Job Termination (Secondary Position)

In order to change the employment status of an employee, to terminated, **enter the employee J#** in the ID block then hit the Tab button on your keyboard to populate the employee name. Once the name is populated enter the effective date for the termination in the query date field. Next click the approval category drop down menu and select the "**Job Termination (Secondary Position)** EPAF from the list.

Note: If the change takes effect immediately, leave the query date as the current date. If the termination takes place in the future, change the query date to the future date that the termination will take effect.

Once the EPAF is selected, a listing of all active jobs for the employee will appear on the screen.

Press the **6** button and select the secondary position to terminate on the next screen.

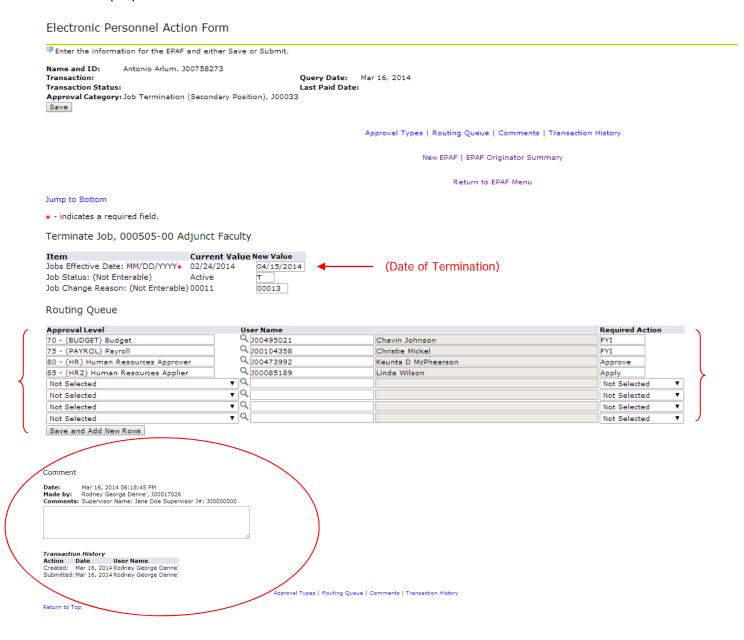


At the **EPAF Job Selection** screen, select the correct radio button associated with the secondary job **to be** terminated.



Click oo to access the EPAF Terminate Job screen

At the **Terminate Job** screen, notice the "termination date" entered on the first screen auto populates in the **Job Effective Date** (date of termination). If the date did not auto populate, enter the correct date in the proper format **MM/DD/YYYY**.



Once the "termination" date is entered in the **Job Effective Date** field of the **Terminate Job** section, complete the routing queue process and add any comments needed for the transaction.

After completing the routing queue process, hit SAVE.

After saving your work, take the time to review the accuracy of the information keyed before making the final submission for approval.

Notice the **Successfully Saved** message indicator at the top of the screen.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Antonio Arlum, J00758273 Job and Suffix: 000505-00, Adjunct Faculty

Transaction: 6926 Query Date: Mar 16, 2014

Transaction Status: Waiting Last Paid Date:

Approval Category: Job Termination (Secondary Position), J00033

Save Submit Delete

After reviewing your work for accuracy, **click the Submit button** to execute the personnel action by forwarding the transaction for approval to each employee defined in the manually populated Routing Queue.

Electronic Personnel Action Form

▼ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Antonio Arlum, J00758273 Job and Suffix: 000505-00, Adjunct Faculty

Transaction: 6927 Query Date: Mar 16, 2014

Transaction Status: Pending Last Paid Date:

Approval Category: Job Termination (Secondary Position), J00033