

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 **Go**.

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: *

Query Date: MM/DD/YYYY*

Approval Category: *

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.

Electronic Personnel Action Form

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

Name and ID: DaMario Keshun Arlum, J00758276 Query Date: Feb 27, 2014
 Transaction: Last Paid Date:
 Transaction Status:
 Approval Category: Student- Job Termination (Work Aid/Graduate Assistants), J00037

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Student- CW/GA Job Termination

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

Routing Queue

Approval Level	User Name	Required Action
75 - (STUEMP) Student Employment Approver	J00032876 Patrice M Sims	Approve
76 - (PAYROL) Payroll	J00104358 Christie Mickel	FYI
80 - (HR) Human Resources Approver	J00473992 Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085189 Linda Wilson	Apply
30 - (DEAN) Dean_Director	J00482804 Robin M Spann-Pack	Approve
50 - (VP) Vice President	J00032357 Michael Thomas	FYI
70 - (BUDGET) Budget	J00482964 Tina Collier	Approve
Not Selected		Not Selected

Comment

Supervisor Rod Denne
 J# 00012345

SAVE and review you work for accuracy.

Electronic Personnel Action Form

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

Name and ID: DaMario Keshun Arlum, J00758276

Transaction: 6867

Transaction Status: Waiting

Query Date: Feb 27, 2014

Last Paid Date:

Approval Category: Student- Job Termination (Work Aid/Graduate Assistants), J00037

Save

Submit

Delete

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

After reviewing your work **hit the SUBMIT button** to execute the approval process.

Electronic Personnel Action Form

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

Name and ID: DaMario Keshun Arlum, J00758276

Transaction: 6867

Transaction Status: Pending

Query Date: Feb 27, 2014

Last Paid Date:

Approval Category: Student- Job Termination (Work Aid/Graduate Assistants), J00037

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Note: If the system identifies errors, make the necessary adjustments identified in the error message at the top of the EPAF page, then **SAVE** and **SUBMIT** the EPAF again.