

University of the Pacific

EPAF Date Guide

Students	Query Date	Jobs Effective Date	Notes
New Student Assignment	Start Date of new Assignment	Start Date of new Assignment	
Additional position for Student	Start Date of new Assignment	Start Date of new Assignment	If student has worked in this position before, Job Begin Date must be populated with first DOH of this position
Student Termination of Assignment	Termination Date of Assignment	A Dash (-) must be entered	Termination date on EPAF must be on or after the "Last pay date." If actual term date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term. Date in Comments
Student Retro Salary Change	First day of current pay period	First day of current pay period	Enter actual (retro) date of change in Personnel Field
Student Salary (Rate) Change	Date new salary/rate goes into effect	Date new salary/rate goes into effect	
Temp-Casuals			
New Temp-Casual Assignment	Start Date of new Assignment	Start Date of new Assignment	
Additional position for Temp-Casual	Start Date of new Assignment	Start Date of new Assignment	If T/C has worked in this position before, Job Begin Date must be populated with first DOH of this position
Temp-Casual Termination of Assignment	Termination Date of Assignment	A Dash (-) must be entered	Termination date on EPAF must be on or after the "Last pay date." If actual term date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term. Date in Comments
Temp-Casual Retro Salary Change	First day of current pay period	First day of current pay period	Enter actual (retro) date of change in Personnel Field
Temp-Casual Salary (Rate) Change	Date new salary/rate goes into effect	Date new salary/rate goes into effect	
Staff			
New Staff Assignment	1st Day of 1st pay period of assignment	1st Day of pay period of assignment	Enter actual DOH on personnel date field
Additional position for Staff Employee	1st Day of 1st pay period of assignment	1st Day of pay period of assignment	If Staff has worked in this position before, Job Begin Date must be populated with first DOH of this position
Staff Termination of Assignment	Termination Date of Assignment	A Dash (-) must be entered in Job Begin Date	Termination date on EPAF must be on or after the "Last pay date." If actual term date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term date in the Personnel
Staff Retro Salary Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual (retro) date of change in Personnel Field
Staff Salary (Rate) Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual date of change in Personnel Field
Staff Labor Distribution Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual date of change in Personnel Field
Faculty			
New Faculty Assignment	1st Day of 1st pay period of assignment	1st Day of pay period of assignment	Enter actual DOH on personnel date field
Additional position for Faculty Employee	1st Day of 1st pay period of assignment	1st Day of pay period of assignment	If Faculty has worked in this position before, Job Begin Date must be populated with first DOH of this position
Faculty Termination of Assignment	Termination Date of Assignment	A Dash (-) must be entered in Job Begin Date	Termination date on EPAF must be on or after the "Last pay date." If actual term date is prior to this date, use "Last Paid Date" as Query/Effective date and enter actual term date in the Personnel

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Faculty Retro Salary Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual (retro) date of change in Personnel Field
Faculty Salary (Rate) Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual date of change in Personnel Field
Faculty Labor Distribution Change	1st Day of pay period of change	1st Day of pay period of change	Enter actual date of change in Personnel Field