

3. Enter UIN under New EPAF Person Selection
OR
Enter First Name and Last Name, Click Search.
Click Calendar and Select Effective Date of Job Record Termination (last day worked).
Click down arrow to select Approval Category.
Click Go.

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

- ID ***: A text input field with a blue highlight.
- First Name**: A text input field with a blue highlight.
- Last Name**: A text input field with a blue highlight.
- Query Date ***: A date picker field showing "10/15/2020".
- Approval Category ***: A dropdown menu with a downward arrow.
- Go**: A red button located at the bottom right of the form.

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

5. 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.

6. 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 in the Comment Field.
Click Save.

The screenshot shows a web form titled "Routing Queue". At the top, there are several input fields, including "Approver Level", "User Name", and "Reason". Below these, there are dropdown menus for "Department" (set to "HOLLAND - HOLLAND, CATHERINE") and "Approver". A "Comments" section is visible, featuring a text input field with the placeholder "Add Comment" and a character count "Remaining Characters: 4000". At the bottom right of the form is a prominent green "Save" button.

7. 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.