Dear Colleagues,

Please read the following in its entirety as it contains important information about our fiscal year-end processes and the accompanying Electronic Personnel Actions (EPAF) deadlines. Visit the EPAF Administrator Information web page to view this email as a PDF.

Deadline Summary

- **5/17**: EPAF approval deadline for final FY16 SH/SM pay periods (SH period 5/6–5/20; SM period 5/16–5/31)
- **5/17**: EPAF approval deadline for final FY16 MO pay period (5/1–5/31)
- **5/18**: At 11:59 p.m., EPAF freeze begins; all remaining EPAFs for FY16 must be approved/applied prior to deadline
- **5/18–5/31**: EPAF system unavailable
- **5/20**: All work-study, off-campus, student non-earnings, and America Reads assignments are automatically terminated
- **6/01**: At 12 p.m., EPAF freeze ends; users can resume EPAF submission
- **6/02**: At 5 p.m., EPAF submission deadline for 6/15 payday
- **6/03**: At 5 p.m., final day to submit labor redistribution requests via EPAF
- **6/03**: At 5 p.m., EPAF approval deadline for 6/15 payday

**EPAF System Freeze: May 18 – June 1**

In preparation for the FY17 rollover, an EPAF system freeze will be implemented at 11:59 p.m. on Wednesday, May 18 and end at noon on Wednesday, June 1. During this period, the EPAF link in myUSF Employee Self-Service will be unavailable to all users. Any EPAFs still pending approval by the deadline cannot be saved and will require the user to reprocess them following the freeze period.
All student EPAFs relating to FY17 with effective dates of 5/21/2016 or later should not be submitted until Wednesday, June 1; read more about student EPAFs below.

**Staff EPAF Freeze: April 25 – June 1**

In addition to the EPAF system freeze, we have instituted an EPAF freeze for staff assignments of E-Classes eligible for the yearly merit increase. This means that EPAFs for these staff E-Classes will not be accepted during these dates. However, new hires and terminations will be processed per the [Year-End EPAF Guidelines](#). For questions about the staff EPAF freeze, please email Human Resources.

**Student EPAFs**

Similar to previous years, all work-study, off-campus, America Reads, and student non-earnings assignments will automatically terminate effective Friday, May 20. All other student assignments will remain active into the summer months. Therefore, new EPAFs will only be required for the following EPAF types: **TUREH**¹ and **TURE**². EPAFs for summer assignments can be submitted beginning at noon on Wednesday, June 1, following the fiscal year-end rollover process.

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1. **TUREH**, Student Hire: students who are currently in work-study assignments and are continuing work in the summer; 2. **TURE**, Student Assignment Termination: students who currently have active non-work study assignments but will not be working in the summer. Note: Timesheet approvers and student employees will continue to receive email reminders for each of their students until a termination EPAF is submitted and applied.

**Term Faculty EPAFs: May 17**

Term faculty assignments will not automatically terminate. An EPAF to terminate each term faculty assignment on its given end date must be approved by Tuesday, May 17.

**EPAF Submission Deadlines: June 3**

The EPAF approval deadline for the first SH and SM pay periods of FY17 has been extended to 5 p.m. on Friday, June 3 to allow two business days to complete and submit EPAFs for the pay periods 5/21–6/5 and 6/1–6/15, respectively.
Labor Redistribution EPAFs: June 3

Any labor redistribution EPAF requests for FY16 that are still remaining after the fiscal year-end rollover should be submitted after the EPAF system is reopened on Wednesday, June 1. The deadline for these remaining EPAF redistribution requests is 5 p.m. on Friday, June 3. EPAF redistribution requests received after the deadline may not be processed.

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

Sincerely,

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