Dear Colleagues,

Please read the following as it contains important information about our fiscal year-end processes and the accompanying EPAF deadlines.

**EPAF Freeze**

In order to allow the Payroll Department time to prepare for the Fiscal Year '14 roll-over, we will be implementing an EPAF "freeze" beginning at noon on Monday, May 20th and ending on Monday, June 3rd.

To assist us with this process, please submit all EPAFs remaining for FY '13 by 5 p.m. on Thursday, May 16th, and approve all pending EPAFs by 5:00 p.m. on Sunday, May 19th.

EPAFs for funding and rate changes in fiscal year 2013 should be submitted as soon as possible. Any EPAFs still pending approval by the deadline cannot be saved and will require the user to reprocess them following the "freeze" period, which ends June 3rd.

**All staff/faculty EPAFs relating to FY '14, with effective dates 6/1/2013 or later, should not be submitted until after the EPAF "freeze" has been lifted on June 3rd. Additionally, any student EPAFs with effective dates 5/21/2013 or later should not be submitted until June 3rd.**

**Student EPAFs**

Similar to the past 2 years, only work-study, off-campus, America Reads and student stipend assignments will be automatically terminated effective May 20th. **All other student assignments will remain active into the summer months.** This means that new EPAFs **will only be required for:**
• Students who are currently in work-study assignments and are continuing work in the summer (EPAF type: "Student Hire, STUJOB");
• Students who currently have active non-work study assignments, but will not be working in the summer (EPAF type: "Student Assignment Termination, STUTER").
**Note: Etimesheet approvers and student employees will continue to receive email reminders for each of their students until a termination EPAF is submitted and applied.

EPAFs for summer assignments can be submitted beginning Monday, June 3rd, following the fiscal year-end roll-over process.

**Term Faculty EPAFs**

Please note that term faculty assignments will not automatically terminate and an EPAF is required by May 15th to terminate each term faculty assignment on its given end date.

**EPAF Submission Deadlines**

Please note that the EPAF submission deadline for the first SH and SM pay periods of FY ’14 has been extended to June 4th at 5:00 p.m. This allows 2 working days to complete and submit EPAFs for these pay periods (5/21-6/5 and 6/1-6/15, respectively).

**Fiscal Year ’13 Labor Redistributions**

The final Labor Distribution (NHIDIST) Reports will be distributed to budget managers on June 3rd. Any labor redistribution EPAF requests for fiscal year 2013 that are still remaining after the fiscal year-end roll-over should be submitted following our reopening of the system on June 3rd. To provide adequate processing time, the deadline for these remaining EPAF redistribution requests will be June 4th, at 5 p.m. EPAF redistribution requests received after the June 4th deadline may not be processed.

**Deadline Summary:**

• 5/20 — All work-study, off-campus, student stipend & America Reads assignments are automatically terminated
• 5/20, 12 p.m. — EPAF Freeze begins; all EPAFs must be approved/applied prior
• 5/21 - 6/2 — EPAF system unavailable
• 6/3 — EPAF Freeze ends, users can resume EPAF submission
• 6/4, 5 p.m. — EPAF submission deadline for 6/15 payday
• 6/4, 5 p.m. — Final day to submit labor redistribution requests via EPAF
• 6/5 5 p.m. — EPAF approval deadline for 6/15 payday

We appreciate your cooperation in adhering to these deadlines. Please let us know if you have any questions or concerns.
Thanks,

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