

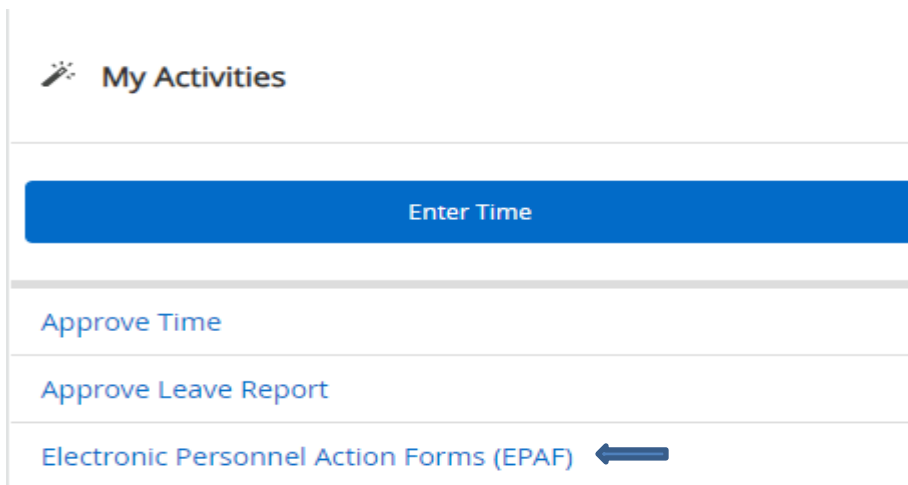
Electronic Personnel Action Forms (EPAF) Terminate Employee/Graduate Assistant

There are two EPAFs that **must** be completed to Terminate a Job Record for a Graduate Assistant.

- End Job Record Early/Grad, ENDJOB
- Terminate Job Record/Grad, TERMJG

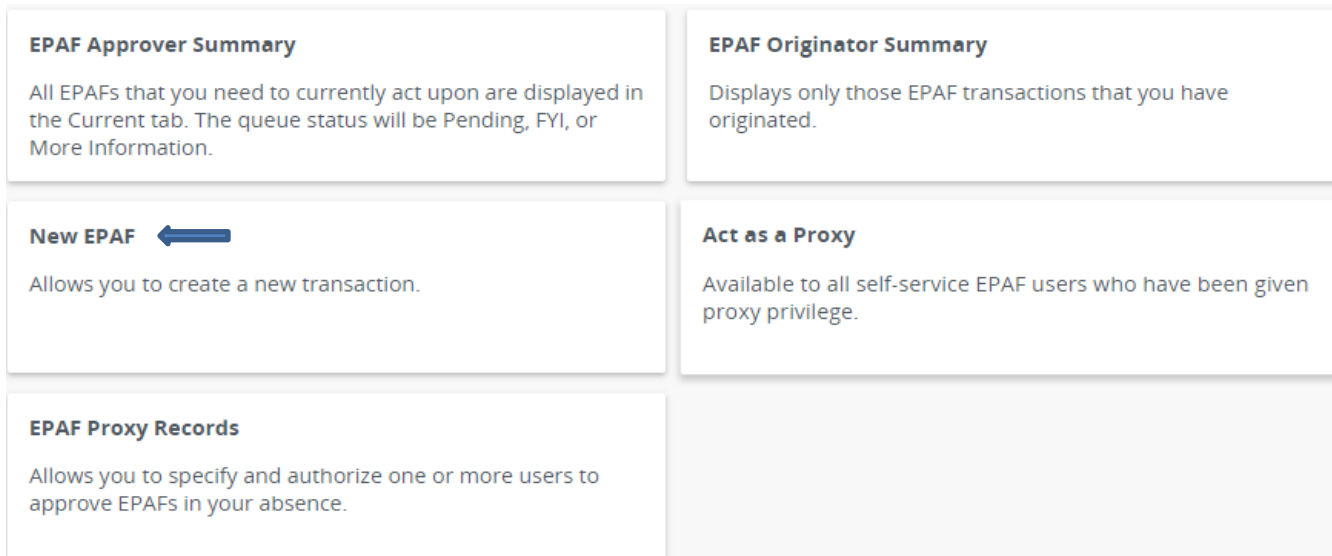
1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.

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**.



End Job Record Early/Grad

3. Enter **UIN** under New EPAF Person Selection
OR
Enter **First Name** and **Last Name**, Click **Search**.
Do not change query date.
Click down arrow to **select Approval Category**.
Click **Go**.

Is an employee or or

New EPAF Person Selection

ID *

[Generate new ID](#)

Query Date *

Approval Category *

4. List of active jobs will appear.
Select position to end job record.
Note: If position does not show, Click **All Jobs** to view all jobs.
Click **Go**.

New EPAF Job Selection

End job record early/grad, ENDJOB

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	GT0110	00	GRADUATE TEACHING ASST

5. Job End Date “-“ will default.

End job record early/grad, GT0110-00 GRADUATE TEACHING ASST

Job End Date *

6. Click down arrow to either enter username or select approval level for Payroll.

The ENDJOB EPAF does not go to an approver.

Must enter reason for ending job record early in the **Comment Field**.

Note: EPAF will be returned if there are not comments.

Reasons to have job end date removed:

Grad is terminating early.

Grad is terminating & transferring to another position.

Grad's stipend amount is being increased or decreased.

Click **Save**.

Routing Queue

Approval Level	User Name	Required Action
90 - (PAYR) Payroll	BBLOUNT - WOODHOUSE, BRENDA R.	Apply

Comments

Employee resigned effective 10/9/2020.

7. 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.**

Originator will receive an email informing them the job end date has been removed.

Note: Cannot start Terminate Employee for Grad EPAF until email is received.

Terminate Employee/Grad, TERMEG

8. Select **New EPAF**.

Enter **UIN** under New EPAF Person Selection

OR

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of Job Record Termination (last day worked).

Click down arrow to **select Approval Category**.

Click **Go**.

Note: Refer to semester chart and payroll to ensure graduate assistants are paid timely.

First Name	Last Name	<input checked="" type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
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New EPAF Person Selection

ID *

[Generate new ID](#)

Query Date *

Approval Category *

- If a department wants to pay the graduate assistant their full stipend for the pay period, the effective date and personnel date is the last day of the pay period.
- If the department does not want to pay the graduate assistant their full stipend for the pay period, the effective date and personnel date should be the last day worked.

9. List of active jobs will appear.

Select position to terminate job record.

Note: 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	GT0110	00	GRADUATE TEACHING ASST

10. **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.

Note: Please contact Payroll immediately if the graduate assistant has been overpaid due to terminating a job record late.

Job Status “T” will default.

Job Change Reason “TERME” will default.

Terminate job record/employee, GT0110-00 GRADUATE TEACHING ASST

Effective Date *

10/09/2020



Personnel Date *

10/09/2020



Job Status *

T

Job Change Reason *

TERME

11. Employee Status “T” will default.
 Enter **Effective date** of termination (last day worked).
 Select **Termination Reason Code**.

Terminate PEAEMPL record

Employee Status *

Term/Last Day Worked *







Term Reason Code *



12. 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 of job record 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](#)

13. 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.**