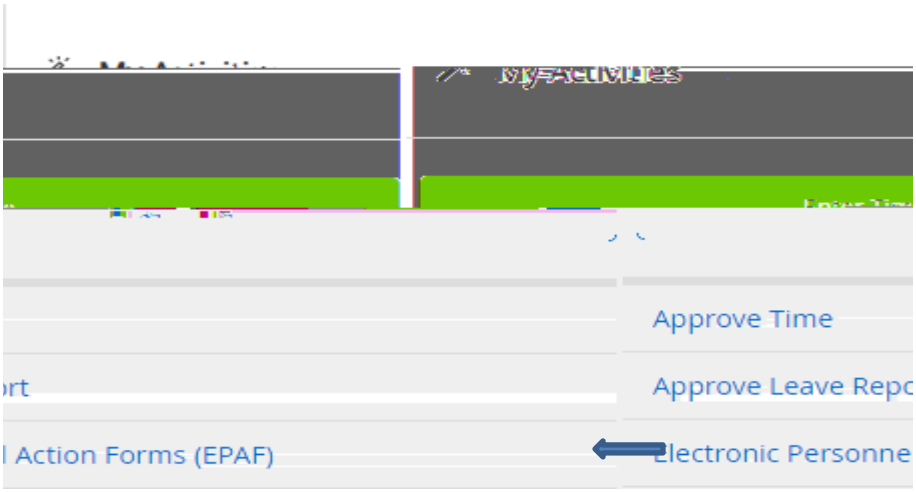
Electronic Personnel Action Forms (EPAF)
Terminate Employee /Graduate Assistant

There are two EPAFs that must be completed to Terminate a Job Record for a Graduate Assistant.

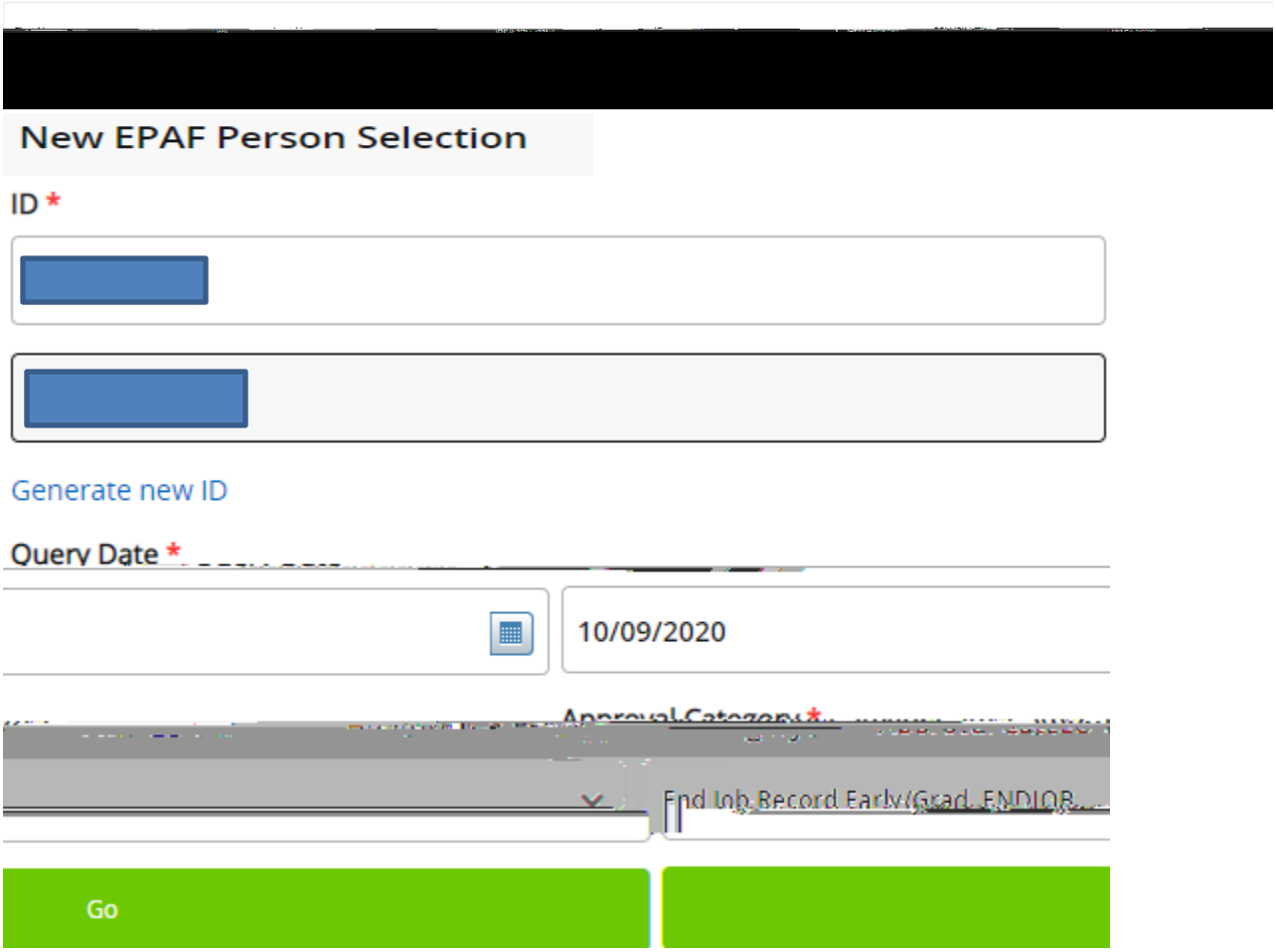
End Job Record Early/Grad, ENDJOB
Terminate Job Record/Grad, TERMJG

1. Select Electronic Personnel Action Forms (EPAF) under My Activities .
   If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.



