Category: General Questions

1. **What are Supplemental vs Annualized rates?**

   **ANSWER:** Supplemental pay is taxed at the 25% Federal and 6.7% State (California) levels and the annualized taxation rate is based on the employee’s withholdings elections.

Category: EPAF’s

All EPAF’s

1. **What do the different date fields on the EPAF mean?**

   **ANSWER:**

   **EFFECTIVE DATE** is the “as of” date the EPAF transaction / the date upon which the transaction takes effect.

   **JOB BEGIN DATE** is the original begin date a particular Position Number and Suffix combination was assigned to an employee.

   **PERSONNEL DATE** is used when there is a Retroactive transaction and is the actual date the transaction should have been effective.

2. **What does the “S” mean for the “COA” field?**

   **ANSWER:** COA stands for Chart of Accounts and "S" indicates University of San Francisco. This is a required field and should always be pre-populated.

3. **What is the difference between P-ORG and Timesheet Orgn? Why are two different names used for the same thing?**

   **ANSWER:** There is no difference between the P-Org and Timesheet-Org. They are two labels that reference the same Banner field. Because EPAF’s are designed to populate data in various forms and tables, some fields may have different names for the same thing based on where the information gets applied in the system.
4. **What do I do if a P-ORG approver is incorrect or missing from the P-ORG list?**

   **ANSWER:** Please contact etimesheets@usfca.edu

5. **Who do I contact if my P-Org is missing from the P-Org List?**

   **ANSWER:** Please contact etimesheets@usfca.edu

6. **What are Home Org and Distribution Orgn? Why do we have to enter these on the EPAF if they are always the same for every EPAF we do?**

   **ANSWER:** Home Org and Distribution Org refers to an employee’s department. This information is used in Banner security to help determine the departmental data that a particular employee has access to.

7. **What should I leave in the Comments box? Is it required?**

   **ANSWER:** Any pertinent information relating to the action you are trying to do for YOUR records. For example, course number or calculations. Do not enter any special instructions, you must contact Payroll or HRIS directly.

8. **Can I backdate the EPAF to match the actual start date of an assignment?**

   **ANSWER:** Only additional pay items and “new” assignments can be backdated to dates falling in previous pay periods.

9. **I missed an EPAF deadline, what effective date do I use?**

   **ANSWER:** For new hires and new assignments, use the actual start date of the assignment as the effective date.

   For other transactions, once you miss an EPAF deadline, an Adjustment EPAF must be completed, which triggers a notification to Payroll that an Adjustment must be completed. When creating the EPAF, check the "Last Paid Date" field and then select the first date of the next available pay period for the Employee and enter the actual start date of the EPAF action in the “Personnel” date field.

10. **How Can I Cancel an EPAF?**

    **ANSWER:** Depending on the status of the EPAF, a termination or adjustment EPAF may be needed. Please contact HRIS@usfca.edu or Takahashi@usfca.edu for further instructions.
11. Our EPAF admin (initiator/approver) is out of the office, who can create/approve an EPAF?

**ANSWER:** Every EPAF admin (initiator/approver) must have an established/trained PROXY (backup) for EPAF submissions and/or approvals. This is assigned by the individual EPAF approver within the department and must be assigned prior to the approver’s absence.

12. Who can make changes to an EPAF?

**ANSWER:** Only the originator can make a change to an EPAF.

13. How do I change/update the information on an EPAF I created/submitted?

**ANSWER:** If you have saved (but not submitted) the EPAF, you can access it from your Originator Summary, select “Update” and make changes. If the status is "APPROVED" contact the approver to request the EPAF be returned for correction. If the status is "Completed", an Adjustment and/or Termination EPAF is needed. Please contact HRIS at [hris@usfca.edu](mailto:hris@usfca.edu) for instructions.

14. Can an Approver make a change to an EPAF?

**ANSWER:** Only the originator can make a change to an EPAF. If changes are required the approver should return the EPAF for correction with comments so that the originator can make the needed changes.

