Job Termination (Primary Position) – Grant Employee

In order to change the employment status of an employee to terminated, **enter the employee J#** in the **ID block** then hit the **Tab** button on your keyboard to populate the employee name. Once the name is populated, enter the effective date for the termination in the query date field. Next, click the **approval category** drop down menu and select the "**Job Termination (Primary Position) Grant Employee"** EPAF from the list.

Press the Go button and fill in the required information on the next screen.

Note: If the change **takes effect immediately**, **leave the query date as the current date**. If the termination **takes place in the future**, **change the query date to the future date** that the termination will take effect.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [J00758275] [Christy Arlum]

Query Date: MM/DD/YYYY ✱ [01/31/2014]
Approval Category: ✱ [Job Termination (Primary Position) Grant Employee, J00036 ▾]
[Go]

EPAF Originator Summary

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Select the **active position** that will be terminated by clicking corresponding **radio button** and pressing the **"Go"** button.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Christy Arlum, J00758275
Query Date: Jan 21, 2014
Approval Category: Job Termination (Primary Position) Grant Employee, J00036

Terminate Job, J00001

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active	⊙

[All Jobs]
[Go]

New EPAF

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Note: This section **(Terminate Job)** is where you enter the **"Last Work Date"** (date of termination). Notice that you have one * required field. Using the proper date format enter **the date of the termination.** Type any **comments** necessary in the comment block provided below the routing queue.

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Christy Arlum, J00758275	
Transaction:	**Query Date:** Jan 31, 2014
Transaction Status:	**Last Paid Date:**
Approval Category: Job Termination (Primary Position) Grant Employee, J00036	

[Save]

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

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* - indicates a required field.

Job Termination (Grant Employee)

Item	Current Value	New Value
Last Work Date: MM/DD/YYYY*		01/31/2014

Routing Queue

Approval Level			User Name		Required Action	
30 - (DEAN) Dean_Director	▼	🔍 J00<		Robin Michele Spann-Pack	Approve	▼
50 - (VP) Vice President	▼	🔍 J000		Michael Thomas	Approve	▼
75 - (PAYROL) Payroll		🔍 J00:		Christie Mickel	FYI	
80 - (HR) Human Resources Approver		🔍 J00<		Keunta D McPhearson	Approve	
85 - (HR2) Human Resources Applier		🔍 J000		Linda Wilson	Apply	
40 - (TITLE3) Title III Grants	▼	🔍 J000		Mary B. Myles	FYI	▼
65 - (VPRES) Vice President of Research	▼	🔍 J000		Loretta A Moore	FYI	▼
Not Selected	▼	🔍			Not Selected	▼
Not Selected	▼	🔍			Not Selected	▼

[Save and Add New Rows]

Comment

After setting the routing queue and reviewing your transaction, hit the **Save** button to save your work.

The system will display information about the **successfulness of being saved correctly**, the **status**, the **query date** used, the **approval category** being processed, and the **transaction number**. **Notice that the transaction has not been submitted** at this point.

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Christy Arlum, J00758275
Transaction: 6747   Query Date: Mar 03, 2014
Transaction Status: Waiting   Last Paid Date:
Approval Category: Job Termination (Primary Position) Grant Employee, J00036

[Save] [Submit] [Delete]

Approval Types | Routing Queue | Comments | Transaction History

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After reviewing your work, hit the **Submit** button to execute the transaction.

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Christy Arlum, J00758275
Transaction: 6747   Query Date: Mar 03, 2014
Transaction Status: Pending   Last Paid Date:
Approval Category: Job Termination (Primary Position) Grant Employee, J00036

Approval Types | Routing Queue | Comments | Transaction History

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Notice and use the transaction number (i.e. 6747) to reference the transaction. This is a unique number assigned to each EPAF transaction you are processing.