



Mike Holmes <mikeusf@gmail.com>

EPAF News for Upcoming Fall Semester

Mike Holmes <epaf@usfca.edu>

Fri, Aug 6, 2010 at 3:52 PM

To: George M Chin <gmchin@usfca.edu>, Mike Holmes <mdholmes@usfca.edu>

Hello,

For those that were unable to make our Supervisor's Network Meeting this afternoon, please review the important information below regarding the EPAF process for the upcoming Fall semester:

Termination of Summer Assignments

Per our established practice, all student assignments that are active this summer will be automatically terminated effective August 20th. This means that all students continuing to work into the Fall will require new EPAFs for their Fall assignments.

Work Clearances

Please note that once again all students intending to work in the 2010-2011 academic year must obtain a work clearance from One Stop prior to the submission of the EPAF for that assignment. For more information about work clearances and the student employment process, please visit the [Student Employment webpage](#) or contact [Student Employment](#) (x6770).

Drop-In Clinics

In order to assist the EPAF user community with the EPAF submission process for Fall employee assignments, I will be offering 3 "Drop-In Clinics" in August and September, during which I will be available to aid attendees with the completion of their EPAFs. The dates and times for these "Drop-In Clinics" are as follows:

- Friday, 8/20 -- 2 p.m. - 4 p.m.
- Friday 8/27 -- 1 p.m. - 3 p.m.
- Thursday 9/2 -- 10 a.m. - 12 p.m.

All three "Drop-In Clinics" will be held in the CIT Lab in the basement of the Presentation building. Attendees are welcome to stop by at any time during the posted hours. No advanced sign-up is required.

**Please note that the EPAF submission deadline for the first student payroll of the Fall semester is 8/31. [The complete payroll schedule for 2010 can be found here.](#)

EPAF Training

Any new or current employees requiring more intensive EPAF training should [contact me](#) to schedule a one-on-one training appointment.

Please also feel free to review the extensive documentation available on the [EPAF webpage](#), including tutorials, cheat sheets and troubleshooting guides to assist you with your EPAF submission. For additional assistance with EPAF, please contact Melissa Takahashi (takahashi@usfca.edu) or Reuben Concepcion (concepcion@usfca.edu).

Timesheet Approval

Any changes in student supervisors that require the set-up of a new timesheet organization (P-ORG) number, or any adjustment to the current employee-approver structure for existing assignments, should be communicated as soon as possible to George Chin (gmchin@usfca.edu) to ensure that the Etimesheet approval process runs smoothly. Additionally, all questions related to Etimesheet submission and approval should also be directed to [George Chin](#).

Please let me know if you have any other questions or concerns.

Thanks,

Mike Holmes
Acting HRIS Analyst
415-422-2430 (voice)
415-422-4437 (fax)