15. What do the different tabs mean in the EPAF Approver Summary?

**ANSWER:**

- "Current" tab displays EPAF's that need your review and/or approval.
- "In My Queue" is EPAF's that are submitted and will require your approval, but are still pending the approval of someone below you in the approval queue.
- "History" is all the EPAF's that you have taken action on.

16. Why Can't OPE Members Be EPAF Approvers?

**ANSWER:** OPE collective bargaining agreement prohibits EPAF approval.

17. Can OPE members be EPAF Initiators?

**ANSWER:** Yes, for students only. Requests to submit for staff or faculty must be approved by Labor Relations/David Philpott.
18. If I am an EPAF proxy approver, can I receive the notification emails to approve EPAFs as proxy?

**ANSWER:** Proxy approvers do not receive reminder emails. Approvers must tell you as the proxy approver when they are unavailable and communicate which EPAFs you should approve; or a proxy approver can periodically check the primary approver’s queue.

19. How do I know when to use the Rehire EPAF?

**ANSWER:** For student employees, you would never use a “Rehire” EPAF. Please use “Student Hire, STUREH” for all student hires.

If staff or faculty employee has been terminated from the university and is returning into an active employee role, you should use a rehire EPAF. To determine if an employee has had previous assignments you may send a request to HRIS or Payroll.

**Student EPAF’s**

1. **What Titles Are Appropriate For Students?**

**ANSWER:** Refer to your Department or Budget manager for guidance on naming conventions. Per Student Employment, it is beneficial to the student’s resume the more specific the job title relates to their actual job duties.

2. **How are the job change reasons defined for the Student Hire EPAF’s?**

**ANSWER:**

1) Add a New Assignment - Student currently has other assignments
2) Continuation of Assignment – To extend into the summer term an assignment from the preceding term
3) Hourly Rate Adjustment – Do not use for Student Hire EPAF
4) New Hire – Student has never worked at USF
5) Job Title Change – Do not use for Student Hire EPAF

3. **When would I use a Step Value > 1 for a student employee?**

**ANSWER:** Whenever there is an increase in the minimum wage, any job assigned a Step value of 1 or greater will be increased an equivalent amount to the difference from the previous minimum wage to the new minimum wage. Assigning a student employee a step value > 1 will ensure that the student employee is given a raise equivalent to this increase.
without requiring an EPAF submission, even if the student’s hourly rate is above the new minimum wage.

Example: if the minimum wage is increased $1, from $13 to $14, then every student assigned to a Step value > 0 will receive a $1 raise.

**Category: Human Resources**

**Job Postings**

1. **How do you create a job posting?**
   
   **ANSWER:**
   
   a. Step 1 - Confirm that the job description has received HR Compensation Review and Approval.
   
   b. Step 2 – Hiring department creates job posting in People Admin. For additional information refer to: [https://myusf.usfca.edu/human-resources/managers/onboarding/staff-prehire-onboarding-procedures#createposting](https://myusf.usfca.edu/human-resources/managers/onboarding/staff-prehire-onboarding-procedures#createposting).

   Please contact Maggie Karaman for a PeopleAdmin Training.

2. **How many days does a job have to be posted before extending an offer?**
   
   **ANSWER:** All open jobs must be posted a minimum of 10 business days before they can be closed or an offer can be extended. Offers can be made only after the posting close date and all timely applicants have received consideration. Managers may choose to post for more than 10 business days or until the job is filled.

3. **Will HR advertise the position?**
   
   **ANSWER:** Yes, HR will advertise the position to a variety of diversity websites. HR also provides $2,000 to advertise to other sites specified by the hiring department.

4. **Once a candidate is selected, what is the next step?**
   
   **ANSWER:**
   
   a. Create Offer Form in PeopleAdmin

   Submit for Review → HR will draft offer letter
5. Who should notify applicants not selected?

**ANSWER:** The hiring department should notify non-selected candidates via PeopleAdmin notification after the successful candidate has accepted the job offer but prior to any public announcement of the position is made. Please contact all interviewed internal candidates directly.

**General Questions**

1. **What is the turnaround time for the offer letter?**

**ANSWER:** HR will submit draft offer letter for hiring department review within 24 hours.

2. **What offer letters include an hourly rate?**

**ANSWER:** All non-exempt employee offer letters include an hourly rate.

3. **How is the offer letter sent to the new hire?**

**ANSWER:**

a. For both internal and external candidates, offer letters will be created by HR for full-time and part-time, exempt and non-exempt staff.

