EPAFs are now being accepted for the fall semester and the 2013-2014 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 2013-2014 academic year:
- Jobs Effective Date: 09/01/2013
- Personnel Date: 08/22/2013*
- Job Begin Date: 09/01/2013
- Factor/Pays: 9

*EPAFs for new faculty attending New Faculty Orientation should use 08/22/2013 as the personnel date.

**Adjunct Faculty** (appointed on a semester basis) employment dates for the Fall 2013 semester:
- Jobs Effective Date: 09/01/2013
- Personnel Date: 08/22/2013
- Job Begin Date: 09/01/2013
- Factor/Pays: 4

- Term Jobs Eff. Date: 12/31/2013
- Term Personnel Date: 12/18/2013
- Job End Date: 12/31/2013

**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 2013 semester:
- Jobs Effective Date: 09/01/2013
- Personnel Date: 08/26/2013*
- Job Begin Date: 09/01/2013
- Factor/Pays: 4

- Term Jobs Eff. Date: 12/31/2013
- Term Personnel Date: 12/14/2013*
- Job End Date: 12/31/2013

*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, 2013 through December 31, 2013 for the Fall 2013 semester. Employment can be anytime on or within these dates.