

EPAF CALENDAR

EPAF Processing Times and Apply Cutoffs

FY2013-2014

EPAF Apply Cutoff

Human Resources has established a calendar of EPAF Apply Cutoff dates. In order to be processed through the applicable payroll run, HR must receive an approved EPAF prior to the HR Apply Cutoff. If an EPAF is not received prior to the apply cutoff, the personnel action will not be processed in time for the regular payroll run. Any monies due will have to be processed through a manual/supplemental payroll.

Estimated EPAF Routing Times

Routing times for EPAFs vary by the EPAF Approval Category and the number of approvers in the routing queue. The current estimated routing times are as follows:

- Student Assistant EPAFs – 3 days en route
- Work-study Student Assistant EPAFs – 4 days en route
- Faculty/Staff/Graduate Assistant EPAFs – 2 weeks en route

EPAFs submitted in a timely manner (submitted by the current estimated routing days prior to the EPAF Apply Cutoff date) should expect to be applied into the HR system before payroll runs for that pay period.

ROUTING & CUTOFF CALENDAR

The calendar below lists the EPAF Apply Cutoff dates as well as the EPAF submission lead time dates (given the current estimated routing times).

Pay Day	EPAF Apply Cutoff @ Noon	Faculty, Staff, and Graduate Assts	Work-study Student Assts	Student Assts
September 2	August 23 rd	August 12 th	August 19 th	August 20 th
September 16	September 2 nd	August 19 th	August 26 th	August 27 th
October 1	September 23 rd	September 9 th	September 17 th	September 18 th
October 15	October 2 nd	September 18 th	September 25 th	September 28 th
November 1	October 25 th	October 11 th	October 18 th	October 21 st
November 15	November 1 st	October 18 th	October 28 th	October 29 th
December 2	November 25 th	November 11 th	November 14 th	November 15 th
December 16	December 2 nd	November 20 th	November 26 th	November 27 th
January 2	December 16 th	December 2 nd	December 12 th	December 13 th
January 15	January 2 nd	December 6 th	December 18 th	December 19 th
February 3	January 24 th	January 10 th	January 21 st	January 22 nd
February 17	February 3 rd	January 20 th	January 30 th	January 31 st
March 3	February 21 st	February 7 th	February 18 th	February 19 th
March 17	March 3 rd	February 17 th	February 26 th	February 27 th
April 1	March 24 th	March 3 rd	March 19 th	March 20 th
April 15	April 3 rd	March 20 th	March 27 th	March 28 th
May 1	April 23 rd	April 9 th	April 17 th	April 18 th
May 15	May 2 nd	April 18 th	April 25 th	April 28 th
June 2	May 23 rd	May 9 th	May 20 th	May 21 st
June 16	June 4 th	May 23 rd	May 29 th	May 30 th
July 1	June 23 rd	June 9 th	June 17 th	June 18 th
July 15	July 1 st	June 18 th	June 26 th	June 27 th
August 1	July 24 th	July 10 th	July 17 th	July 18 th
August 15	August 1 st	July 18 th	July 29 th	July 30 th