Terminations
Terminating Active Employees without an Active Job

Description: Terminating the active PEAEMPL (employee) record when NBAJOBS (job) record is empty

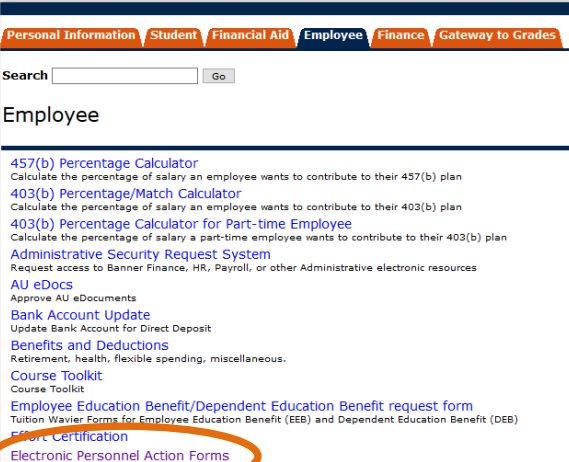**1** **AU Access**

2 **Employee Tab -> Self Service**

3 **Employee Tab -> Electronic Personnel Action Forms**

4 **New EPAF**

5 **Enter the Banner ID number**

Query Date – Will Default to Today's Date ***TIP Use the beginning of TIME 10/05/2005 – this date will bring the entire job history***

Approval Category – Termination - TERMEE

ID: ✱ **907000001   Aubie Tiger**

Query Date: MM/DD/YYYY ✱ `10/05/2005`

Approval Category: ✱ `Termination (Employee AND Job), TERMEE` ▼

`Go`

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	ST5500	00	Residence Life ST	HR550, Res Life	Jul 27, 2018	May 11, 2019	May 11, 2019	Active

`All Jobs`

6 **Go**

(7) **Select the Last Paid Active Job -> Go**

ID: **907000001   Aubie Tiger**
Query Date: Oct 05, 2005
Approval Category: Terminate employee from Univ, TERMEE

Termination (Employee AND Job), TERMEE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	ST5500	00	Residence Life ST	HR550, Res Life	Jul 27, 2018	May 11, 2019	May 11, 2019	Active	●

All Jobs

Go

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(8) **Enter the following:**

Electronic Personnel Action Form

1. Find the **LAST Paid Date**

2. **Job Effective Date = LAST PAID DATE**

3. **Job Change Reason = SELECT REASON** (i.e. AGEND)

4. **Term Reason Code = SELECT REASON** (i.e. Voluntary)

5. **Termination Date = LAST PAID DATE**

Please verify your Approval Levels before submitting. Approvals may vary by department.

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: **907000001   Aubie Tiger**
Transaction:
Transaction Status:
Approval Category: Termination (Employee AND Job), TERMEE

Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019

Save

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

Termination (Employee AND Job), ST5500-00 Residence Life ST, Last Paid Date: May 11, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		05/11/2019
Personnel Date: MM/DD/YYYY		
Job Status:		Terminated
Job Change Reason:		AGEND, Assignment Ended
Employee Status:	Active	Terminated
Term Reason Code:		VO, Voluntary
Termination Date: MM/DD/YYYY		05/11/2019

Routing Queue

Approval Level	User Name		Required Action
10 - (APPRV1) Approval 1	FULLELE	Leanne Fuller	Approve
96 - (HRBIW) HR Assistant	MCFARAL	April L McFarlin	Approve
99 - (HR) HR Apply/Superuser	JOHNS43	Brittany Johnson Saliba	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

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(9) **Save the EPAF**

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: **907000001   Aubie Tiger**
Transaction: 742582
Transaction Status: Waiting
Approval Category: Termination (Employee AND Job), TERMEE

Job and Suffix: See approval types below.
Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019

Save   Submit   Delete

Submit and please check for errors!

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: **907000001   Aubie Tiger**
Transaction: 742582
Transaction Status: Pending
Approval Category: Termination (Employee AND Job), TERMEE

Job and Suffix: See approval types below.
Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019