

ePAF Termination and Date Selection

The first step in processing a termination for an employee is selecting the correct date. You always want to verify the termination date using the employee's Payable Time Detail and Timesheet.






From Sunday 04/05/2020 to Saturday 04/11/2020 ?

| Sun 4/5 | Mon 4/6 | Tue 4/7 | Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Total | Time Reporting Code |
|------------|------------|------------|------------|------------|-------------|-------------|--------|-----------------------------------|
| | 8.000 | 8.000 | | | | | 16.000 | REG - Regular Pay SERS Eligible ▾ |

In the figure above this employee has hours entered on 4/6 and 4/7, so in this case you would want to select 4/8 as the termination date. It is always the day after the last paid day. Because PeopleSoft is effective at midnight selecting 4/7 would mean that the employee couldn't have hours on that date.


Once you have selected your termination date you need to navigate to the ePAF Home Page using the following navigation: NavBar – Navigator – Department Self Service – ePAF Home Page (below).


Electronic Personnel Action Form (ePAF) Home Page


-  **[My Worklist](#)**
Work the items that have been routed to you.
-  **[Start a new ePAF](#)**
Start a new ePAF, which will then be routed to the appropriate approvers.
-  **[Resubmit, Change, or Withdraw an ePAF](#)**
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
-  **[Evaluate a ePAF](#)**
Review a transaction sent to you for approval.
-  **[View an ePAF](#)**
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

Once you navigated to the ePAF Home Page select Start a new ePAF. It will bring you to the following.

Start a New electronic Personnel Action Form (ePAF)

 **Hire an Employee**
Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.
[Hire an Employee](#)

 **Edit Existing Job**
Use this form to edit the job of an employee currently working in your department.
[Edit Existing Job](#)

 **Change Employment Status**
Use this form to submit a termination, retirement, leave of absence or return from leave.
[Change Employment Status](#)

[Return to Electronic Personnel Action Form \(ePAF\) Home Page](#)

On this screen you will select Change Employment status which will bring you to an employee selection screen (below)

Add Search Component

Enter any information you have and click Search. Leave fields blank for a list of all values.


▼ **Search Criteria**


Empl ID

Empl Record


Name

Last Name

Department 


Employee Group 

Case Sensitive





Enter the employee's Employee ID in the first row and select search or press enter. This will launch the form as seen below.


Form Data

*Effective Date:  eForm ID: 341864

Action:


*Reason: 

Last Date Worked 


Expected Return Date: 


Enter the date that you selected earlier from the employee's Payable Time Detail/Timesheet (in this example 4/8) and enter that in the effective date. For Action use Termination and select the most appropriate Reason. You will notice that ePAF will supply the last day worked.


Form Data

*Effective Date:  eForm ID: 341864

Action:

*Reason:  Contract Completion

Last Date Worked 

File Attachments Personalize | Find |  First 1 of 1 Last

| | Upload | View | Description | Attachment Id | |
|---|---------------------------------------|-------------------------------------|---|---------------|---------------------------------------|
| 1 | <input type="button" value="Upload"/> | <input type="button" value="View"/> | <input type="text" value="Termination Notice"/> | | <input type="button" value="Delete"/> |

Comments

Your Comment:

The File Attachment section can be used to attach resignation letters or termination notices, and the Comments section can be used to relay any pertinent information. Use this section with care as the comments cannot be edited after submission. When the form has been completed select submit and you will be brought to a screen that indicates that the form has been finalized.