EPAFs for Graduate Assistants

"Things to Remember"

- The Query Date MM/DD/YYYY when originating an EPAF is always the desired Effective Date of the EPAF

- By Clicking the "All Jobs" button, you will be able to view every position the Graduate is in currently and/or any previous position occupied

- When entering the "Effective Date" and "Personnel Date" for an EPAF, these two dates are always the same

- When entering the "Factor" and "Pays" for an EPAF, these two numbers are always the same

- Comments at the end of EPAFs are very important to the E1S Processing area. Please be as specific and detailed in your comments as possible.

- If your EPAF has a **"Waiting"** Transaction Status; this EPAF has been "saved" but not "submitted". Your EPAF Approver will not be able to view this EPAF to approve it. Please select the "Submit" or "Update" button to forward the EPAF for approval

- The Effective Date determines when a graduate assistant is paid and it also stipulates when a graduate assistant's pay ends.

- Retroactive payments cannot be created by the EPAF process, so an EPAF cannot be "back dated".
  - If an EPAF is submitted and approved after the published deadline, the EPAF may be returned to you by the E1S Processing area, and a new Effective date as well as an update to the "Factors" and "Pays" will be needed for **the following pay period**. ***This may cause a delay in payment to the Graduate Assistant. ***

- When you want to make a change to a Graduate Assistant's current job record, an ENDJOB EPAF is needed. This Approval Category requests the E1S Processing area to remove the current "end date" of the job record, so that a new action can be established. The ENDJOB EPAF **must** include a "Comment", explaining what the department's next action will be and what correction to the job record needs to be made. (Example: "This Graduate Assistant is graduating in December and the position will now end as of 12/24/2015) ***The ENDJOB action **does not** terminate the position***