



STEPHEN F. AUSTIN STATE UNIVERSITY

MEMORANDUM

TO: EPAF ListServ

FROM: Glenda F. Herrington, Director of Human Resources

DATE: October 25, 2013

SUBJECT: Employment Dates for Adjunct Faculty, Graduate Assistant, and Work-study Student Assistant EPAFs (SPRING 2014)

As a reminder, you should start submitting EPAFs for the spring semester at this time. This memo is being distributed to assist in the completion of hire/reappointment EPAFs for this period. Please refer to the dates provided below when completing hire/reappointment EPAFs for adjunct faculty, graduate assistants, and work-study student assistants.

Please remember to use the applicable 'jobs effective date' as the query date when originating EPAFs. Note that the dates provided below are not applicable to staff and student assistant EPAFs because actual employment dates are used for these assignments.

Adjunct Faculty (appointed on a semester basis) employment dates for the Spring 2014 semester:

Jobs Effective Date:	01/01/2014	Personnel Date:	01/10/2014
Job Begin Date:	01/01/2014	Factor/Pays:	5
Term Jobs Eff. Date:	05/31/2014	Term Personnel Date:	05/14/2014
Job End Date:	05/31/2014		

**Note that the listed salary for the semester will be paid in 5 equal payments.

Graduate Assistant (appointed on a semester basis) employment dates for the Spring 2014 semester:

Jobs Effective Date:	01/01/2014	Personnel Date:	01/13/2014*
Job Begin Date:	01/01/2014	Factor/Pays:	5
Term Jobs Eff. Date:	05/31/2014	Term Personnel Date:	05/09/2014*
Job End Date:	05/31/2014		

*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 5 equal payments.

Work Study Student Assistant can work from January 1, 2014 through May 15, 2014 for the Spring 2014 semester. Employment can be any time on or within these dates.