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From: **Mike Holmes** <mdholmes@usfca.edu>
Date: Thu, Jul 28, 2011 at 11:04 AM
Subject: EPAF News for Upcoming Fall Semester
To: epaf@usfca.edu

Hello,

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 have been automatically terminated effective August 20th. This means that all students continuing to work into the Fall will require new EPAFs for their Fall assignments. ****Please note that you may begin submitting EPAFs for your students' Fall assignments now, with effective dates of 8/21 or later.**

Work Clearances

Please note that once again all students intending to work in the 2011-2012 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).

EPAF Training

For any new or current employees requiring EPAF training, we are offering a group training on Tuesday, 8/9, from 10:00 - 11:30 a.m. in CIT 001. Please RSVP by emailing me at mdholmes@usfca.edu.

Those unable to attend the above training session, can [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.

Drop-In Sessions

In order to further assist the EPAF user community with the EPAF submission process for Fall employee assignments, I will be offering 2 "Drop-In Sessions" in August, during which I will be available to aid attendees with the completion of their EPAFs. The dates and times for these "Drop-In Sessions" are as follows:

- Wednesday, 8/17 -- 1 p.m. - 3 p.m.
- Monday, 8/22 -- 9:30 a.m. - 11:30 a.m.

Both "Drop-In Sessions" 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 8/30. [The complete payroll schedule for 2011 can be found here.](#)

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 Timesheet approval process runs smoothly. Additionally, all questions related to Timesheet submission and approval should also be directed to [George Chin](#).

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

Thanks,

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