Electronic Personnel Action   Forms (EPAF)
Terminate a Job Record/

End Job Record Early/Grad

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.

New EPAF Person Selection

ID *

SAMIA AHMED

Generate new ID

Query Date *

10/09/2020

Approval Category *

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 e.n 34.41 0 Td8/8 (ar)0.t7.cl.

8. Select New EPAF.
   Enter UIN under New EPAF Person Selection
   OR
   Enter First Name and Last Name, Click Search.
   Click Calender and Select Effective Date   of Job Record Termination (last day worked).
   Click down arrow to select Approval Category.
   Click Go.
   Note: Refer to semester chart and payroll to ensure graduate assistants are paid timely.

New EPAF Person Selection

ID *

   x   If a department wants to pay the graduate assistant their full stipend for the pay period, the effective
       date and personnel date is the last day of the pay period.
   x   If the department does not want to pay the graduate assistant their full stipend for the pay period,
       the effective date and personnel date should be the last day worked.

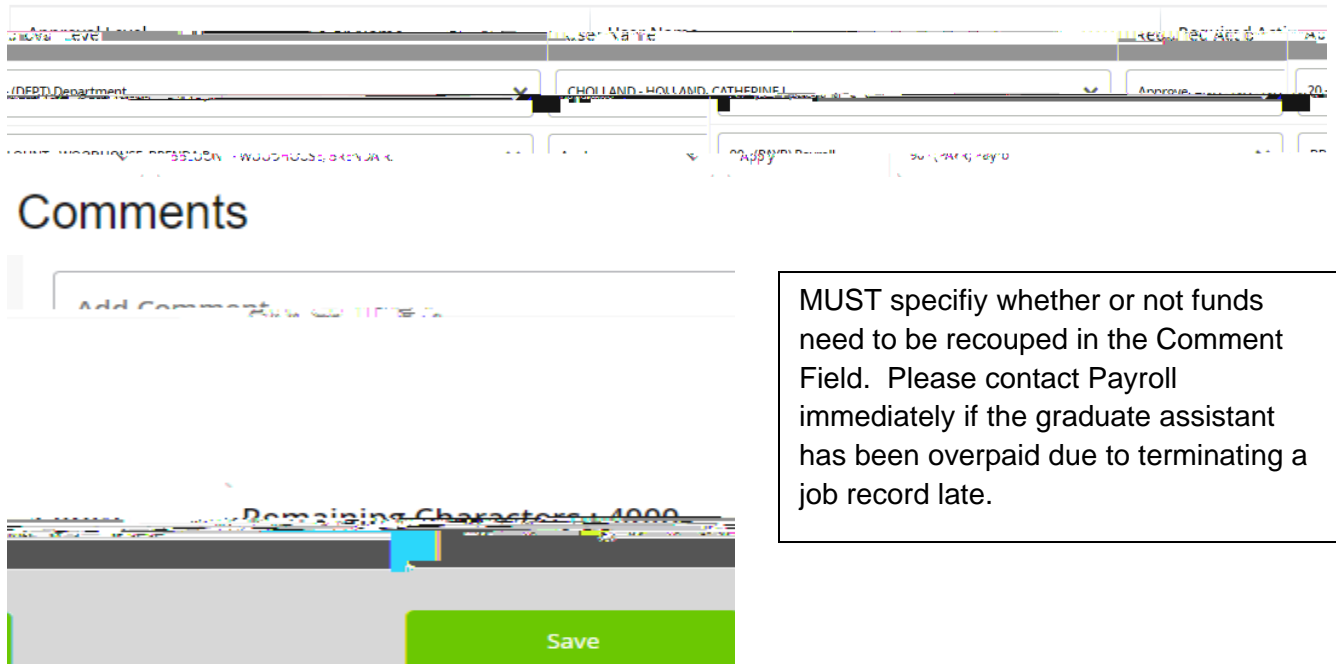9. List of active jobs will appear.
   Select position to terminate job record.
   Note: If position does not show, Click All Jobs to view all jobs
   Click Go.

11. Click down arrow to either enter or select username for approval level of Department (approver).
    Click down arrow to either enter or select username for approval level of Payroll.
    Enter reason for termination   of job record and MUST specify whether or not funds need to be recouped in the Comment Field.
    Click Save.

Routing Queue

Approval Level		User Name		Required Action
(DEPT) Department		CHOLLAND - HOLLAND, CATHERINE L		Approve
(PAY) Payroll	WOODHOUSE BRENDA	WOODHOUSE, BRENDA		(PAY) Payroll	Apply

Comments

Add Comment

Remaining Characters : 1000

> MUST specifiy whether or not funds need to be recouped in the Comment Field. Please contact Payroll immediately if the graduate assistant has been overpaid due to terminating a job record late.

Save

12. Select submit to finish if change was saved successfully.
    Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.