EPAF Updates & Training

As of Tuesday, July 29, we will begin accepting EPAFs for Fall student assignments.

In order to accommodate an earlier start date for Fall classes, all active Summer student hourly jobs will be terminated with an end date of August 15, 2014.

Please note for your EPAF submission:
End Date of all Student Summer Assignments: August 15, 2014
Begin Date for Student Fall Assignments: August 16, 2014 **(August 21 in previous years)

EPAF Approval Deadline for period 8/16 - 8/20: August 14, 2014
EPAF Approval Deadline for period 8/21 - 9/5: August 29, 2014

Please read on for info on EPAF training dates and changes to student EPAF approvers.

Change to Student EPAF Approval

Effective immediately, the 90 - PAYROL approval level has been removed from the Routing Queue of all Student EPAF types and replaced with approval level 90 - HRIS. The standard approver for this new approval level, as well as for the existing 99 - FINPAY approval level, is now Elizabeth Lagran (username: ECLAGRAN).

If you have previously set up a "default routing queue" for any student EPAF type, we will automatically update your defaults to replace the Payroll and Final Applier approvers with Elizabeth Lagran in your routing queue(s).

EPAF Trainings

We will be hosting 2 EPAF trainings in August to cover basic EPAF concepts, EPAF submission and approval, and general EPAF questions. Follow the link below to register.
EPAF Training
Wednesday, 8/13 | 2:30 - 4:00 p.m. in CIT 002

EPAF Training
Monday, 8/18 | 2:30 - 4:00 p.m. in CIT 002

RSVP now for EPAF Training »

Additionally, we will be hosting two EPAF "Drop-In" Sessions, where we invite you to drop by and allow our HRIS team to assist you with any pending EPAFs or EPAF questions you may have. No RSVP is necessary for this session.

EPAF "Drop-In" Session
Wednesday, August 20, 3:00-4:30pm in CIT 002

Monday, August 25, 2:30-4:30pm in CIT 002

Please email hris@usfca.edu if you are unable to attend the above events or have further questions.

Thank you,

Mike Holmes, HRIS Security & Systems Coordinator
Melissa Takahashi, HRIS EPAF and Data Quality Coordinator
Elizabeth Lagran, HRIS Assistant