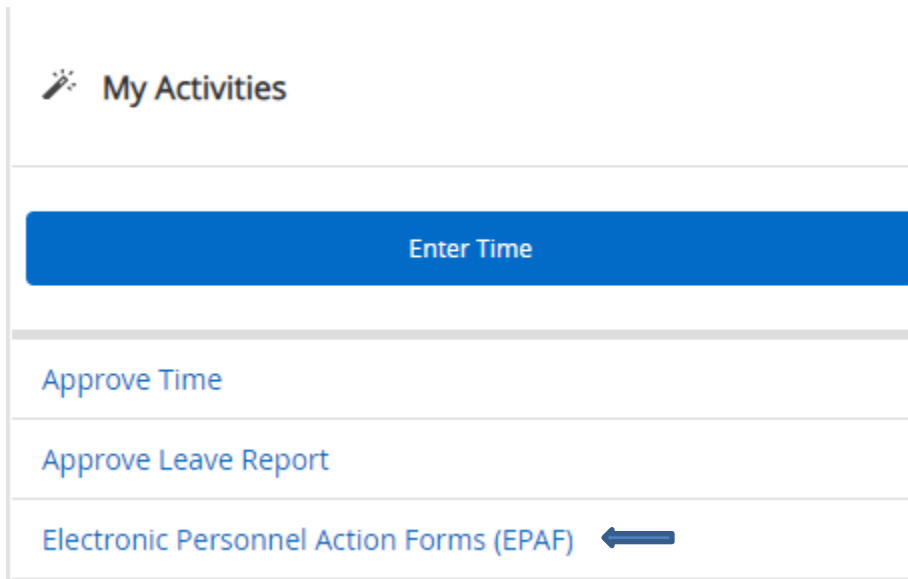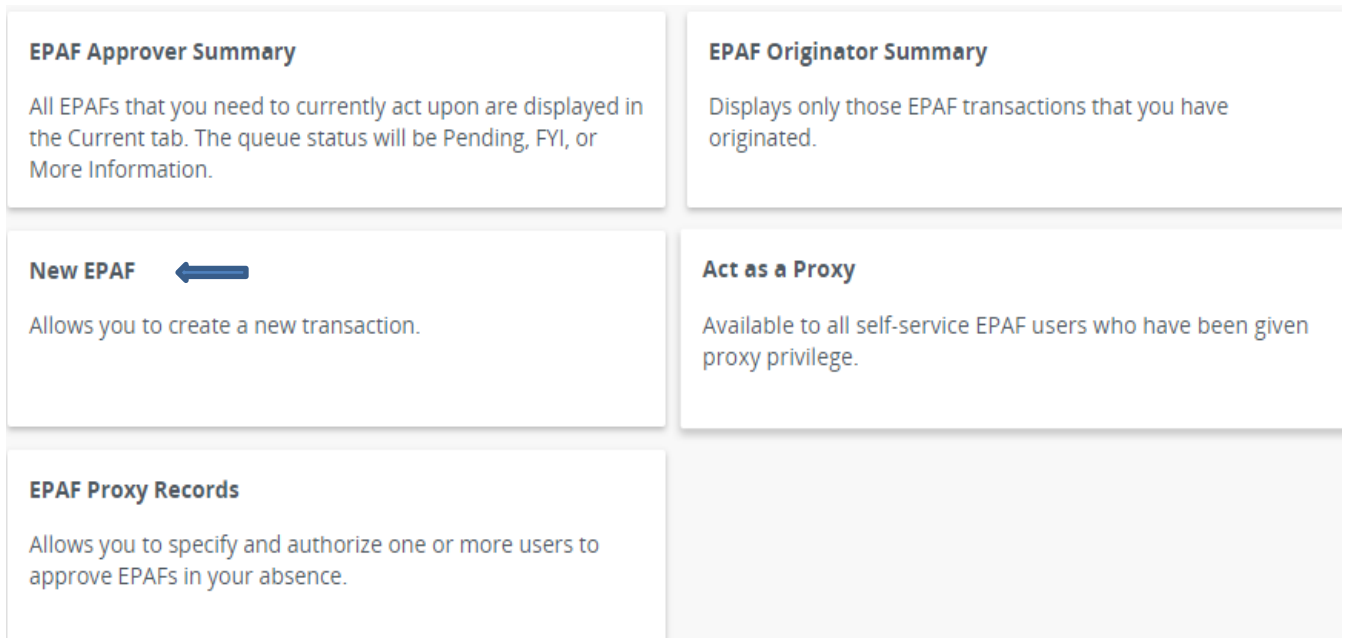# Electronic Personnel Action Forms (EPAF)
Terminate Employee/Hourly

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities**.**
   If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

2. The main Electronic Personnel Action Form (EPAF) menu appears.
   Select **New EPAF.**

3. Enter **UIN** under New EPAF Person Selection
   OR
   Enter **First Name** and **Last Name**, Click **Search**.
   Click **Calende**r and Select **Effective Date** of Termination (last day worked).
   Click down arrow to select **Approval Category**.
   Click **Go**.

First Name	Last Name		ID	SSN/SIN/TIN	
		☑ Is an employee or		or	Search

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/15/2020	📅

Approval Category *

Term Employee/Hourly, TERMEH	⌄

Go

4. List of active jobs will appear.
   Select button for position to terminate.
   If position does not show, Click **All Jobs** to view all jobs.
   Click **Go**.

New EPAF Job Selection

Terminate job record/employee, TERMEJ

Select	Type	Position	Suffix	Title
☐	New Job	🔍		
☑	Primary	HR4912	00	ADMIN & OFFICE SPECIALIST I

[All Jobs] [Go]

5. **If keyed prior to or same day of termination:**
   Effective date and Personnel date should be the last day worked.
   If keyed after termination date:
   Effective date should be last day of pay period and personnel date should be the last day worked.
   Click **Calende**r and Select **Effective Date** and **Personnel Date** of termination.
   Job Status **"T"** will default.
   Job Change Reason **"TERME"** will default.

Terminate job record/employee, HR4912-00 ADMIN & OFFICE SPECIALIST I

Effective Date *

```
10/15/2020                                          📅
```

Personnel Date *

```
10/15/2020                                          📅
```

Job Status *

```
T
```

Job Change Reason *

```
TERME
```

6. Employee Status **"T"** will default.
   Click **Calende**r and Select **Effective Date** of termination (last day worked).
   Select **Termination Reason Code**.

Terminate PEAEMPL record

Employee Status *

```
T
```

Term/Last Day Worked *

```
10/15/2020                                                    🔲
```

Term Reason Code *

```
BJ, Resign - Better Job                                       ⌄
```

7. Click down arrow to either enter or select username for approval level of Department (approver).
   Click down arrow to either enter or select username for approval level of Human Resources Review.
   Click down arrow to either enter or select username for approval level of Human Resources.
   Enter reason for termination in the **Comment Field**.
   Click **Save**.

Routing Queue

Approval Level		User Name		Required Action
20 - (DEPT) Department	⌄	CHOLLAND - HOLLAND, CATHERINE J.	⌄	Approve
85 - (HRRV) Human Resources Review	⌄	PHARRIS - HARRIS, PAMELA E.	⌄	Approve
90 - (HR) Human Resources	⌄	DTRANNG - TRAN-NGUYEN, DINH K.	⌄	Apply

Comments

Add Comment

Remaining Characters : 4000

Save

8. Select **Submit** to finish if change was saved successfully.
   Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**