

EPAF & PAF
Submission Deadlines & HR Contactsⁱ

<u>Payroll</u>	<u>PAF & Docs Due</u>	<u>Exceptions</u>
Semi-Monthly	<p>EPAFs/PAFs for days worked 1-15, due by the 10th.</p> <hr/> <p>EPAFs/PAFs for days worked 16-End of Month, due by the 25th.</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 PAF question? Please feel free to contact us!

Charity Whitfield, Employment Specialist: 229-2779 (Staff new hire, re-hire and related documents)
Debbie Mantia, Sr. Data Support Specialist: 229-2543 (EPAFs, Full and Part-time Faculty, Overload Teaching, Graduate Assistants, Vacation Payouts, and other General PAF issues).
Gail Setziol, Data Support Specialist II: 229-4036 (Part-time Faculty, Overload Teaching, Graduate Assistants, Vacation Payouts, and other General PAF issues)
Catheryn Williams, Data Support Specialist II: 229-2546 (Part-time Faculty, Overload Teaching, Graduate Assistants, Vacation Payouts, and other General PAF issues).
Stacey Smith, HR Customer Service Rep: 229-2542 (Stacey tracks incoming paper PAFs and new-hire documents, address changes)

ⁱ Revised February 2016 for Fiscal Year 2015-2016