

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 parameters:	ID *	a.
 a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. The Query Date should equal 	Once TCID is entered above, name will populate here Query Date * 03/06/2023 b.]
the <u>Effective Appointment</u> <u>End Date</u> . c. Select Job Termination, TERMJB in the approval category.	Approval Category * Job Termination, TERMJB Go	c. d.
d. Click Go.		
STEP 2: Select Job to be Terminated Click All Jobs to see a listing of all jobs that employee has held. From the list that populates, select the active job that you	Termination of jain, TEMJJB Select oper Peakon Select oper Peakon Select oper Q Minary Q Minary Q Appen Q	Last Paul Dars Status 30/2003 Ame
want to terminate. Then click Go .		
 STEP 3: Input Job End Date information. To input a termination date in the future: Enter the job termination date into BOTH the Effective Date and Personnel Date fields. 	Termination of Job, 123456-00 , Last Paid Date *	ate: <mark>01/31/2023</mark>
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.) In the Personnel Date field, enter the actual last day of work.	Job Status * T Job Change Reason * TERM	



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 - (HRUS-A) HRUS Apply	Accepty	
enter the approver for each	(+) Add Row	INCLANALISI ENEVA-Eneva, Sveta	
approval level. Click on the Save	GLZIKOWI - Guzikowski, Dayra L		
and Add New Rows or the Save			
button to save.			
STEP 5: Input reason for	Comments		
termination.			
In the comments section, write	Resignation due to new opportunity		
the reason for termination of job.			
Click Save.	Remaining Characters : 2066		
	Kemaning Characters . 5500		
	Save		
STEP 6: Save the ePAF.			
Click the Save button located at	Save		
the bottom of the screen			
	Electronic Personnel Action Fc		
*Note: Saving the ePAF is not the	Enter the information for the EPAF and a		
last step.	Details		
Once found the FDAF Transportion	Name and ID Transaction 144271	Transaction Status Weiting Approval Category	
Number and Status will appear at	Query Date 03/07/2023		
the top of the screen	* Indicates a required field.		
the top of the screen			
STEP 7: Submit the ePAF.	Remaining characters . 4000		
After saving, additional action	Delete Sa	Ive Submit	
buttons will appear at the bottom			
of the ePAF. Click Submit.	New EPAF + EPAF Originator Summary		
	Home + Personnel Actions + EPAE Originator Summary + Update Personnel Action	The transaction has been successfully	
Once submitted, you will receive	Electronic Personnel Action Form	submitted.	
a notification at the top right	Enter the information for the EPAF and either Save or Submit		
hand corner of the page.	Details		
	Name and ID Transaction 144252	Transaction Status Approval Category Pending	
The ePAF Transaction status will	upery Date 03/03/2023		
also move to Pending .			