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| --- | --- | --- |
|  | ePAF approver checklist |  |
| Job Edits | Terminations |
|[ ]  Salary plan changes from STAS to OPS or OPS to STAS occur at the beginning of a pay period (tax purposes). |[ ]  The effective date used for Graduate Assistant (GA09 and GA12) terminations follow the [academic calendar](https://administrativememo.ufl.edu/2022/01/academic-year-appointment-calendar-through-spring-2023/); for example, 5/16 (spring term date); 8/16 (summer term date); 1/1 (fall term date). |
|[ ]  Pay rate changes for STAS and OPS are at least the state minimum wage. |  | **Alert!** Not selecting the appropriate date will kick out the GA’s tuition waiver. |
|[ ]  Pay rate changes for STAS that are more than double Florida minimum wage have the [Pay Rate Justification Form](https://www.sfa.ufl.edu/pdf/PayRateJustification2020.pdf) attached. |[ ]  The day after an employee’s last working day must be the day selected for the ePAF effective date.  |
|[ ]  Background check is on file if employee is changing their salary plan from STAS to OPS. |  |
|[ ]  Most appropriate job code is selected based on job duties if salary plan is changed to OPS.  |  |  |
|[ ]  Confirm with employee if they are registered as a student if salary plan is changing to STAS.  |  |  |
|  |  |  |  |

**Note:** scenarios are not all-encompassing and are only specific to the new types of ePAFs that now execute at Level 1. The types of ePAFs and salary plans these changes effect are as followed.

Additional Payments:

* Self-Funded Payments (SFPs)
	+ Payments execute at Teaching and Technology approver level or Tax Services (international employees)

Job Edits:

* Pay rate changes and corrections for OPS and STAS
* Change in job code and salary plans for OPS and STAS
* Change in department ID for OPS, STAS, FAPD, GA09, GA12, OF09, and OF12

Terminations:

* Courtesy Faculty (CTY): CTSY
* Resignation (RES): OPSN, OPSE, OF09, OF12
	+ Supporting documentation needed
		- Letter of resignation or email from employee with resignation date/last day worked
* Termination Additional Payment (TAP): OPSE, ISCR
* End of Summer Appointment (ESA): GASU, FASU, OFSU
* End of Temporary Job (ETJ): OPSN, STAS, GA09, GA12, FAPD, OF09, OF12; FA09, FA12
	+ Visiting Research Scholar appointments are the only appointment types that should use ETJ for the FA09 and FA12 salary plan

Questions? Contact us at ufhr-employment@ufl.edu or visit our [website.](https://admin.hr.ufl.edu/)