Choosing THE DATE for Your ePAF

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What date (THE DATE) do I put on an ePAF?

THE DATE for an ePAF is based on the Personnel Action, and the definition varies. Additionally, the individual situation of an employee (new hire versus promotion versus semester job end or semester job begin) may require consideration of other dates. Following is a list of date definitions for single action ePAFs, and other factors that might need to be considered.

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Where do I enter THE DATE?

THE DATE is entered in the following date fields:

- The **Query Date** on the Person Selection screen. **NOTE:** The ePAF application always inserts “today’s date” in this field. **You must overtype (or replace) today’s date with THE DATE selected for the ePAF action, per list above.**
- In some employment situations, it is not appropriate to enter THE DATE in the Query Date field, and these exception situations are noted on the ePAF Template. Please follow THE DATE Guidelines on the ePAF template.
- The **Personnel Date.** This date field is not defaulted (pre-filled) from the Query Date and must be manually entered. It is usually the same as the Query Date; the definitions for specific ePAFs will note when the Personnel Date is different from the Query Date. Be sure to follow the THE DATE Guidelines on the ePAF template.
- The **Effective Date(s).** These fields are defaulted (prefilled) from the Query Date on the ePAF, **except** for the “Create or Change Default Earnings” Effective Date. **When THE DATE is entered in the Query Date field, you should not overtype defaulted effective dates; however, you will need to type the Query Date in “Create or Change Default Earnings” Effective Date on each Earning Code line.**
- Some ePAFs have additional date fields: For additional dates not mentioned in this bulleted list, follow the directions on the ePAF template.

**THE DATE Solution:**

THE DATE, as found on the previous list, should be entered as the Query Date, the Effective Dates, and the Personnel Date, unless an ePAF Template provides different instructions in its THE DATE guidelines. On the following pages are THE DATE guidelines that have been added to the appropriate ePAF Templates.

**NOTE:**

*Since the following THE DATE guidelines have been added to the Templates, you will not have to use this handout for making date decisions!*
THE DATE Guidelines for Single-action ePAFs

New Hire
1. Choose the actual date employee reports (and starts the Employee Relationship) as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
3. On the rehire of a previous employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

Transfer Gaining
1. To avoid a primary job conflict, the Transfer Losing from the previous department must apply before the Transfer Gaining can be submitted.
2. The employee’s first day of the new job is THE DATE; it must be after the Transfer Losing end date.
3. If THE DATE is on or before the Transfer Losing end date, then email HR Compensation Operations for assistance.
4. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.

Job Change Begin
1. To avoid a primary job conflict, the previous Job Change End must apply before the Job Change Begin will submit.
2. The employee’s first day of the new job is THE DATE; it must be after the Job End Date.
3. If THE DATE is on or before the previous Job End date, then email HR Compensation Operations for assistance.
4. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
5. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

Add Secondary Job
1. Choose the employee’s first day of the new job as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.

Retiree Returning to Work
1. Choose the employee’s first day of the new job as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
Add Secondary Position
1. Choose the start date of pay to the employee as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.

Primary Job Recurring Pay
1. Choose the start date of pay to the employee as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.

Termination
1. Choose the last day of the job (which also ends the Employee Relationship) as THE DATE if it occurs on or after the Last Paid Date.
2. If there is a previous job end date after THE DATE of this Termination, then the ePAF will not submit until the end date is removed. See NOTE below.
3. When THE DATE is before the Last Paid Date, then enter the Last Paid Date as the Query and Effective Dates, but THE DATE is entered in the Personnel and Termination Date fields. See NOTE following.
   NOTE: On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. Decide whether a paycheck has been issued inappropriately and notify Payroll if it has. Payroll will look at the Personnel Date to determine their course of action.

Transfer Losing
1. Choose the last day of the job as THE DATE if it occurs on or after the Last Paid Date.
2. If there is a previous job end date after THE DATE of this Transfer Losing, then the ePAF will not submit until the end date is removed. See NOTE below.
3. When THE DATE is before the Last Paid Date, then enter the Last Paid Date as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field. See NOTE following.
   NOTE: On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.
Job Change End

1. Choose the last day of the job as THE DATE if it occurs on or after the Last Paid Date.
2. If there is a previous job end date after THE DATE of this Job Change End, then the ePAF will not submit until the end date is removed. See NOTE below.
3. When THE DATE is before the Last Paid Date, then enter the Last Paid Date as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field. See NOTE following.
   NOTE: On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.

