**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). *If the employee is not changing E-classes, please use the Staff Assignment EPAF type.*

**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.

**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.

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

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<thead>
<tr>
<th>Required Steps/Actions</th>
<th>Completed</th>
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<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>
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<tr>
<td>2. Define Employee, Jobs Effective Date, and Approval Category.</td>
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<td>3. From the Approval Category menu, select “E-class Transfers (Eclass)” and click “Go.”</td>
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<td>4. Enter the Position Number and Suffix and click “GO”</td>
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<tr>
<td>5. Enter the Main Job Information:</td>
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<tr>
<td><strong>Fields</strong></td>
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- **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. This is an alpha/numeric code (P, followed by 5 numeric digits) specifying the employee’s E-Timesheet supervisor. Please click link at the top left hand corner of EPAF to locate your supervisor. If your P-org is not listed, please contact Etimesheets@usfca.edu.

- **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 **Jobs Effective 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.

4. 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.

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<tbody>
<tr>
<td>20 – DEPMGR</td>
<td>(Determined by department)</td>
</tr>
<tr>
<td>30 – DIVAPR</td>
<td></td>
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<tr>
<td>40 – HREMP</td>
<td>MENCISO2</td>
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<tr>
<td>90 – HRIS</td>
<td>TAKAHASHI</td>
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<tr>
<td>99 – FINPAY</td>
<td>TAKAHASHI</td>
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5. Add relevant **Comments** as needed.

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

7. 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.