



Dear Colleagues,

Effective January 1, 2013 the San Francisco city minimum wage will increase \$0.31, from \$10.24 per hour to \$10.55. At USF, this change will impact student employees, some temporary staff and their respective supervisors.

**Supervisors:**

By Friday, December 14th, every approver of a student Etimesheet will receive an email listing of their student employees and their corresponding hourly rates. Each Etimesheet approver should review the hourly rates for their student employees.

For students whose hourly rate falls below the new minimum hourly rate of \$10.55, the Payroll department will automatically increase these rates so that they are in compliance with the new minimum wage requirement. Supervisors are free to submit EPAFs to adjust their students' hourly rates of pay by [the stated EPAF deadline\(s\)](#), provided that the new rates meet the new minimum wage requirement.

Additionally, any student currently assigned any step value (from 1 – 42) will see their hourly rate automatically increase \$0.30. All automatic rate increases will be effective January 1st, 2013. To review an updated step rate table detailing the new hourly rates corresponding to each step value, [please click here](#).

Once the Payroll department has run the process to increase the student's hourly rate to the new hourly minimum of \$10.55, a verification of the hourly rate change will be sent to each Etimesheet approver by January 10, 2013.

**EPAF "Freeze":**

To provide the Payroll Department time to perform year-end maintenance and process the minimum wage increase, we will be temporarily shutting down access to the EPAF system beginning at 5 p.m. on Monday, 1/7/13; with the EPAF system reopening at noon on Tuesday, 1/8. This means that all pending EPAFs must be approved by the 5 p.m. deadline on 1/7.

**Questions:**

If you have any questions related to the EPAF process, please contact me at x2430, or [mdholmes@usfca.edu](mailto:mdholmes@usfca.edu).

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Thanks,

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