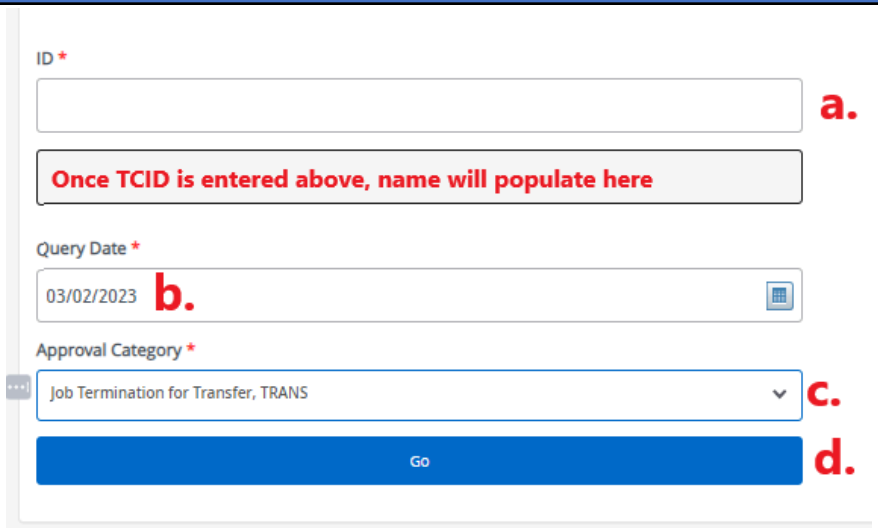
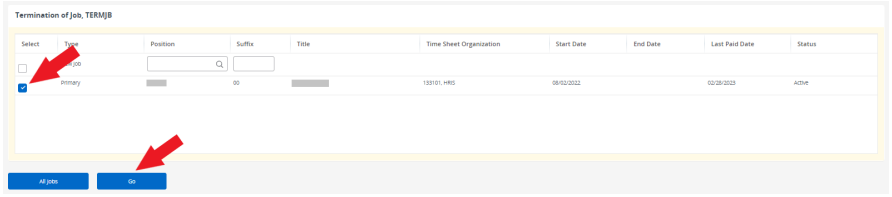
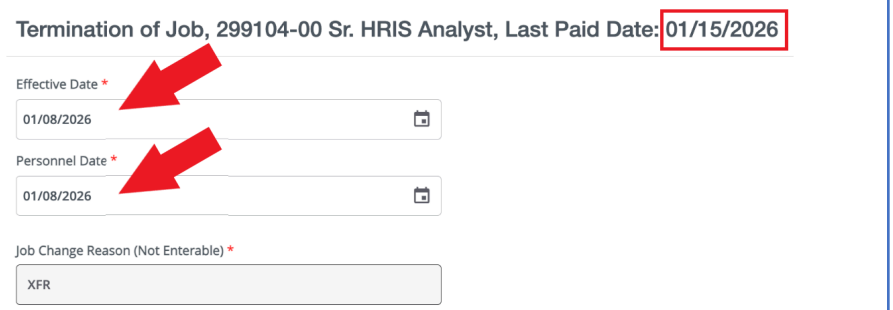
Teachers College
COLUMBIA UNIVERSITY

