University of San Francisco
Payroll Department
EPAF Date Guide 11/27/2012

	Query Date	Jobs Effective Date	Contract Begin Date	Contract End Date	Notes
FACULTY					
New FT Faculty Assignment	1st day of 1st pay period of assignment	1st day of 1st pay period of assignment	1st day of 1st pay period of assignment	Last day of final pay period of assignment	Factor/Pays must be entered
New PT Faculty Assignment	1st day of 1st pay period of assignment	1st day of 1st pay period of assignment	1st day of 1st pay period of assignment	Last day of final pay period of assignment	Factor/Pays must be entered
FT/PT Faculty Termination of Assignment	Last day of final pay period of assignment	Last day of final pay period of assignment	N/A	N/A	Terminating an assignment prior to last day of pay period will pro-rate the assigned salary for the final payment
FT/PT Faculty Termination of Employment	Last day of final pay period of assignment	Last day of final pay period of assignment	N/A	N/A	Terminating an assignment prior to last day of pay period will pro-rate the assigned salary for the final payment
FT/PT Faculty Retro Adjustment	First day of current pay period	First day of current pay period	N/A	N/A	Enter actual (retro) date of change in Personnel Date field
FT/PT Faculty Salary Change	Date new salary goes into effect	Date new salary goes into effect	N/A	N/A	Should be first day of a pay period
FT/PT Faculty Labor Distribution Change	Date FOAP change goes into effect	Date FOAP change goes into effect	N/A	N/A	Should be first day of a pay period
FT Faculty Leave	Date employee goes on leave	Date employee goes on leave	N/A	N/A	
MO/SH/SM/GRANTS STAFF					
New Staff Assignment	Start Date of new assignment	Start Date of new assignment	STIPENDS ONLY; 1st day of 1st pay period of assignment	STIPENDS ONLY; Last day of final pay period of assignment	Can be in prior pay period
Staff Termination of Assignment	Termination Date of assignment	Termination Date of assignment	N/A	N/A	Termination date on EPAF must be on or after the "Last Pay Date." If actual term. date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term. date in Comments section
Staff Termination of Employment	Termination Date for employee	Termination Date for employee	N/A	N/A	Termination date on EPAF must be on or after the "Last Pay Date." If actual term. date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term. date in Comments section
Staff Retro Adjustment	First day of current pay period	First day of current pay period	N/A	N/A	Enter actual (retro) date of change in Personnel Date field
Staff Salary Change	Date new salary goes into effect	Date new salary goes into effect	N/A	N/A	
Staff Labor Distribution Change	Date FOAP change goes into effect	Date FOAP change goes into effect	N/A	N/A	
Staff Leave	Date employee goes on leave	Date employee goes on leave	N/A	N/A	
E-Class Transfer	Start Date of new assignment	Start Date of new assignment	N/A	N/A	Can be in prior pay period; Termination EPAF must be submitted for former assignment
STUDENTS					
New Student Assignment	Start Date of new assignment	Start Date of new assignment	STIPENDS ONLY; 1st day of 1st pay period of assignment	STIPENDS ONLY; Last day of final pay period of assignment	Can be in prior pay period
Student Termination of Assignment	Termination Date of assignment	Termination Date of assignment	N/A	N/A	Termination date on EPAF must be on or after the "Last Pay Date." If actual term. date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term. date in Comments section
Student Retro Adjustment	First day of current pay period	First day of current pay period	N/A	N/A	Enter actual (retro) date of change in Personnel Date field
Student Salary (Rate) Change	Date new salary/rate goes into effect	Date new salary/rate goes into effect	N/A	N/A	
Student Labor Distribution Change	Date FOAP change goes into effect	Date FOAP change goes into effect	N/A	N/A	