**EPAF Cheat Sheet: E-class Transfers**

**Definition of Eclass Transfers (Eclass):** This Cheat Sheet applies to situations wherein an employee will be leaving an assignment in one E-class to begin a new assignment in another E-class (e.g. a student employee, with E-class BB, transitioning into an hourly staff position, with E-class WA).

**IMPORTANT:** This form does NOT terminate their previous assignment. A separate Assignment Termination EPAF (e.g. TERMA) must be submitted AND approved/applied before the E-Class Transfer EPAF (below) should be submitted to designate the employee’s new assignment and E-Class.

EPAFs set up employees in the Payroll database and authorize payment; *a paid employee cannot work at USF without an EPAF submission.* For EPAF tutorials, please see: [http://myusf.usfca.edu/human-resources/training-development/epaf-admin-information](http://myusf.usfca.edu/human-resources/training-development/epaf-admin-information)

**Timing:** Generally, EPAFs are due about two weeks before the end of a pay period. The 2016 submission schedule can be found at: [http://myusf.usfca.edu/abs/payroll/pay-schedules](http://myusf.usfca.edu/abs/payroll/pay-schedules)

**Contact Information for EPAF Support:** HRIS@usfca.edu

<table>
<thead>
<tr>
<th>Required Steps/Actions</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Go to Employee tab of My USF &gt; Employee Self-Service, select EPAFs, then select New EPAF and enter employee’s CWID.</td>
<td>✓</td>
</tr>
<tr>
<td>2. Define Employee, Query Date, and Approval Category.</td>
<td></td>
</tr>
<tr>
<td>3. Use the first date of the employee started new assignment the Job Effective Date.</td>
<td></td>
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<tr>
<td>4. From the Approval Category menu, select “Eclass Transfers (Eclass)” and click “Go.”</td>
<td></td>
</tr>
<tr>
<td>5. Enter the Position Number and Suffix and click “GO”</td>
<td></td>
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<tr>
<td>6. Select the Position and suffix that is to be modified.</td>
<td></td>
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<tr>
<td>7. Enter Main Job information.</td>
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</tbody>
</table>

**Fields**

- **Job Begin Date** and **Jobs Effective Date** should equal the first date that the employee is to assume his/her new position, and should also match the Query Date.
- The first field within the EPAF is **Employee Class Code.** Here you will enter the employee’s NEW E-Class (e.g. WA for temporary hourly employees).
- Enter the org. code where the employee’s paycheck will be distributed in the **Home** and **Distribution Orgn** field. Enter the employee’s P-ORG # in the **Timesheet Orgn** field.
- **Assignment Type** for an E-class Transfer should default to “Secondary.”
- **Contract Begin** and **Contract End Date** fields should be left blank unless the new assignment is for a faculty assignment. For a faculty assignment, the **Contract Begin Date** should equal the Query Date, or the date that the new assignment will begin. The **Contract End Date** should be the last date of the last pay period worked on the new assignment (or the end of the fiscal year, whichever comes first).
- **Step** should always be 0.
• If the employee’s new assignment is paid hourly, enter the hourly rate in the **Regular Rate** field. If they receive a salary, leave this field blank.
• If the employee’s new assignment is salaried, enter the yearly salary amount in the **Annual Salary** field. If the employee is paid hourly, leave this field blank.
• The **Factor** and **Pays** fields should also be left blank except when entering faculty assignments. **Factor** should equal the # of pay periods worked and **Pays** should equal the # of pay periods paid. Note: These fields will typically be equivalent; the exception would be full-time faculty employees that work 9 mos. of the year and are paid over 12.
  • Enter the FTE in the **FTE** field.
  • Enter the **Appointment Percent**.
  • Enter **Units / Unit Equivalency** if this is a Faculty Assignment.
  • Enter **Hours Per Pay** if necessary.
  • Enter the **Title** of the new assignment.

8. Define **Approval Routing Queue**. Enter the designated EPAF approvers in the **Routing Queue** section, as follows:

*Please note to manually enter the level for Grants if this is a Grant Funded position.*

<table>
<thead>
<tr>
<th>Level</th>
<th>Designation</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 20 – DEPMGR | (Determined by department) | • Is Effective Date correct?  
  • Correct Home Org, Timesheet Org & Pay? |
| 30 – DIVAPR | | |
| 40 – HREMP | FCAMPBELL | • Job Effective Date, E-class, Position Number, Salary information  
  • Payroll cycle  
  • EPAF comments added |
| 90 – HRIS | TAKAHASHI | • Do all fields contain values that are valid? |
| 99 – FINPAY | TAKAHASHI | • EPAF is applied to the system at this level |

9. Add relevant **Comments** as needed.

10. Click on **Save** and then **Submit**.


12. Once the EPAF has been successfully submitted, monitor your e-mail for confirmation that your EPAF has been “Completed Successfully.” If you receive an e-mail notification that the EPAF has been “Returned for Correction,” revisit the EPAF in your **EPAF Originator Summary**, make the correction(s) specified in the **Comments** section, then **Save** and resubmit.

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