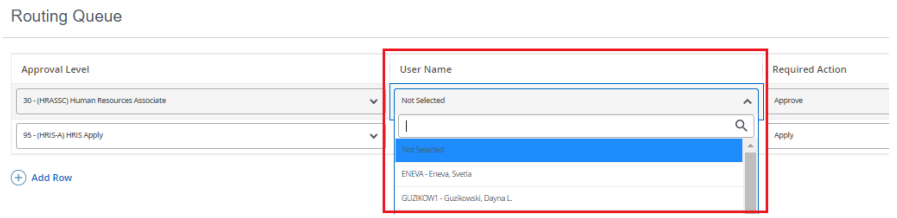
Job Termination for Transfers, TRANS

This ePAF will terminate a job with the intent to transfer the employee to another job at the College. Please note that a separate follow up transaction (either via ePAF or PageUp) will have to be submitted in order to move the employee into the new job.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the current positions' end date</u>. c. Select Job Termination for Transfer, TRANS. d. Click Go.	
STEP 2: Select the job that the employee will be transferring from. Click **Go** to navigate to the Electronic Personnel Action Form.	
STEP 3: Input Job End Date information. **To input a termination date in the future:** Enter the termination date of the job into BOTH the Effective Date and Personnel Date fields. **To input a termination date in the past:** The date fields will differ. In the Effective Date field, enter the same date as the Last Paid Date. (The system will not allow the effective date to occur after the last paid date.) In the Personnel Date field, enter the actual last day of work.	

STEP 4: Input Routing Queue.

Routing Queue will vary depending on ePAF type. Click on the User Name dropdown to enter the approver for each approval level.

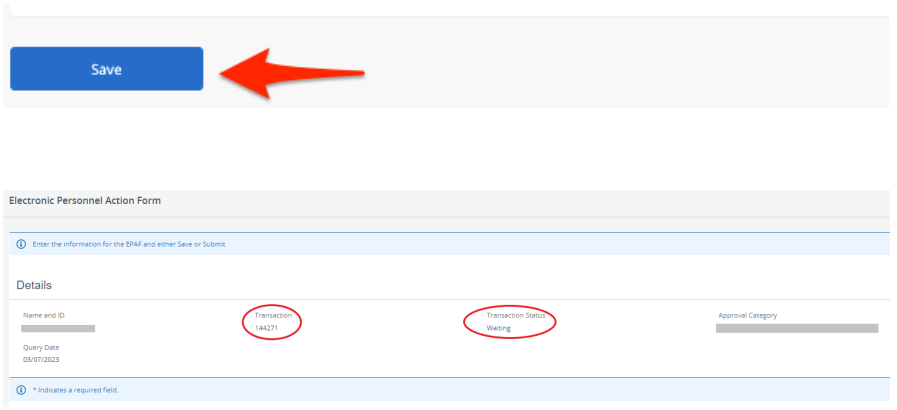


STEP 5: Save the ePAF.

Click the Save button located at the bottom of the screen

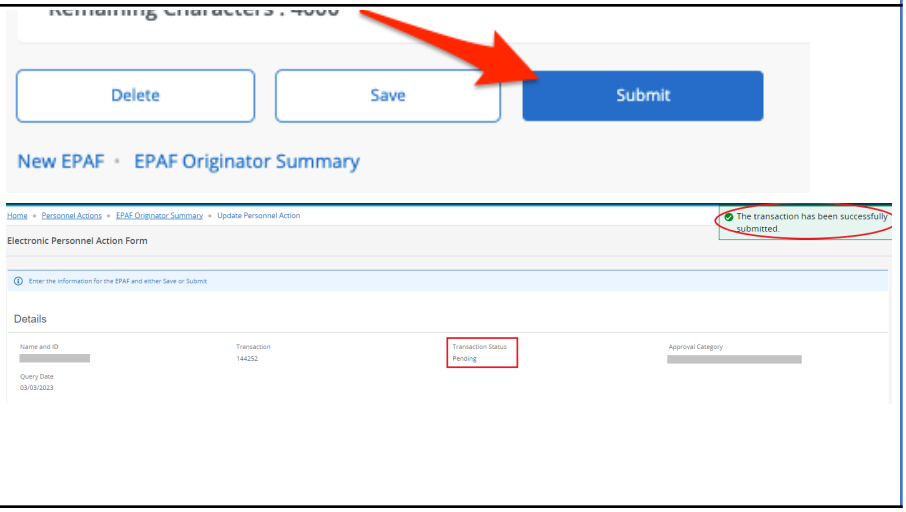
*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



STEP 6: Submit the ePAF.

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.