

**EPAF & PAF**  
**Submission Deadlines & HR Contacts<sup>i</sup>**

<u><b>Payroll</b></u>	<u><b>PAF &amp; Docs Due</b></u>	<u><b>Exceptions</b></u>
<b>Semi-Monthly</b>	<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><b>Holidays:</b>            Due dates will be announced on Porches and through email communications.</p>
<b>Bi-Weekly</b>	<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><b>Holidays:</b>            Due dates will be announced on Porches and through email communications.</p>
<b>Part-time Faculty and Overload Teaching Assignments</b>	<p>* Fall Semester: August 5<sup>th</sup>            * Spring Semester: December 15<sup>th</sup>            * Summer Term: April 20<sup>th</sup>            By 4:30 pm</p>	<p>Changes Mid-Semester</p>

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

**Kailee Peters**, 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).

**TBD**, HR Customer Service Rep (**Position currently vacant**). Please contact HR Records Specialist Cadie Mukaneza at 229-2115, or one of the Data Support Team members listed above (This position tracks incoming paper PAFs and new-hire documents, address changes)

<sup>i</sup> Revised August 31, 2017 for Fiscal Year 2017-2018