Pay Change

1. Choose the start date of the revised pay rate (hourly wage, annual salary) as THE DATE if it occurs after the Last Paid Date, and if the ePAF will be received in HR before the due date for the current pay period. (THE DATE falls in the narrow window of the current pay period!).
2. If there is a previous job end date that is after THE DATE, then the ePAF will not submit until the end date is removed. See Note below.
3. When THE DATE occurs on or before the Last Paid Date, then enter the first day of the current pay period (if the ePAF will be received in HR before the due date for the current pay period) as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field. See NOTE following.
   NOTE: On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. When the ePAF will not meet the due date for the current pay period, then enter the first day of the next pay period as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field.
5. When the ePAF will be submitted late, and:
   - the employee will miss a pay increase due to a wage or salary increase for one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
   - the employee is overpaid due to a wage or salary decrease, email HR Compensation and Operations. Several possibilities may need to be considered.
1. Choose the start date of the revised FTE (workload: hours per week) as THE DATE if it occurs after the Last Paid Date, and if the ePAF will be received in HR before the due date for the current pay period.
   (THE DATE occurs in the narrow window of the current pay period!)
2. If there is a job end date that is after THE DATE, then the ePAF will not submit until the end date is removed. See Note below.
3. When THE DATE occurs on or before the Last Paid Date, then enter the first day of the current pay period (if the ePAF will be received in HR before the due date for the current pay period) as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field. See NOTE following.
   **NOTE:** On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. When the ePAF will not meet the due date for the current pay period, then enter the first day of the next pay period as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field.
5. When the ePAF will be submitted late, and:
   - the employee will miss a pay increase due to an increased FTE for one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
   - the employee is overpaid due to an FTE decrease, email HR Compensation and Operations. Several possibilities may need to be considered.
THE DATE Guidelines for Multi-action ePAFs

Each action of the Multi-Action ePAF has a Personnel Date, but the Query Date is only associated with one of the actions. The actions for the following ePAFs are listed in the order they appear, and the Query Date assignment is noted.

**Job Change-End Old and Begin New:**

1. Query Date belongs to the “Begin” Action and defaults those Effective Date fields.
2. The date fields for the “End” action are empty and must be manually entered.
3. If there is a job end date as viewed on the Job Selection screen that will conflict with this multi-action ePAF, then it must be removed.

**“End” Action & Pers. Date**

1. The last day of the job is to be entered in all end date fields if it occurs on or after the Last Paid Date.
2. When the last day of the job is before the Last Paid Date, enter it in the Personnel Date field and enter the Last Paid Date for the other end date fields.
3. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.

**“Begin” Action & Pers. Date**

1. The employee’s first day of the new job is THE DATE; it must be after the Job End Date.
2. If THE DATE is on or before the previous Job End date, then email HR Compensation Operations for assistance.
3. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
4. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

**New Hire AND Future End Job – Student Asst / Temp:**

1. Query Date belongs to the “New Hire” Action.
2. The date fields for the “Job End” action are empty and must be manually entered.

**New Hire**

1. Choose the actual date employee reports (and starts the Employee Relationship) as THE DATE, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
3. On the “rehire” of a previous employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

**Job End**

1. Enter the last day of the job in all end date fields.
Job Change-Begin AND Future End – Student Asst / Temp:

1. Query Date belongs to the “Begin” Action.
2. The date fields for the “End” action are empty and must be manually entered.
3. If there is a job end date as viewed on the Job Selection screen that will conflict with this multi-action ePAF, then it must be removed.

Job Begin

1. The employee’s first day of the new job is THE DATE; it must be after the Job End Date.
2. If THE DATE is on or before the previous Job End date, then email HR Compensation Operations for assistance.
3. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than THE DATE.
4. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations

Job End

1. Enter the last day of the job in all end date fields.

Transfer-Losing AND End Secondary Job:

1. Choose the last day of the job as THE DATE if it occurs on or after the Last Paid Date. Both actions will use this date.
2. If there is a previous job end date after THE DATE, then the ePAF will not submit until the end date is removed. See NOTE below.
3. When THE DATE is before the Last Paid Date, then enter the Last Paid Date as the Query and Effective Dates, but THE DATE is entered in the Personnel Date field. See NOTE following.
   NOTE: On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.
4. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.
Transfer-Losing AND Transfer Gaining:

1. Query Date belongs to the “Gaining” Action.
2. The date fields for the “Losing” action are empty and must be manually entered.
3. If there is a previous job end date that will conflict with this multi-action ePAF, then it must be removed.

Transfer Losing:

1. The last day of the job is to be entered in all end date fields if it occurs \textit{on or after} the Last Paid Date.
2. When the last day of the job is \textit{before} the Last Paid Date, enter it in the Personnel Date field and enter the Last Paid Date for the other end date fields.
3. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.

Transfer Gaining:

1. The employee’s first day of the new job is \textit{THE DATE}; it must be \textit{after} the Job End Date.
2. If \textit{THE DATE} is \textit{on or before} the previous Job End date, then email HR Compensation Operations for assistance.
3. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than \textit{THE DATE}.
4. On the reappointment of an employee, if there is a potential “primary” job conflict, email HR Compensation Operations.

Terminate Employee AND End Secondary Job:

1. Choose the \textit{last day of the job} as \textit{THE DATE} if it occurs \textit{on or after} the Last Paid Date. Both actions will use this date.
2. If there is a previous job end date \textit{after} \textit{THE DATE}, then the ePAF will not submit until the end date is removed. See NOTE below.
3. When \textit{THE DATE} is \textit{before} the Last Paid Date, then enter the Last Paid Date as the Query and Effective Dates, but \textit{THE DATE} is entered in the Personnel and Termination Date fields. See NOTE following.

\textbf{NOTE:} On the second “Job Selection” screen, be sure to verify your decision about a possible Job End Date and the Last Paid Date.

4. Decide whether a paycheck has been issued inappropriately and email HR Compensation and Operations if it has. Several possibilities need to be considered.