Electronic Personnel Action Forms (EPAF) Terminate Employee/Student

 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 **Calende**r and Select **Effective Date** of Termination (last day worked). Click down arrow to select **Approval Category**. Click **Go**.

First Name	Last Name	S an employee or	SSN/SIN/TIN		Search
New EPAF Per	rson Selection				
ID *					
Generate new ID					
Query Date *					
10/15/2020					
Approval Category	•				
Term Employee/Stu	dent, TERMES			~	
		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	Q		
~	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 **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, RS1270-00 REGULAR STUDENT,

Effective Date *	
10/15/2020	
Personnel Date *	
10/15/2020	
Job Status *	
Т	
Job Change Reason *	
TERME	

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 *	
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 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.**