

3. Enter **UIN** under New EPAF Person Selection

OR

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of Termination (last day worked).

Click down arrow to select **Approval Category**.

Click **Go**.

The screenshot shows a web form titled "New EPAF Person Selection". It contains the following fields and controls:

- An "ID *" field with a text input box.
- A "Query Date *" field with a date picker set to "10/15/2020".
- An "Approval Category *" field with a dropdown menu showing "Term Emp covered by law [ES,ME]".
- A blue "Go" button at the bottom right.

4. List of active jobs will appear.

Select button for position to terminate.

If position does not show, Click **All Jobs** to view all jobs.

Click **Go**.



- 6. Employee Status “**T**” will default.
Click **Calendar** and Select **Effective Date** of termination (last day worked).
Select **Termination Reason Code**.

The screenshot shows a form with the following fields:

- Employee Status:** A dropdown menu with the letter 'T' selected.
- Effective Date:** A date field containing '10/15/2020' with a calendar icon to its left.
- Termination Reason Code:** A dropdown menu with 'BJ, Resignation - Better Job' selected.

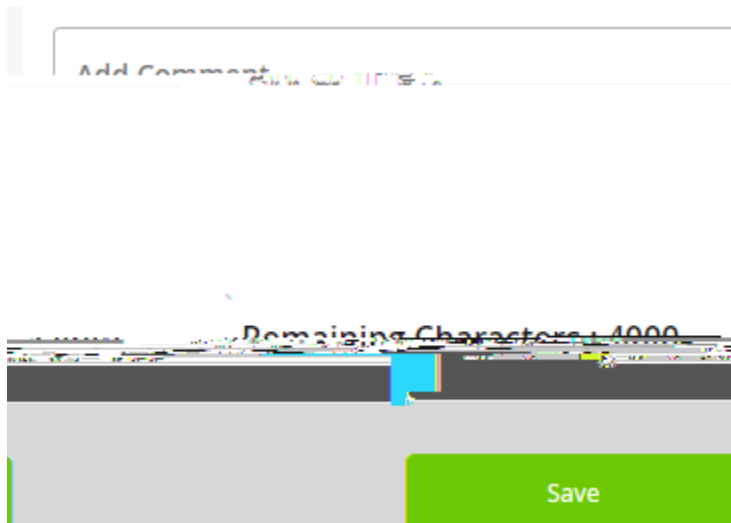
- 7. Click down arrow to either enter or select username for approval level of Department (approver).
Click down arrow to either enter or select username for approval level of Human Resources Review.
Click down arrow to either enter or select username for approval level of Human Resources.
Enter reason for termination in the **Comment Field**.
Click **Save**.

The screenshot shows a table titled "Routing Queue" with the following columns:

- Approval Level:** A dropdown menu.
- User Name:** A text input field.
- Desired Action:** A dropdown menu.

Below the table, there are several rows of data, each with a corresponding dropdown menu for the 'Approval Level' column.

Comments



The screenshot shows a web form for adding a comment. At the top, there is a text input field with the placeholder text "Add Comment". Below the input field, there is a character count indicator that reads "Remaining Characters: 1000". At the bottom right of the form, there is a prominent green button labeled "Save".

8. 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.**