

Date Reminders for ePAF Groups

*This document presents the 'general' definitions for each group of ePAFs.
The ePAF Template has the 'specific' definition for individual ePAFs.*

GROUP: Starting Primary Jobs

The **Personnel Date** is the **first** day of the new job, whether it occurred in the past or is upcoming.

The **Query Date** is pre-populated with today's date and should be over-typed

- New Hire – Enter the Personnel Date in the Query Date field. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.
- Transfer Gaining and Job Change Begin – The Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

GROUP: Secondary and Overload Jobs

The **Personnel Date** is the **first** day of the new job, whether it occurred in the past or is upcoming.

The **Query Date** is pre-populated with today's date and should be over-typed with an upcoming Personnel Date. **But**, when submitting a late ePAF, the Query Date must be after the Last Paid Date. It must be after the previous end date if the employee is being reappointed to the same T#. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

GROUP: Change FTE or Pay

The **Personnel Date** is the **first** day of the new FTE or pay rate, whether it occurred in the past or is upcoming.

The **Query Date** is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. **But**, when submitting a late ePAF, the Query Date must be after the Last Paid Date and the ePAF must be approved by the Due Date (if the ePAF will not be approved by the Due Date, enter the first day of the next pay period). For the late ePAF, consider whether the new FTE or pay rate is:

- **An increase:** A Manual Check Request must be submitted for each pay period underpaid.
- **A decrease:** Contact HR Comp Ops to discuss options for overpayment(s).

GROUP: End Jobs

The **Personnel Date** is the **last** day of the appointment whether it occurred in the past or is upcoming. NOTE:

Vacation Leave Balance will be paid as a Lump Sum. If the employee wishes to take vacation leave to extend work days:

- *The leave can only extend to the current month end; any vacation balance will be paid as a lump sum after termination*
- *The final day of leave is the Personnel Date*
- *The final day of performing work duties before leave should be entered as the Last Work Date*

The **Query Date** is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. **But**, when submitting a late ePAF:

- To terminate an employee whose job was ended: The Query Date can be on or after both the End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee is overpaid, contact HR Comp Ops to discuss options for overpayment(s).
- All End Job ePAFs: The Query Date can be on or after the Last Paid Date. The ePAF will apply even after the Due Date. If the employee is overpaid, contact HR Comp Ops to discuss options for overpayment(s).

GROUP: Multi-Action

Job Change Begin and Future End (SA), Add Secondary Job and End (Summer), New Hire and Future End (SA)

BEGIN: The **Personnel Date** is the **first** day of the new job, whether it occurred in the past or is upcoming.

The **Query Date (Begin Job)** is pre-populated with today's date and should be over-typed

- New Hire – Enter the Personnel Date in the Query Date field. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.
- Job Change Begin and Add Secondary Job – The Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

END: The final day of the appointment should be entered in all 3 date fields.

Job Change End OLD and Begin NEW; Transfer Lose and Gain

END: The **Personnel Date** is the **last** day of the appointment whether it occurred in the past or is upcoming, and can be entered in the Job Effective and End date fields. **But**, when submitting a late ePAF, the Job Effective and End date fields must be on or after the Last Paid Date.

BEGIN: The **Personnel Date** is the **first** day of the new job, whether it occurred in the past or is upcoming.

The **Query Date (Begin Job)** is pre-populated with today's date and should be over-typed. The Query Date must be after both the previous Job End Date and the Last Paid Date.

NOTE: The ePAF will apply even after the Due Date. If the employee will be paid incorrectly, contact HR Comp Ops to discuss options.

Transfer Losing and End Secondary; Terminate and End Secondary

BOTH: The **Personnel Date** is the **last** day of the appointment whether it occurred in the past or is upcoming.

The **Query Date** is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. **But**, when submitting a late ePAF:

- To terminate an employee whose job was ended: The Query Date can be on or after both the End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee was overpaid, contact HR Comp Ops to discuss options for overpayment(s).
- All End Job ePAFs: The Query Date must be on or after the Last Paid Date. The ePAF will apply even after the Due Date. If the employee was overpaid, contact HR Comp Ops to discuss options for overpayment(s).