



The University of Vermont

To: HR Representatives
From: Kait Rooney Director HRIS & Operations
Penny Cayia, Director of Payroll & Tax Services
Date: April 27, 2021
Re: Use of eAPF for Overtime Payments

We are excited to announce that moving forward the eAPF will be utilized in the place of the “paper” overtime voucher. Our hope is that the electronic workflow will allow for more timely, efficient, and accurate processing of overtime voucher payments. Overtime reasons and earnings codes have been added as options to the eAPF form in PeopleSoft. Newly established process guides and the required income averaging spreadsheets can be found on the [Human Resources Service’s How to Guides webpage](#) under the eAPF header.

After May 1, 2021, overtime voucher payments will only be accepted using the updated eAPF.

We will provide an overview of the update overtime voucher process at the [April 28, 2021 HR Reps Teams Meeting at 1pm](#). If you have questions please do not hesitate to contact Human Resource Services at hrsinfo@uvm.edu or 802-656-3108.