

Terminations

Terminating a Job (TERMJB)

Description: If an employee has more than 1 job on campus and a job(s) needs terminating, then process a TERMJB EPAF. The TERMJB retains the active employee record (PEAEMPL) while terminating a job record (NBAJOBS).

1 AU Access



2 Employee Tab -> Self Service



3 Employee Tab -> Electronic Personnel Action Forms

Employee

457(b) Percentage Calculator
Calculate the percentage of salary an employee wants to contribute to their 457(b) plan

403(b) Percentage/Match Calculator
Calculate the percentage of salary an employee wants to contribute to their 403(b) plan

403(b) Percentage Calculator for Part-time Employee
Calculate the percentage of salary a part-time employee wants to contribute to their 403(b) plan

Administrative Security Request System
Request access to Banner Finance, HR, