

EPAF/Payroll Cutoff Dates FY2016-17

	Business Officer internal due dates (approval at college or service unit level)	DUE to AA (On or before date listed)	
Remainder 2016	Your Bus Off EPAF Cutoff date	On or Before / EPAF date	PAYROLL CUTOFF DATE
8/31/16 payroll	8/19/16	August 12	August 19
9/15/16 payroll	8/26/16	August 30	September 6
9/30/16 payroll	9/19/16	September 14	September 21
10/15/16 payroll	9/23/16	September 28	October 5
10/31/16 payroll	10/10/16	October 13	October 20
11/15/16 payroll	10/21/16	October 26	November 3
11/30/16 payroll	11/7/16	November 10	November 17
12/15/16 payroll	11/18/16	November 23	December 5
12/31/16 payroll	12/1/16	December 6	December 13
2017 Dates		On or Before / EPAF date	PAYROLL CUTOFF DATE
1/15/17 payroll	12/5/16 12/11/16	December 8 - Part-Time December 16 - Full-time	January 4
1/31/17 payroll	1/10/17	January 13	January 20
2/15/17 payroll	1/25/17	January 30	February 6
2/28/17 payroll	2/8/17	February 13	February 17
3/15/17 payroll	2/22/17	February 27	March 6
3/31/16 payroll	3/10/17	March 15	March 22
17 payroll	3/24/17	March 29	April 5
4/15/17 payroll	4/7/17	April 12	April 19
5/15/17 payroll	4/25/17	April 28	May 5
5/31/17 payroll	5/10/17	May 15	May 22
6/15/17 payroll	5/25/17	May 30	June 6
6/30/17 payroll	6/9/17	June 14	June 21
7/15/17 payroll	6/23/17	June 28	July 5
7/31/17 payroll	7/11/17	July 14	July 21
8/15/17 payroll	7/20/17	July 31	August 4
8/31/17 payroll	8/10/17	August 15	August 22
9/15/17 payroll	8/25/17	August 30	September 6
9/30/17 payroll	9/8/17	September 13	September 20
10/15/17 payroll	9/22/17	September 27	October 4
10/31/17 payroll	10/10/17	October 13	October 20
11/15/17 payroll	10/25/17	October 30	November 6
11/30/17 payroll	11/9/17	November 14	November 21
12/15/17 payroll	11/20/17	November 23	December 6
12/31/17 Payroll	12/1/17	December 6	December 13
KPI: 3 days per routing level / per version (or revision)			

**Different dates due to the large amount of Part-Time hires for Spring 2017 semester

Important Notes:

- 1) If an EPAF involves another Department/College, Grants & Contracts or HR for additional approval levels, submit EPAF earlier if possible.
- 2) If you have more than 3 EPAFs to submit a one time, please submit them early and don't wait. The total # of EPAFs in a given central office queue can exceed 50-100 per day depending upon the time of year.