

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	Same as the <i>Jobs Effective Date</i> from the Job Information section	Same as the Jobs Effective Date from the Job Information section	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	Same as the <i>Jobs Effective Date</i> from the Job Information section	Same as the Jobs Effective Date from the Job Information section	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	Same as the <i>Jobs Effective Date</i> from the Job Information section	Same as the Jobs Effective Date from the Job Information section	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working OR the last Saturday of the pay period in which 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	Same as the <i>Jobs Effective Date</i> from the Job Information section	Same as the Jobs Effective Date from the Job Information section	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working OR the last Saturday of the pay period in which 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	Same as the <i>Jobs Effective Date</i> from the Job Information section	Same as the Jobs Effective Date from the Job Information section	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working OR the last Saturday of the pay period in which the employee stops working
College Roll Hire - Non Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	N/A	Same as the Jobs Effective Date from the Job Information section	Date the employee stops working	Date the employee stops working
College Roll Hire - Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	N/A	Same as the Jobs Effective Date from the Job Information section	Date the employee stops working	Date the employee stops working
Temp Employee New Hire - Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Date the employee starts working on the grant	N/A	Same as the Jobs Effective Date from the Job Information section	Date the employee stops working on the grant	Date the employee stops working on the grant
Temp Employee Rehire - Non Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	N/A	Same as the Jobs Effective Date from the Job Information section	Date the employee stops working	Date the employee stops working
Temp Employee Rehire - Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working on the grant	Date the employee starts working on the grant	N/A	Same as the Jobs Effective Date from the Job Information section	Date the employee stops working on the grant	Date the employee stops working on the grant
Temp Employee New Hire - Non Grant	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	N/A	Same as the Jobs Effective Date from the Job Information section	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
Salaried Full-Time Hire - Non Grant	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	N/A	N/A
Salaried Full-Time Hire - Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Date the employee starts working on the grant	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	Date the employee stops working on the grant	Date the employee stops working on the grant
Hourly Full Time Hire - Non-Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	N/A	N/A	N/A	N/A
Hourly Full Time Hire - Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	N/A	N/A	Date the employee stops working on the grant	Date the employee stops working on the grant
Hourly Part Time Hire - Non-Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	N/A	N/A	N/A	N/A
Hourly Part Time Hire - Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	N/A	N/A	Date the employee stops working on the grant	Date the employee stops working on the grant
Research Professionals Hire Non-Grant	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	N/A	N/A
Research Professionals Hire Grant	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	Date the employee stops working on the grant	Date the employee stops working on the grant
< 60 Hours per Pay Salaried/Faculty Non-Grant Hire w End Date	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	Actual Date the employee starts working	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	Last Saturday of the pay period in which the employee will be paid	Date the employee stops working OR the last Saturday of the pay period in which the employee stops working
< 60 Hours Per Pay Salaried Non-Grant Hire w/o End Date	Actual Date the employee starts working	Actual Date the employee starts working	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working	Actual Date the employee starts working	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	N/A	N/A
< 60 Hours Per Pay Salaried/Faculty Grant Hire	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	For employees having the position number for the first time , enter the Actual date the employee starts work. For employees who previously had the position number , leave blank.	Actual Date the employee starts working on the grant	Actual Date the employee starts working on the grant	Same as the <i>Jobs Effective Date</i> from the Job Information section	N/A	Date the employee stops working on the grant	Date the employee stops working on the grant

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Hourly 9 Month Full-Time New Hire	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working
Hourly 9 Month Full-Time Rehire	the Sunday of the week before the start of the Fall Semester.	the Sunday of the week before the start of the Fall Semester.	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.	the Sunday of the week before the start of the Fall Semester.	Actual Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working
Hourly 9 Month Part-Time New Hire	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	Actual Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working
Hourly 9 Month Part-Time Rehire	the Sunday of the week before the start of the Fall Semester.	the Sunday of the week before the start of the Fall Semester.	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.	the Sunday of the week before the start of the Fall Semester.	Actual Date the employee starts working	N/A	N/A	Saturday of the week after the Spring semester ends	Date the employee stops working
Graduate Student Assistant Hire	Begin Date of the Contract	Begin Date of the Contract	Date the employee FIRST held this position	Begin Date of the Contract	Actual Date the employee starts working	Same as the Jobs Effective Date from the Job Information section	N/A	End Date of the Contract	Date the employee stops working