

# EPAF DATES CHEAT SHEET

EPAF SECTION AND DATE									
EPAF CATEGORY	NEW EPAF PERSON SELECTION PAGE	EMPLOYEE INFORMATION	JOB INFORMATION			DEFAULT EARNINGS	JOB LABOR DISTRIBUTION	JOB TERMINATION	
	Query Date	Current Hire Date	Begin Date	Jobs Effective Date	Personnel Date	Effective Date	Effective Date	Jobs Effective Date	Personnel Date
Adjunct Faculty New Hire	Sunday of the week the employee starts work	Sunday of the week the employee starts work	Sunday of the week the employee starts work	Sunday of the week the employee starts work	Date the employee starts working	N/A	Sunday of the week the employee starts work	Last Saturday of the pay period in which the employee stops working	Date the employee stops working OR the last Saturday of the pay period in which the employee stops working
Adjunct Faculty Rehire	Sunday of the week the employee starts work	Sunday of the week the employee starts work	For employees having the position number for the first time, enter the Sunday of the week that the employee starts work. For employees who previously had the position number, leave blank.	Sunday of the week the employee starts work	Date the employee starts working	N/A	Sunday of the week the employee starts work	Last Saturday of the pay period in which the employee stops working	Date the employee stops working OR the last Saturday of the pay period in which the employee stops working
Supplemental Pay Academic - Non Grant	First Sunday of the pay period in which the employee will begin to be paid for the supplement	N/A	For employees having the position number for the first time, enter the first Sunday of the pay period in which the employee will begin to be paid for the supplement. For employees who previously had the position number, leave blank.	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Date the employee starts working	First Sunday of the pay period in which the employee will begin to be paid for the supplement	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working
Supplemental Pay Academic - Grant	First Sunday of the pay period in which the employee will begin to be paid for the supplement	N/A	For employees having the position number for the first time, enter the first Sunday of the pay period in which the employee will begin to be paid for the supplement. For employees who previously had the position number, leave blank.	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Date the employee starts working	First Sunday of the pay period in which the employee will begin to be paid for the supplement	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Last Saturday of the pay period in which the employee will be paid	Day the employee stops working
Supplemental Pay - Non Academic	First Sunday of the pay period in which the employee will begin to be paid for the supplement	N/A	For employees having the position number for the first time, enter the first Sunday of the pay period in which the employee will begin to be paid for the supplement. For employees who previously had the position number, leave blank.	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Date the employee starts working	First Sunday of the pay period in which the employee will begin to be paid for the supplement	First Sunday of the pay period in which the employee will begin to be paid for the supplement	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working
College Roll Hire - Non Grant	Date the employee starts working	Date the employee starts working	For employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	Date the employee starts working	Date the employee stops working	Date the employee stops working
College Roll Hire - Grant	Date the employee starts working	Date the employee starts working	For employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	Date the employee starts working	Date the employee stops working	Date the employee stops working
Temp Employee New Hire - Grant	Date the employee starts working on the grant	Date the employee starts working on the grant	Date the employee starts working on the grant	Date the employee starts working on the grant	Date the employee starts working on the grant	N/A	Date the employee starts working	Date the employee stops working	Date the employee stops working
Temp Employee Rehire - Non Grant	Date the employee starts working	Date the employee starts working	For employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	Date the employee starts working	Date the employee stops working	Date the employee stops working

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	Query Date	Current Hire Date	Begin Date	Jobs Effective Date	Personnel Date	Effective Date	Effective Date	Jobs Effective Date	Personnel Date
<b>Salaried Full-Time Hire - Non-Grant</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	N/A	N/A
<b>Salaried Full-Time Hire - Grant</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	Date the employee stops working	Date the employee stops working
<b>Hourly Full Time / Part Time Hire - Non-Grant</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	N/A	N/A
<b>Hourly Full Time / Part Time Hire - Grant</b>	Actual date the employee starts working	Actual date the employee starts working	For new employees and employees having the position number for the first time, enter the actual day the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	Date the employee stops working	Date the employee stops working
<b>Research Professionals Hire - Non-Grant</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	N/A	N/A
<b>Research Professionals Hire - Grant</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts working on the grant. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	N/A	N/A	Date the employee stops working	Date the employee stops working
<b>&lt; 60 Hours per Pay Salaried/Faculty Non-Grant Hire w End Date</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	Date the employee starts working	N/A	Date the employee stops working	Date the employee stops working

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	Query Date	Current Hire Date	Begin Date	Jobs Effective Date	Personnel Date	Effective Date	Effective Date	Jobs Effective Date	Personnel Date
<b>&lt; 60 Hours Per Pay Salaried Non-Grant Hire w/o End Date</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank	Date the employee starts working	Date the employee starts working	Date the employee starts working	N/A	N/A	N/A
<b>&lt; 60 Hours Per Pay Salaried/Faculty Grant Hire</b>	Date the employee starts working	Date the employee starts working	For new employees and employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank.	Date the employee starts working	Date the employee starts working	Date the employee starts working	N/A	Date the employee stops working	Date the employee stops working
<b>Hourly 9 Month Full-Time and Part-Time New Hire</b>	Date the employee starts working	Date the employee starts working	Date the employee starts working	Date the employee starts working	Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working
<b>Hourly 9 Month Full-Time and Part-Time Rehire</b>	If the employee is a <b>returning 9-month employee</b> , enter the Sunday of the week before the start of the Fall Semester. If the employee already has a 900-number but was <b>never a 9-month employee</b> , enter the date of hire.	If the employee is a <b>returning 9-month employee</b> , enter the Sunday of the week before the start of the Fall Semester. If the employee already has a 900-number but was <b>never a 9-month employee</b> , enter the date of hire.	If the employee is a <b>returning 9-month employee in a position that he/she had previously</b> , leave blank. If the employee is a <b>new 9-month employee</b> , enter the date of hire.	If the employee is a <b>returning 9-month employee</b> , enter the Sunday of the week before the start of the Fall Semester. If the employee already has a 900-number but was <b>never a 9-month employee</b> , enter the date of hire.	Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working