

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 *

01/20/18

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.

Terminate Job Record/Grad, TERMJG

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 *

[Input Field]

[Redacted Content]

- 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

The screenshot shows a web form titled "Routing Queue". At the top, there are several dropdown menus for "User Name", "Department", and "Approver". Below these is a "Comments" section with a text input field labeled "Add Comment". A green "Save" button is located at the bottom right of the form. A red error message is visible at the bottom of the page, indicating a failure to save or submit.

MUST specify 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.

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.