

How to originate an EPAF (terminate employee)

1. On the EPAF menu, click on 'New EPAF'

The screenshot shows the top navigation bar with tabs: SJC ALERT ME!, My Information, My Employee Information (selected), My Student Records, and My Work. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Electronic Personnel Action Form' and contains a list of links: EPAF Approver Summary, EPAF Originator Summary, New EPAF, EPAF Proxy Records, Act as a Proxy, and RELEASE: 8.5.

2. Enter G#, effective date (query date), and select Approval Category (EPAF type).

The screenshot shows the EPAF form with a dropdown menu open. The dropdown menu lists various job types and approval categories, including 'Terminate Job and Employment, TERM10'. The form fields are: ID: * G00825515, Query Date: MM/DD/YYYY*, and Approval Category: *. The 'Go' button is visible below the form fields.

3. Select job to terminate and click 'Go'.

The screenshot shows the 'New EPAF Job Selection' form. It includes a search field and a list of jobs. The job selected is 'PT Teacher's Aide' with position number 'PT3186' and suffix '00'. The form also displays the ID, Query Date, and Approval Category.

Terminate Existing Job Assignment, JOBS90

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Primary	PT3186	00	PT Teacher's Aide	93186, Children's Center Services	May 13, 2013			Active	<input checked="" type="radio"/>

[New EPAF](#)
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4. Enter necessary information, including required fields. Complete routing queue and click save.

Electronic Personnel Action Form

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

Name and ID: Alejandra Maria Escarcega, G00825515

Transaction:

Query Date: Aug 31, 2013

Transaction Status:

Approval Category: Terminate Job and Employment, TERM10

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* - indicates a required field.

Terminate Existing Job Assignment, PT3186-00 PT Teacher's Aide

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*	07/08/2013	<input type="text" value="08/31/2013"/>
Personnel Date: MM/DD/YYYY	07/08/2013	<input type="text"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: *	WTE	<input type="text" value="Not Selected"/>
Contract Begin Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>

End Employment, PT3186-00 PT Teacher's Aide

Item	Current Value	New Value
Employee Status: *(Not Enterable) Active	Active	<input type="text" value="T"/>
Termination Date: MM/DD/YYYY*		<input type="text" value="08/31/2013"/>
Last Work Date: MM/DD/YYYY*		<input type="text"/>
Term Reason Code: *		<input type="text" value="Not Selected"/>

Routing Queue

Approval Level	User Name	Required Action
<input type="text" value="10 - (HRREVW) HR Review"/>	<input type="text"/>	<input type="text" value="Approve"/>
<input type="text" value="20 - (PAYROL) Payroll Office"/>	<input type="text"/>	<input type="text" value="FYI"/>
<input type="text" value="22 - (BUDGET) Budget"/>	<input type="text"/>	<input type="text" value="FYI"/>
<input type="text" value="51 - (BENE) Benefits"/>	<input type="text"/>	<input type="text" value="Approve"/>
<input type="text" value="68 - (BRDRPT) Board Report"/>	<input type="text"/>	<input type="text" value="FYI"/>
<input type="text" value="99 - (HRAPLY) HR EPAF Apply"/>	<input type="text"/>	<input type="text" value="Apply"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>

Comment

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5. Once successfully saved, click 'Submit'.

Electronic Personnel Action Form

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

Name and ID: Alejandra Maria Escarcega, G00825515
Transaction: 2263 **Query Date:** Aug 31, 2013
Transaction Status: Waiting
Approval Category: Terminate Job and Employment, TERM10

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6. Once submitted, the EPAF will be sent to the routing queue in order of approval level.

Electronic Personnel Action Form

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

Name and ID: Alejandra Maria Escarcega, G00825515
Transaction: 2263 **Query Date:** Aug 31, 2013
Transaction Status: Pending
Approval Category: Terminate Job and Employment, TERM10

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