

## Initiating ePAFs for Summer Session Supervisors

When initiating actions for summer session supervisors, please follow the guidelines below:

❖ If the summer supervisor is assigned hours in June **and** July **and** August:

- Initiate one ePAF for June hours
- Initiate one ePAF for July-August hours

❖ June ePAFs/hours should not be included in July-August actions.

❖ Please note in the Comments section on the ePAF(s):

Summer Session Supervisor: ePAF 1 of 1

Or

Summer Session Supervisor: ePAF 1 of 2

Summer Session Supervisor: ePAF 2 of 2