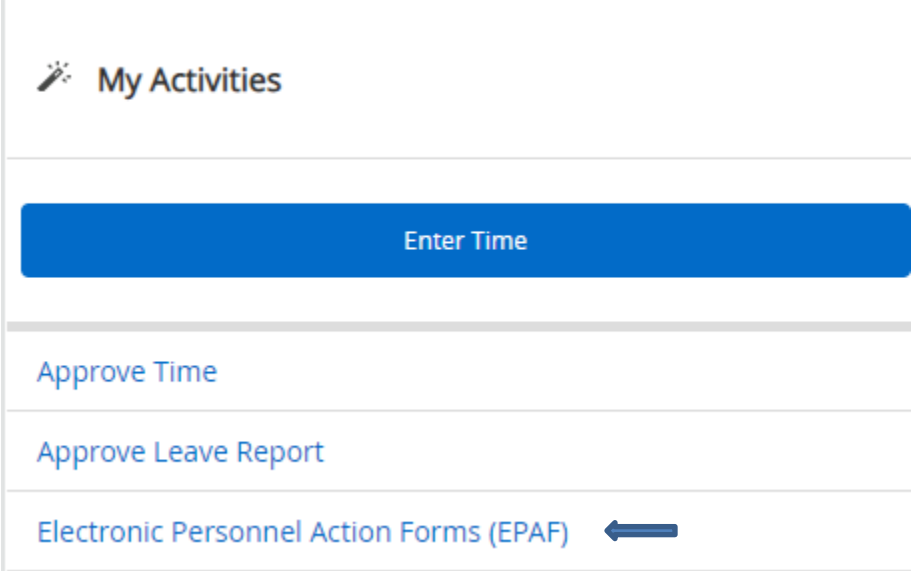
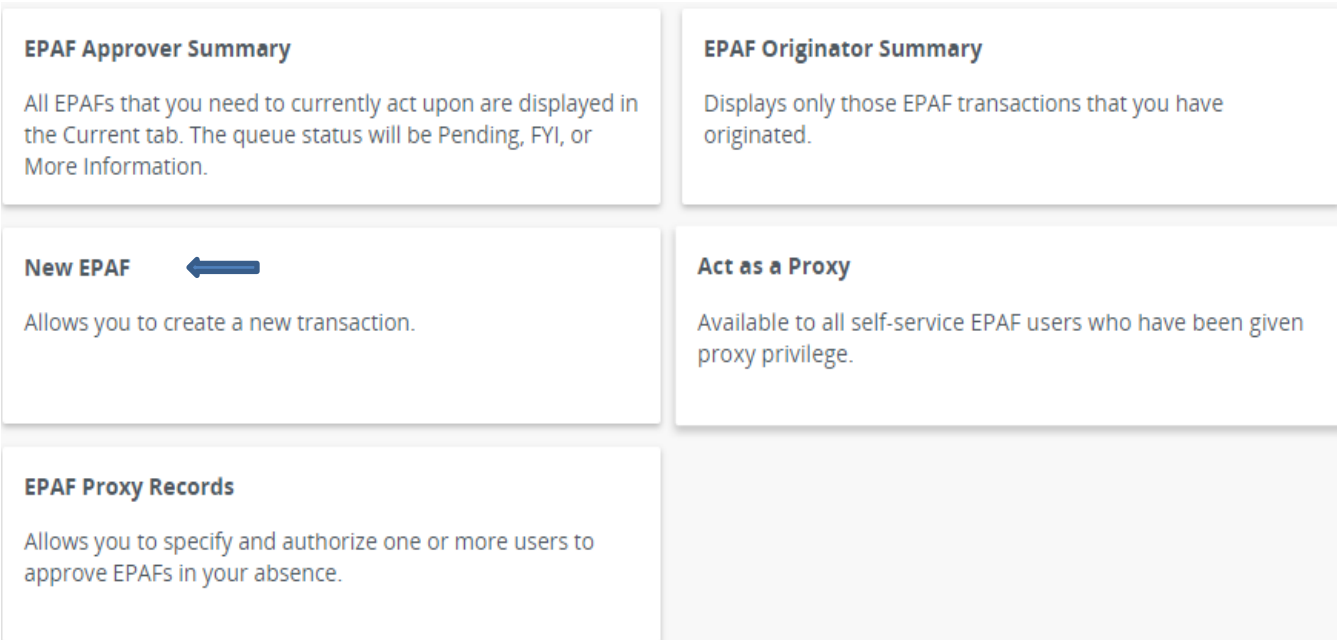


# Electronic Personnel Action Forms (EPAF) Terminate Employee/Student

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 **Calendar** 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  or  SSN/SIN/TIN

### New EPAF Person Selection

**ID \***

[Generate new ID](#)

**Query Date \***

**Approval Category \***

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
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	RS1270	00	REGULAR STUDENT

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 **Calender** and Select **Effective Date** and **Personnel Date** of termination.

Job Status “T” will default.

Job Change Reason “TERME” will default.

Terminate job record/employee, RS1270-00 REGULAR STUDENT,

Effective Date \*

10/15/2020



Personnel Date \*

10/15/2020



Job Status \*

T

Job Change Reason \*

TERME

6. Employee Status “T” will default.

Click **Calender** and Select **Effective date** of termination (last day worked).

Select **Termination Reason Code**.

## Terminate PEAEMPL record

Employee Status \*

Term/Last Day Worked \*





 

Term Reason Code \*

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 Payroll.  
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
90 - (PAYR) Payroll 	BBLOUNT - WOODHOUSE, BRENDA R. 	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.**