Student – Job Termination (Work Aid/Graduate Assistants)

At the EPAF main menu, click the **New EPAF** link and key in the **J**# for the Student you want to hire. Once the student is identified, select the **Student – Job Termination (Work Aid/Graduate Assistants)** EPAF from the Approval Category drop down menu and click

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.
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Query Date: MM/DD/YYYY*	02/27/2014
Approval Category: 🗱	Student- Job Termination (Work Aid/Graduate Assistants), J00037 🛛 💌 🗲 🗕
Go 🔶	

At the **"CW/GA Terminate Job"** screen, enter the **last day of work** for the student employee in the field provided. After entering the date of termination in the correct format (MM/DD/YYYY), complete the routing queue process and add any Comments to the comment section below the routing queue.

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