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 [Go] 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: ✱ [J00758273] [Antonio Arlum] 👥 🔍

Query Date: MM/DD/YYYY ✱ [01/21/2014]

Approval Category: ✱ [Job Termination (Primary Position) Non Grant Employee, J00001 ▾]

[Go]

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

[All Jobs]

EPAF Originator Summary

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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
🔍	New Job									○
	Primary	004111	00	Payroll Specialist	402400, Payroll	Nov 01, 2013			Active	◉

[All Jobs]

[Go]

New EPAF

Return to EPAF Menu

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.

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

Approval Types | Routing Queue | Comments | Transaction History

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