The Offer Letter is sent to the new hire via email, by HR, with links to new hire paperwork and the benefits enrollment guide. This email also includes instructions to contact ITS for myUSF (email) access.

4. **Can an applicant requiring visa sponsorship be hired?**

**ANSWER:** Yes, if the position is specialized. Offers involving visa sponsorship are conditional pending approval of all required immigration documents. The hiring department is responsible for costs related to immigration. Please contact HR for more details.

5. **Can an applicant be offered additional vacation?**

**ANSWER:** Any exceptions to the staff vacation policy must be approved by the Assistant Vice President of Human Resources and the hiring VP/Dean before the exception can be negotiated in an offer to the candidate. Please reference the staff vacation policy [here](#).
6. When does a new employee receive myUSF access?

**ANSWER:** If an Offer Form is submitted at least 10 business days in advance, then the new staff employee will receive access to USF systems 5 business days prior to their start date.

7. What is the process for an internal employee promotion?

**ANSWER:**

a. Send the job description to HR Compensation for review, approval, and salary range assignment.

b. Contact the Director of Employment in HR for approval by providing job title, salary, and Compensation's approval.

c. Request a promotion letter from an HR Specialist.

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**Category: Payroll**

1. Adjustments - What Is The Turnaround Time Before It Gets Processed? Can We Get A Notification That It Is Processed?

**ANSWER:** Depending on whether we are currently in an open payroll. We can only process checks when payroll is not open.

2. SH Payroll - What is with the dates? Why can't students be paid SM (Semi-Monthly)?

**ANSWER:** SH = Hybrid Schedule (Time Reporting Period)

- Hourly employees are paid 10 days in arrears
- Non-exempt Salary Employees are paid their **regular pay** on a current basis:
  - Time Period: 16th – end of month (Checks Issued on 1st)
  - Time Period: 1st – 15th (Checks Issued on 15th)
- Non-exempt Salary Employees report their **overtime and leave** on the following periods:
  - Time Period: 6th – 20th (Checks Issued on 1st)
  - Time Period: 21st – 5th (Checks Issued on 15th)
We are discussing the possibility of including Students on the SM payroll.

3. **SH New Hires--When Do I Get Paid And Why Isn't It For My Full Assignment Salary?**
   
   **ANSWER:** Pay dates are the 1st and 15th of every month and your first check is prorated based on your start date during the pay period.

4. **Deferred Pay - Can The Budget Managers Know What The Faculty Member Elects?**
   
   **ANSWER:** Budget managers may send a request to HRIS or Payroll to know what the Faculty Member elects. There is a report that can be run and sent to budget managers.

5. **Deferred Pay on EPAF---What is The Standard to Put on Factor and Pays If You Don't Know If the Faculty Member Has the Option of Deferred Pay?**
   
   **ANSWER:** The default for Deferred Pay on the EPAF is 9/9.

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**Category: E-Timsheets**

1. **Can Etime/Leave Report Proxies Have Email Reminders?**
   
   **ANSWER:** Proxy approvers do not receive reminder emails. You must tell the proxy approver when you will not be available. Until security is tightened, proxy approvers will be able to see and act on all e-timesheets that you approve. Please communicate clearly to the proxy approver which e-timesheets he/she should approve.

2. **Who Can Be An ETIME Approver?**
   
   **ANSWER:** "Any non-student employee may be an approver, with the following exceptions:
   
   - OPE staff may only approve student employee e-timesheets.
   - An employee may not approve the e-timesheet of anyone with managerial authority over him/her.
   - Two employees may not approve each other's e-timesheets.
   - Employees may not approve their own e-timesheets.
USF Business Process Frequently Asked Questions (FAQs)

- Employees in pooled positions, such as student workers and part-time faculty, may not approve e-timesheets.

3. Etimesheet Approvers and Proxies...Can Grad Students Be Etime Approvers?

**ANSWER:** No, student employees are not allowed to be approvers.