAF (EPAF) Effective Date:** is a date that reflects when the EPAF is effective. This field may appear twice on an EPAF – *once on the Job Information section* which indicates when the job begins and *once on the End a Job Assignment section* 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 whose first day of work is not the first of the month.*

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.
**Personnel Date**: does not affect pay but serves as an information field for historical, audit or reporting purposes. It is in both the Job Information section of EPAFs and the End Job Assignment section. It should be completed in both sections to indicate when the work actually begins and ends. However, only on MTH107 will the EPAF not submit if this field is not populated in both sections.

An example of what should be entered in this field on a new faculty assignment would be the actual semester begin date such as August 17, for a fall semester, and the actual semester end date such as December 14. 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 *only appears if the EPAF has an Additional Earnings section*. The End Date field is different than all other date fields in Banner, and if not populated correctly will affect pay. The date in this field must 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. For example 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.

Note: The Effective Date field in this section should be the same as the PAF Effective Date in the Job Information Section.