MEMORANDUM

TO: EPAF ListServ

FROM: Glenda F. Herrington, Director of Human Resources

DATE: June 15, 2015

SUBJECT: Employment Dates for Faculty, Graduate Assistant, and Work-study Student Assistant EPAFs (FALL 2015)

EPAFs are now being accepted for the fall semester of the 2015-2016 academic year. This memo is being distributed to assist in the completion of hire/reappointment EPAFs for these periods. Please refer to the dates provided below when completing hire/reappointment EPAFs for faculty, graduate assistants, and work-study student assistants. Note that the dates provided below are not applicable to staff and student assistant EPAFs because actual employment dates are used for these assignments.

**9-month Faculty** employment dates for the 2015-2016 academic year:
- Jobs Effective Date: 09/01/2015
- Personnel Date: 08/27/2015*
- Job Begin Date: 09/01/2015
- Factor/Pays: 9

*EPAFs for new faculty attending New Faculty Orientation should use 08/25/2015 as the personnel date.

**Adjunct Faculty** (appointed on a semester basis) employment dates for the Fall 2015 semester:
- Jobs Effective Date: 09/01/2015
- Personnel Date: 08/27/2015
- Job Begin Date: 09/01/2015
- Factor/Pays: 4**
- Term Jobs Eff. Date: 12/31/2015
- Term Personnel Date: 12/21/2015
- Job End Date: 12/31/2015

**Note that the listed salary for the semester will be paid in 4 equal payments.

**Graduate Assistant** (appointed on a semester basis) employment dates for the Fall 2015 semester:
- Jobs Effective Date: 09/01/2015
- Personnel Date: 08/27/2015*
- Job Begin Date: 09/01/2015
- Factor/Pays: 4**
- Term Jobs Eff. Date: 12/31/2015
- Term Personnel Date: 12/18/2015*
- Job End Date: 12/31/2015

*Personnel dates on Graduate Assistant EPAFs should reflect the actual employment begin and end dates; change if necessary.
**Note that the listed salary for the semester will be paid in 4 equal payments.

**Work Study Student Assistant** can work from August 16, 2015 through December 31, 2015 for the Fall 2015 semester. Employment can be any time on or within these dates. Fund number for 2016 will be 279116.