

## Job Termination (Primary Position) – Non 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) Non Grant Employee EPAF** from the list.

Press the  button and fill in the required information.

### 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: \*  Antonio Arlum 

Query Date: MM/DD/YYYY\*

Approval Category: \*

#### Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active

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### New EPAF Job Selection

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

ID: Antonio Arlum, J00758273

Query Date: Jan 21, 2014

Approval Category: Job Termination, J00001

#### Terminate Job, J00001

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value=""/>	New Job	<input type="text" value=""/>	<input type="text" value=""/>							<input type="radio"/>
	Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active	<input checked="" type="radio"/>

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Select the **active position** that will be terminated by clicking corresponding **radio button**. Once the correct position is selected, click the **"Go"** button.

**Note:** This section (Terminate Job) is where you enter the "Job Effective 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.

Hit the **Save** button to save your work.

Terminate Job, 004111-00 Payroll Specialist

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	11/01/2013	02/01/2014
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable)		00013

Routing Queue

Approval Level	User Name	Required Action
80 - (HR) Human Resources Approver	J0004 Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J0000 Linda Wilson	Apply
30 - (DEAN) Dean_Director	J0004 Robin Michele Spann-Pack	Approve
40 - (TITLE3) Title III Grants	J0000 Mary B. Myles	FYI
65 - (VPRES) Vice President of Research	J0000 Loretta A Moore	FYI
50 - (VP) Vice President	J0000 Michael Thomas	Approve

Comment

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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.

Electronic Personnel Action Form

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

Name and ID: Antonio Arlum, J00758273      Job and Suffix: 004111-00, Payroll Specialist  
Transaction: 6734      Query Date: Jan 21, 2014  
Transaction Status: Waiting      Last Paid Date:

Approval Category: Job Termination (Primary Position) Non Grant Employee, J00001

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

Notice and use the transaction number (i.e. 6734) to reference the transaction. **This is a unique number assigned to each EPAF** transaction you are processing.

## Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

🗨 Enter the information for the EPAF and either Save or Submit

**Name and ID:** Antonio Arlum, J00758273

**Job and Suffix:** 004111-00, Payroll Specialist

**Transaction:** 6734

**Query Date:** Jan 21, 2014

**Transaction Status:** Pending

**Last Paid Date:**

**Approval Category:** Job Termination (Primary Position) Non Grant Employee, J00001

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