

EPAFs vs. EAFs

What are they?

- EAF = Employment Action Form
- EPAF = Electronic Personnel Action Form
 - Basically, the electronic version of an EAF

When are they used?

- EPAF
 - Adjunct & Overload Pay – summer & during the school year
 - One Time Pays – pay for additional work or duties by a faculty/staff member or anyone else on DSU payroll
 - These are the most common
 - Terminations/Resignations – when people are leaving all jobs at DSU
 - Campus Address Changes – to update campus addresses &/or phone numbers for people in your dept
 - Student Workers – hiring and ending jobs for work study and RSE
 - Changing the title or rate of pay for an employee – to update the salary/hourly rate or title of an employee (rare)
- EAF
 - Hiring new employees
 - Employees transferring to a new position
 - Position number changes for an employee
 - All other types of changes

Timelines:

- Adjunct & Overload Pay
 - Fall – Late August/early September
 - Spring – Late January
 - Summer I – Late May/early June
 - Summer II – Late June/early July
 - EPAFs will open after registration ends each semester
 - NOTE: Summer school has a very tight turnaround, so being prepared with a list of instructors will help you be efficient
- All other EPAFs/EAFs
 - EPAFs must be submitted by the 15th of the month in order to be approved and processed for that month's payroll
 - EAFs also should be submitted by the 15th of the month, but do take longer in many cases because they have to be physically walked around for signatures
 - There are exceptions to this deadline in some cases and for unexpected situations that arise later in the month (ex. resignations). Please contact HR with any last-minute changes as soon as they arise.