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.

Deadline Summary

- **5/15**: EPAF approval deadline for final FY '17 SH/SM pay periods (SH period 5/6–5/20; SM period 5/16–5/31)
- **5/17**: EPAF approval deadline for final FY '17 MO pay period (5/1–5/31)
- **5/17**: At 5 p.m., EPAF Freeze begins; all remaining EPAFs for FY '17 must be approved/applied prior to deadline
- **5/18–5/30**: EPAF system unavailable
- **5/20**: All work-study, off-campus, student non-earnings, America Reads and other noncontinuing student assignments are automatically terminated
- **5/31**: At 12 p.m., EPAF Freeze ends; users can resume EPAF submission
- **6/01**: At 5 p.m., EPAF submission deadline for 6/15 payday
- **6/01**: At 5 p.m., final day to submit labor redistribution requests via EPAF
- **6/02**: At 5 p.m., EPAF approval deadline for 6/15 payday

**Staff EPAF Freeze: April 24 – May 31**

In addition to the EPAF system freeze, we are instituting 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.

**EPAF System Freeze: May 17 – May 31**

In preparation for the Fiscal Year 2018 (FY ‘18) rollover, an EPAF system freeze will be implemented at 5 p.m. on Wednesday, May 17 and end at noon on Wednesday, May 31.
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 FY ’18 with effective dates of Sunday, May 21 or later should not be submitted until Wednesday, May 31; read more about student EPAFs below.

**Student EPAFs**

Similar to previous years, all work-study, off-campus, America Reads, and student non-earnings assignments will automatically terminate effective Saturday, May 20. Additionally, the Student Employment department will be communicating with individual department student employee timesheet approvers to determine those non-work study assignments that are continuing into summer and thus, will not be automatically terminated -- meaning no EPAF will be required for those assignments. All others will be terminated on Saturday, May 20.

More information on that process will be distributed by the Student Employment department via email. EPAFs for new summer assignments can be submitted beginning at noon on Wednesday, May 31, following the fiscal year-end rollover process.

**Term Faculty EPAF Approval Deadline: May 17**

Term faculty assignments (E-Courses AF & TF) will not automatically terminate. An EPAF to terminate each term faculty assignment on its given end date must be approved by Wednesday, May 17.

**EPAF Approval Deadline: June 2**

The EPAF approval deadline for the first SH and SM pay periods of FY ’18 has been extended to 5 p.m. on Friday, June 2 to allow three business days to complete and submit EPAFs for the pay periods 5/21–6/5 and 6/1–6/15, respectively.

**Labor Redistribution EPAF Deadline: June 2**

Any labor redistribution EPAF requests for Fiscal Year 2017 (FY ’17) that are still remaining after the fiscal year-end rollover should be submitted following the EPAF system is reopened on Wednesday, May 31. The deadline for these remaining EPAF redistribution requests is 5 p.m. on Friday, June 2. 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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