

EPAF – How to Terminate a Full-Time Employee

1. Click on **New EPAF**

Electronic Personnel Action Form

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RELEASE: 8.9
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2. To terminate the employee and the open job, choose **TERM10**


The screenshot shows the EPAF system interface for San Jacinto College. The 'Approval Category' dropdown menu is open, displaying a list of options. The option 'Terminate Job and Employment, TERM10' is highlighted in blue. Other options include 'Reappoint Full-Time Faculty - 10.5 Month, RAPT33', 'Job Transfer - Full-Time Staff - Contract Exempt, TRAN10', and 'Terminate Job, TERM15'. The interface also shows a search bar, a 'Go' button, and navigation links for 'EPAF Approver Summary' and 'EPAF Originator Summary'. The footer includes the release version 'RELEASE: 8.9' and copyright information '© 2013 Ellucian Company L.P. and its affiliates.'.

- The system will display open job(s) – primary. For PT employees with more than one open job use the TERM15 to terminate all secondary jobs before originating a TERM10 EPAF to term employment. 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: * G00879785 Rebel Wilson 

Query Date: MM/DD/YYYY* 10/21/2013

Approval Category: * Terminate Job and Employment, TERM10

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status
Primary	A99607	00	Manager, HRIS 66084, Human Resources			Oct 14, 2013			Active

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- Click on radio button under “Select” to confirm the job to be terminated; click **Go**

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Rebel Wilson, G00879785

Query Date: Oct 21, 2013

Approval Category: Term Job & Employment, TERM10

Terminate Existing Job Assignment, JOBS90

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text"/>	<input type="text"/>								<input type="radio"/>
<input type="text" value="Primary"/>	<input type="text" value="A99607"/>	<input type="text" value="00"/>	Manager, HRIS 66084, Human Resources			Oct 14, 2013			Active	<input checked="" type="radio"/>

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5. On EPAF, complete all required fields

Electronic Personnel Action Form

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

Name and ID: Rebel Wilson, G00879785

Transaction:

Query Date: Oct 21, 2013

Transaction Status:

Last Paid Date:

Approval Category: Terminate Job and Employment, TERM10

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* - indicates a required field.

Terminate Existing Job Assignment, A99607-00 Manager, HRIS

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*	10/14/2013	<input type="text" value="10/21/2013"/>
Personnel Date: MM/DD/YYYY	10/14/2013	<input type="text"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: *	NEW	<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

Item	Current Value	New Value
Employee Status: *(Not Enterable) Active		<input type="text" value="T"/>
Termination Date: MM/DD/YYYY*		<input type="text" value="10/21/2013"/>
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
10 - (HRREVW) HR Review	<input type="text"/>	Approve
20 - (PAYROL) Payroll Office	<input type="text"/>	FYI
22 - (BUDGET) Budget	<input type="text"/>	FYI
51 - (BENE) Benefits	<input type="text"/>	Approve
68 - (BRDRPT) Board Report	<input type="text"/>	FYI
70 - (HRRECS) HR Records Administrator	<input type="text"/>	FYI
99 - (HRAPLY) HR EPAF Apply	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Comment

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Save

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6. Click **Save**, then **Submit**

Electronic Personnel Action Form

✔ Your change was saved successfully.

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

Name and ID: Rebel Wilson, G00879785	Job and Suffix: A99607-00, Manager, HRIS
Transaction: 2428	Query Date: Oct 21, 2013
Transaction Status: Waiting	Last Paid Date:
Approval Category: Terminate Job and Employment, TERM10	

Save Submit Delete

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7. Once submitted, the message displayed will update

Electronic Personnel Action Form

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

Name and ID:	Rebel Wilson, G00879785	Job and Suffix:	A99607-00, Manager, HRIS
Transaction:	2428	Query Date:	Oct 21, 2013
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Terminate Job and Employment, TERM10		

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8. Once all approvals have been received and EPAF applied, the following email will be sent

Completed
hrepaf@sjcd.edu
Sent: Fri 10/11/2013 10:41 AM
To: Lopez, Lisa

An EPAF you submitted has been applied:

Transaction: 2428

Approval Category: Terminate Job and Employment

Approval Category Code: TERM10

Employee Name: Wilson, Rebel

CID: G00879785

Transaction Status: Completed

Approval Level: HR EPAF Apply

Approval Level Code: HRAPLY

Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on <http://www.sanjac.edu/soslogin>

9. The Exit Process will be triggered in Workflow when the TERM10 EPAF has been approved.

(see Workflow instructions)