EPAF Guides

How do I submit an EPAF?

View the guides below for step-by-step instructions on how to initiate an EPAF for different continuation situations:

Part-Time Students, Part-Time NonStudents, Work Study Students

Adjunct Faculty

Graduate Assistants

Faculty Overload, Summer Appointment, or 12 Month Staff Continuation

Which EPAF category should I use?

For more information on how to select the appropriate EPAF Category, please use the supplemental "EPAF Category Selection Tool". This will also provide a glossary for common words and phrases that are important to understand during the EPAF process, as well as information about selecting appropriate Approvers for the routing queue of each EPAF.

We also have a Helpful Tips document to help with EPAF submission.

To avoid having your EPAF returned for correction, please review the training guides above as you submit your EPAFs, and review the Common EPAF Errors document to make note of mistakes to avoid.

View Payroll Deadlines and Pay Period Details charts for accurate job effective dates.

Which position number should I use?

Click the links below to see the lists of position numbers each department should use to process EPAFs:

Position Numbers for Part-Time Students

Position Numbers for Part-Time Non Students

How do I approve an EPAF?

View the Approver Guide for step-by-step instructions on how to approve an EPAF.

More questions about EPAFs?

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Revision #9
Created 2025-05-20 19:35:40 UTC by Catherine Naylor
Updated 2025-12-15 21:22:46 UTC by Catherine Naylor