2. The main Electronic Personnel Action Form (EPAF) menu appears.
   Select New EPAF.

3. Enter UIN under New EPAF Person Selection
   OR
   Enter First Name and Last Name, Click Search.
   Do not change query date.
   Click down arrow to select Approval Category.
   Click Go.

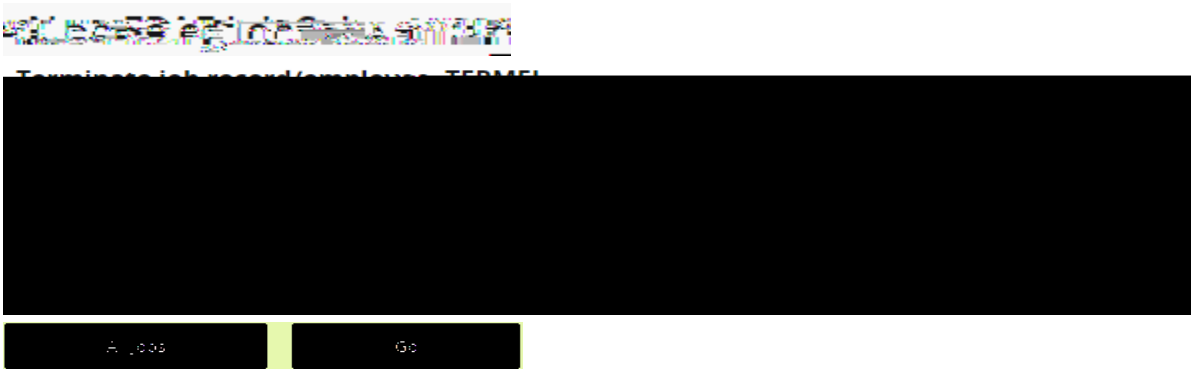


4. List of active jobs will appear.
   Select position to end job record.
   Note: If position does not show, Click All Jobs to view all jobs.
   Click Go.

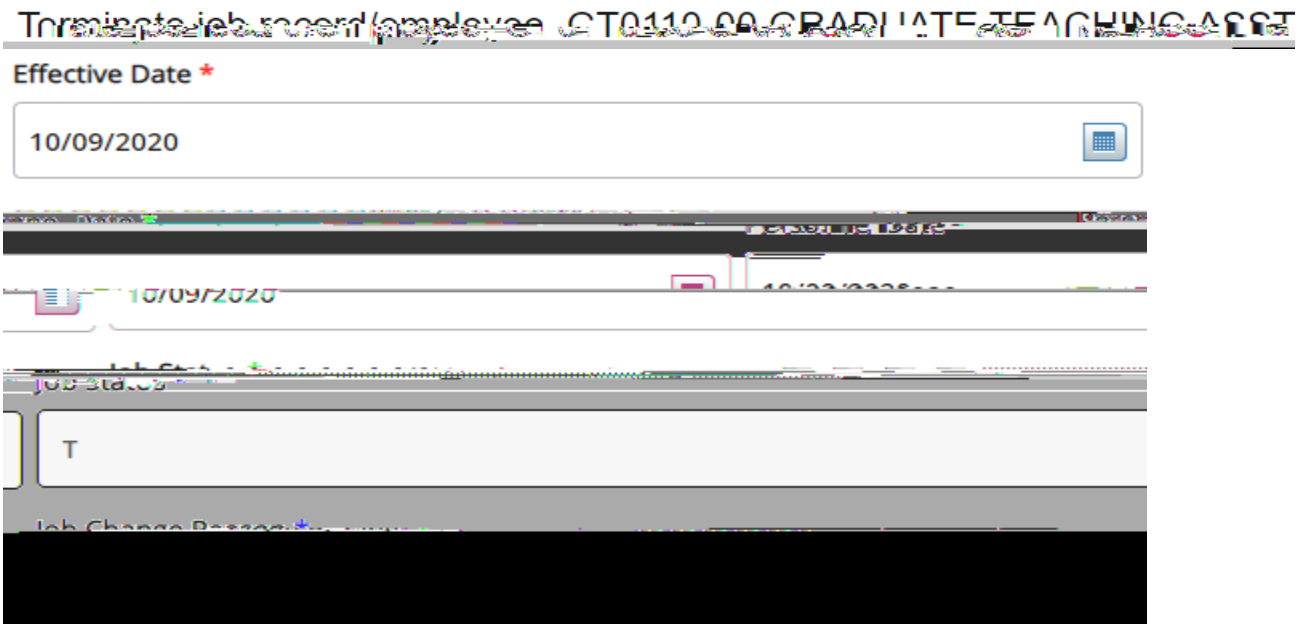
5. Job End Date "-" will default.

6. Click down arrow to either enter username or select approval level for Payroll.
   The ENDJOB EPAF does not go to an approver.
   Must enter reason for ending job record early in the Comment Field.
   Note: EPAF will be returned if there are not comments.
   Reasons to have job end date removed:
   Grad is terminating early.
   Grad is terminating & transferring to another position.
   Grad's stipend amount is being increased or decreased.
   Click Save.

7. Select submit to finish if change was saved successfully.
   Note:



10. If keyed prior to or same day of termination:
    Effective date and Personnel date should be the last day worked.
    If keyed after termination date:
    Effective date should be last day of pay period and personnel date should be the last day worked.
    Click Calender and Select Effective Date and Personnel Date of termination.
    Note: Please contact Payroll immediately if the graduate assistant has been overpaid due to terminating a job record late.
    Job Status “T” will default.
    Job Change Reason “TERME” will default.



11. Employee Status “T” will defa