

## 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	
STEP 1: Provide the ePAF	ID*	_
parameters:		a.
<ul> <li>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> </ul>	Once TCID is entered above, name will populate here	]
b. Enter the Query Date. The	Query Date *	ſ
Query Date should equal	03/06/2023	J
the <u>Effective Appointment</u> End Date.	Approval Category *	]_
c. Select Job Termination,		J <b>C.</b>
TERMJB in the approval	Go	d.
category.		
d. Click Go.		
STEP 2: Select Job to be Terminated	Termination of Job, TEMJB	
leminated	Select open Position Suffix Title Time Deet Openization Start Date End Date	Last Paid Date Status
Click All Jobs to see a listing of all	Main         Na         13301.445         0463532	02/28/2023 Active
jobs that employee has held.		
From the list that populates,	ayon a	
select the active job that you want to terminate. Then click <b>Go</b> .		
STEP 3: Input Job End Date information.	Termination of Job, 123456-00 , Last Paid D	ate: 01/31/2023
To input a termination data in	Effective Date *	
To input a termination date in the future: Enter the job	02/23/2023	
termination date into BOTH the Effective Date and Personnel Date	Personnel Date *	_
fields.	02/23/2023	
To input a termination date in	Job Status *	
the past: The date fields will	T	
differ. In the Effective Date field, enter the same date as the Last	Job Change Reason *	
Paid Date. (The system will not	I LIVER	
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 the Approvers in	Routing Queue			
the Routing Queue.	Approval Level	User Name	Required Action	
	30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
Click on the magnifying glass to	95 - (HILS-A) HILS Apply	Not Selected	Apply	
enter the approver for each	+ Add Row	ENEVA - Eneva, Svetla		
approval level. Click on the Save and Add New Rows or the Save	- · ·	GUZIKOWI - Guzikowski, Dayna L		
button to save.				
STEP 5: Input reason for termination.	Comments			
termination.				
In the comments section, write	Resignation due to new opportunity			
the reason for termination of job.				
Click Save.				
	Remaining Characters : 3966			
	Save			
STEP 6: Save the ePAF.				
	l			
Click the Save button located at				
the bottom of the screen	Save			
	Electronic Personnel Action Fc			
*Note: Saving the ePAF is not the	Enter the information for the EPAF and a			
last step.	Details			
Once Saved, the EPAF Transaction	Name and ID Transaction 144271	Transection Status Approvel Cate	gory	
Number and Status will appear at	Query Date 03/07/2023			
the top of the screen	*Indicates a required field.			
STEP 7: Submit the ePAF.				
After saving, additional action	Delete Sa	ave Submit		
buttons will appear at the bottom	New EPAF • EPAF Originator Summary			
of the ePAF. Click Submit.	Hew Er Ar Er Ar originator Summary			
Once submitted, you will receive	Home + Personnel Actions + EPAE Originator Summary + Update Personnel Action Electronic Personnel Action Form	The trai submitt	nsaction has been successfully ed.	
a notification at the top right	Enser the information for the EPAF and either Save or Subinit			
hand corner of the page.	Details			
	Name and ID Transaction 14253	Transaction Surus Approval Category Pending	_	
The ePAF Transaction status will	Query Date 03/03/2023			
also move to <b>Pending</b> .				