Electronic Personnel Action Forms (EPAF) Terminate Employee/Hourly

 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.

My Activities
Enter Time
Approve Time
Approve Leave Report
Electronic Personnel Action Forms (EPAF)

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

EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF Allows you to create a new transaction.	Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

3. Enter UIN under New EPAF Person Selection

OR

Enter First Name and Last Name, Click Search. Click Calender and Select Effective Date of Termination (last day worked). Click down arrow to select Approval Category. Click Go.

First Name	Last Name	Is an employee or	ID	or	SSN/SIN/TIN	Search
New EPAF Per	rson Selection	,				
ID *						
Generate new ID						
Query Date *						
10/15/2020						
Approval Category *	e					
Term Employee/Hou	ırly, TERMEH				~	
		Go				

 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	Туре	Position	Suffix	Title
	New Job	C	٤	
~	Primary	HR4912	00	ADMIN & OFFICE SPECIALIST I
All Jo	bs 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 *	
Т	
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 *	
Т	
Term/Last Day Worked *	
10/15/2020	
Term Reason Code *	
BJ, Resign - Better Job	~

 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				

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.