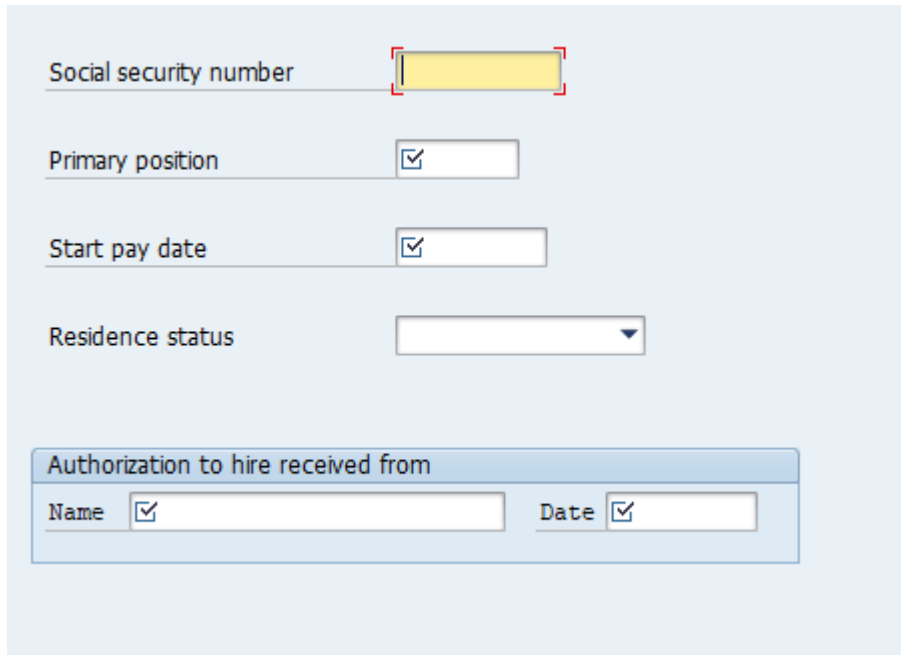# EPAF Manual

Graduate Assistant/Faculty Hire

University of Nebraska at Omaha and SAPPHIRE

7/7/2021

ᕲSAPPHIRE

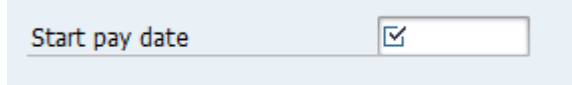**EPAF Hiring of Graduate Assistants and Faculty**

Hiring a Graduate Assistant or Faculty member is the same as hiring any other employee except for one key difference and that difference occurs on this screen.

And that one key difference is the following line:

The start pay date line refers to the day that the salary begins, not the day that the employee actually starts working. For most employees, the date the pay starts and the date the money starts are one and the same.

But the contracts of Graduate Assistants and Faculty pay differently from their actual working dates and nearly always start the pay on the first day of the month. On paper it looks like this for GAs:
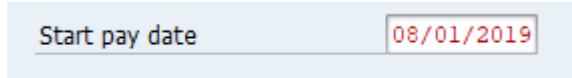
Appointment Effective Date	FROM	xxxxxx	TO	xxxxxx
Start/Stop Pay Date	FROM	8/1/2019	TO	xxxxxx

Or like this for 9 over 12 Faculty and PT Faculty:

Appointment Effective Date	FROM	xxxxxx	TO	xxxxxx
Start/Stop Pay Date	FROM	9/1/2019	TO	xxxxxx
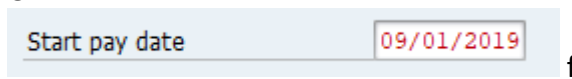
It's the start pay date line that you want to enter to kick off the EPAF. So it would look like:

 for Graduate Assistants

OR

 for 9 over 12 and PT Faculty members

This gets their pay going at the beginning of the month. Entering any other date in this line will pro-rate the pay and the GA or Faculty member would either be underpaid or overpaid depending on the nature of their appointment.

After this point, the completion of the EPAF is exactly the same for all employees.