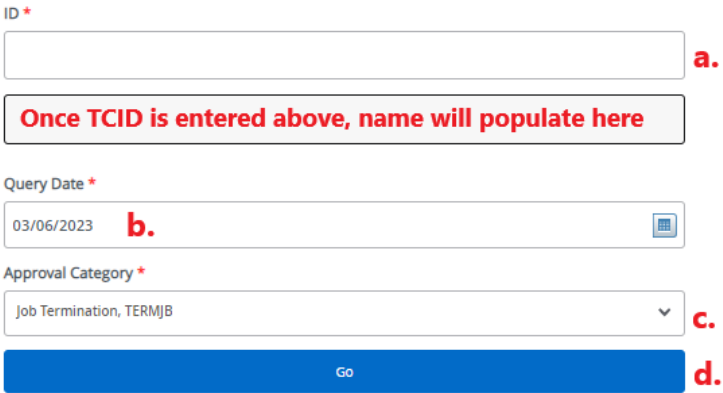
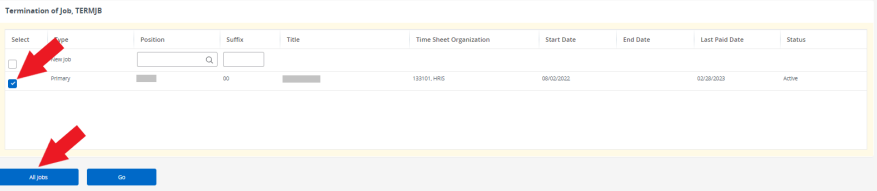



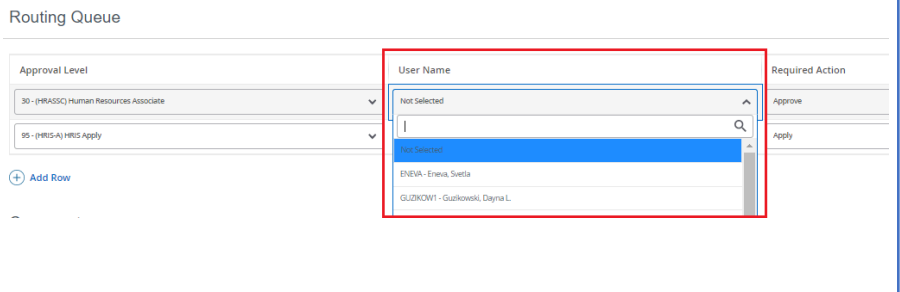
Job Termination, TERMJB

A termination ePAF is submitted when an employee will no longer work in the job. This ePaf should be used if an employee will not work in another job in your department nor another job at the College.

What you need to do	What you will see
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. The Query Date should equal the Effective Appointment End Date. Select Job Termination, TERMJB in the approval category. Click Go. 	
<p>STEP 2: Select Job to be Terminated</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>From the list that populates, select the active job that you want to terminate. Then click Go.</p>	
<p>STEP 3: Input Job End Date information.</p> <p>To input a termination date in the future: Enter the job termination date into BOTH the Effective Date and Personnel Date fields.</p> <p>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.)</p> <p>In the Personnel Date field, enter the actual last day of work.</p>	

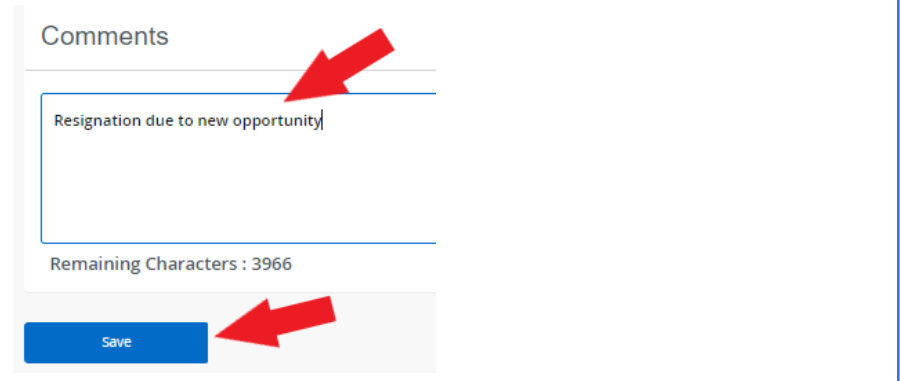
STEP 4: Input the Approvers in the Routing Queue.

Click on the magnifying glass to enter the approver for each approval level. Click on the **Save and Add New Rows** or the **Save** button to save.



STEP 5: Input reason for termination.

In the comments section, write the reason for termination of job.
Click Save.

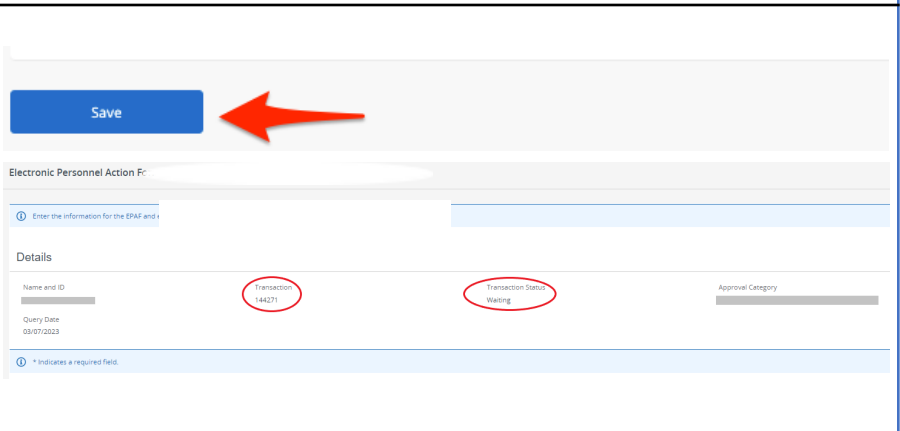


STEP 6: Save the ePAF.

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 7: 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**.

