Approver Cheat Sheet: Student Rate and Title Change

**Definition of Student Rate and Title Change (STURAT):** This Cheat Sheet applies to a change only in the hourly rate of an existing job. **If this is a retroactive change, please use an Adjustment EPAF type.**

**Timing:** Generally, EPAFs are due about two weeks before the end of a pay period. The Payroll Submission Schedule can be found at: [https://myusf.usfca.edu/abs/payroll/pay-schedules](https://myusf.usfca.edu/abs/payroll/pay-schedules). If this EPAF is submitted AFTER the deadline, it will be paid on the next available pay period. For a Special Check request, please contact the Payroll department.

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

<table>
<thead>
<tr>
<th>Items to Review</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the <strong>Position number</strong> and <strong>Suffix</strong> correct?</td>
<td>✓</td>
</tr>
<tr>
<td>2. Is the <strong>Jobs Effective Date</strong> the first day of the current pay period? (6th or 21st) If this is a retro-active change, please <strong>Return for Correction</strong> and have the <strong>Submitter</strong> do a <strong>Student Adjustment</strong> EPAF type.</td>
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<tr>
<td>3. Verify <strong>Step</strong> or if Value is “0”, then verify <strong>Regular Rate</strong> if applicable.</td>
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<tr>
<td>4. Verify <strong>Title</strong> field if applicable.</td>
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<tr>
<td>5. Verify the <strong>Job Change Reason</strong> = Please click drop down menu and select from the following:</td>
<td></td>
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<tr>
<td>• <strong>HRTAD - Hourly Rate Adjustment</strong></td>
<td></td>
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<tr>
<td>• <strong>TITLE - Job Title Change</strong></td>
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<tr>
<td>6. Review <strong>Approval Queue</strong>; does the Grants or any other approver need to be entered?</td>
<td></td>
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<tr>
<td>7. Review <strong>Comments</strong>. Does it match the values entered above? If not, please return this EPAF back for correction</td>
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<tr>
<td>8. If all Values look correct, click <strong>APPROVE</strong> however if Values need to be revised, please click <strong>Return for Correction</strong> with Comments stating why.</td>
<td></td>
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