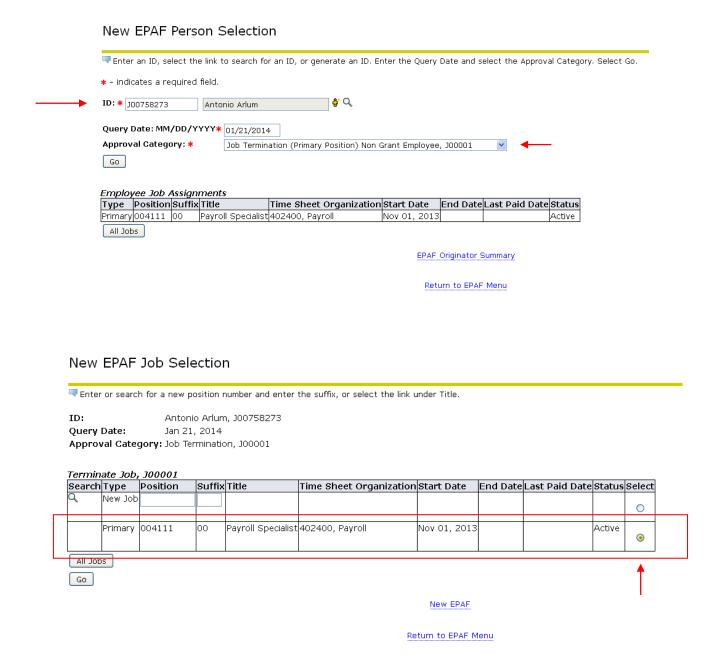
Job Termination (Primary Position) - Non Grant Employee

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 **6** button and fill in the required information.

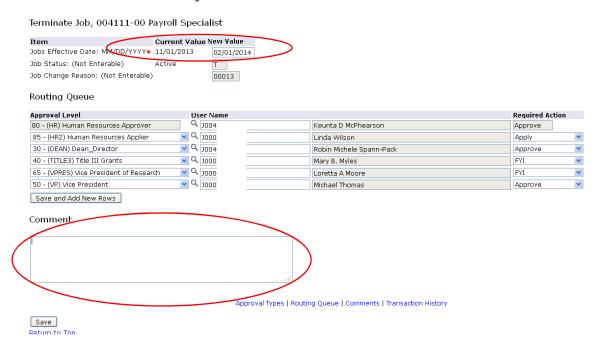


Select the **active position** that will be terminated by clicking corresponding **radio button**. Once the correct position is selected, click the **"Go"** button.

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.



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



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.

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

Approval Types | Routing Queue | Comments | Transaction History

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Tenter the information for the EPAF and either Save or Submit