Summer 2019 EPAF Overview

**EPAF TYPES**

Summer EPAFs are available for each summer session. Each EPAF contains default dates specific to that session.

- Summer 1, SS1107
- Summer 2, SS2107
- Summer Semester, SSM107

Use EPAF type MTH107 for assignments with dates that differ from the three summer sessions.

**SCHEDULE**

Summer EPAFs are due to level 650 Pre-Approval HR by the following dates. College budget directors will have an earlier deadline.

<table>
<thead>
<tr>
<th>EPAF Type</th>
<th>Original EPAF</th>
<th>Correction EPAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS1 and SS SS2</td>
<td>May 10</td>
<td>May 24 or June 7</td>
</tr>
<tr>
<td></td>
<td>June 21</td>
<td>July 5</td>
</tr>
</tbody>
</table>

Summer pay dates

- Summer session 1 will pay on 05/24/2019, 06/07/2019 and 06/21/2019 (3 pays)
- Summer session 2 will pay on 07/05/2019, 7/19/2019 and 08/2/2019 (3 pays)
- Summer semester will pay all of the above dates (6 pays)

Faculty payroll will not pay on the following date: 8/16/2019 (Pay ID 17).
No EPAFs should be submitted to pay on that date or cross over that pay date.

<table>
<thead>
<tr>
<th>Pay ID</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Pay Date</th>
<th>EPAF Due to Pre-App HR Queue</th>
<th>Query Date and PAF Eff. Date</th>
<th>End Date “Earnings” section</th>
<th>PAF Eff. Date “End a Job” section</th>
<th>Factors &amp; Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>05/05/2019</td>
<td>05/18/2019</td>
<td>05/24/2019</td>
<td>05/10/2019</td>
<td>05/05/2019</td>
<td>05/19/2019</td>
<td>06/21/2019</td>
<td>SS1 3/3 SS 6/6</td>
</tr>
<tr>
<td>12</td>
<td>05/19/2019</td>
<td>06/01/2019</td>
<td>06/07/2019</td>
<td>05/24/2019</td>
<td>05/19/2019</td>
<td>06/02/2019</td>
<td>06/01/2019</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>06/02/2019</td>
<td>06/15/2019</td>
<td>06/21/2019</td>
<td>06/07/2019</td>
<td>06/02/2019</td>
<td>06/16/2019</td>
<td>06/15/2019</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>06/16/2019</td>
<td>06/29/2019</td>
<td>07/05/2019</td>
<td>06/21/2019</td>
<td>06/16/2019</td>
<td>06/30/2019</td>
<td>06/29/2019</td>
<td>SS2 3/3</td>
</tr>
<tr>
<td>15</td>
<td>06/30/2019</td>
<td>07/13/2019</td>
<td>07/19/2019</td>
<td>07/05/2019</td>
<td>06/30/2019</td>
<td>07/14/2019</td>
<td>07/13/2019</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>07/14/2019</td>
<td>07/27/2019</td>
<td>08/02/2019</td>
<td>07/19/2019</td>
<td>07/14/2019</td>
<td>07/28/2019</td>
<td>07/27/2019</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>07/28/2019</td>
<td>08/10/2019</td>
<td>08/16/2019</td>
<td>08/02/2019</td>
<td>08/11/2019</td>
<td>08/10/2019</td>
<td>X Faculty pay not processed; no faculty EPAFs</td>
<td></td>
</tr>
</tbody>
</table>

1. Summer Session 1 pay; Summer Semester pay
2. Summer Session 2 pay; Summer Semester pay
POSITION NUMBERS

Use only summer position numbers (F6 e-class) for faculty payments that fall outside of the main academic year. Temporary Faculty (TF) positions will not pay in the summer. Professional employees should continue to use TM position numbers. An Addendum to Employment Contract must be submitted along with the EPAF.

Refer to the Summer Position Numbers Chart to find Summer F6 positions by college and org.

OTHER RESOURCES

- Banner EPAF User Guide – Summer Assignments section
- Summer EPAF Help Guide
- Pay Scale Summer 2019 Template
- EPAF Schedule 2019
- Summer Position Numbers Chart

QUESTIONS

Secondary assignments/summer EPAFs:

Heather Bright 5-1807 habright@bsu.edu
or email ERPHR@bsu.edu

Primary assignments – contact your HR Partner

Mary Boyd 5-2418
Diane Drake 5-1825
Joycelyn Joseph 5-1835
Jim Rockhill 5-1824
Susan Schlensker 5-1283
Kamille Webb 5-1032