**Definition of Student Rate and Title Change (STURAT):** This Cheat Sheet applies to a change only in the hourly rate of an existing job.

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 <strong>Employee</strong> tab of My USF &gt; Employee Self-Service, select <strong>EPAFs</strong>, then select <strong>New EPAF</strong> and enter employee’s <strong>CWID</strong>.</td>
<td>[✓]</td>
</tr>
<tr>
<td>2. Define Employee, Query Date, and Approval Category</td>
<td></td>
</tr>
<tr>
<td>3. Enter date of the increase or Title Change as the <strong>Job Effective Date</strong>. If this is retro, please use the Student Adjustment EPAF (STUADI).</td>
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<tr>
<td>4. From the <strong>Approval Category</strong> menu, select “<strong>Student Rate and Title Change, STURAT</strong>” and click “Go.”</td>
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<tr>
<td>5. Select the job that is to be modified.</td>
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<tr>
<td>6. Enter Main Job information applicable to change.</td>
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</tbody>
</table>

**Notes**

*Current Value* populates to guide the user to determine the *New Value*.

- **Jobs Effective Date** = Pay Period Start Date (Query Date)
- **Step** Enter “0” in the Step field, and fill in the employee’s new hourly rate in the **Regular Rate** field if you must pay your student employee at a rate not listed on the **Step Rate Table** OR if you do not wish for those student employees that are paid at a rate above the minimum wage to undergo an equivalent increase in pay rate when the minimum wage is increased.

   Enter the Step that corresponds to the new hourly rate in the **Step Rate Table** if you want to standardize pay scales such that all student assignments will be increased according to the amount of any minimum wage increase.

   Enter “1” in the Step field if you want to maintain and keep paying the student the minimum wage.

- **Title** = Enter Title
- **Job Change Reason** = Please click drop down menu and select from the following:
  1. **HRTAD - Hourly Rate Adjustment**
  2. **TITLE - Job Title Change**
7. 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>Approval Level</th>
<th>User Name</th>
<th>Approver Checks for:</th>
</tr>
</thead>
</table>
| 20 – DEPMGR    | (determined by department) | • Is Effective Date correct?  
• Is Job Change reason value filled up?  
• Are Step & Regular Rate values correct? |
| 40 – STUEMP    | PRADO              | • Is Effective Date correct?  
• Are Job Change reason, Step & Regular values filled up? |
| 90 – HRIS      | ECLAGRN            | • Are dates correct?  
• Do all fields contain values that are valid? |
| 99 – FINPAY    | ECLAGRN            | • EPAF is applied to the system at this level. |

8. Add relevant **Comments** as needed.

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


11. 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.