

EPAF & PAF
Submission Deadlines & HR Contacts

<u>Payroll</u>	<u>EPAF/PAF & Docs Due</u>	<u>Exceptions</u>
Semi-Monthly	<p>EPAFs/PAFs for days worked 1-15, due by the 5th.</p> <hr/> <p>EPAFs/PAFs for days worked 16-End of Month, due by the 20th.</p> <hr/> <p>Missing new-hire/rehire paperwork, PAF approvals, or other information may delay Payroll processing.</p>	<p>Holidays: Due dates will be announced on Porches and through email communications.</p>
Bi-Weekly	<p>The deadline is the second Monday during the current payroll period by 4:30 pm.</p> <hr/> <p>Missing new-hire/rehire paperwork, PAF approvals, or other information may delay Payroll processing.</p>	<p>Holidays: Due dates will be announced on Porches and through email communications.</p>
Part-time Faculty and Overload Teaching Assignments	<p>* Fall Semester: August 5th * Spring Semester: December 15th * Summer Term: April 20th By 4:30 pm</p>	<p>Changes Mid-Semester</p>

Need help or have a EPAF/PAF question? Please feel free to contact us!

Kailee Copeland - Manager, Employment Services & Outreach: 229-2779 (**PageUp**; Full and Part-time Staff new-hires and re-hires; Visitor accounts and other general PAF questions).

A'zia Garrett - Coordinator, Employment Services & Onboarding: 229-4027 (**PageUp**; Full and Part-time Staff new-hires and re-hires)

Robin Steberl - Data Support Analyst: 229-2543 (EPAFs, Full and Part-time Faculty, Overload Teaching, Graduate Assistants, Vacation Payouts, and other general PAF questions).

Catheryn Williams - Data Support Analyst: 229-2546 (EPAFs, Full and Part-time Faculty, Overload Teaching, Graduate Assistants, Vacation Payouts, and other general PAF questions).

Jane Schober - HR Customer Service Rep: 229-2542. (Tracks incoming paper PAFs and new-hire documents).

Graduate School - Graduate School Contracts: 229-2390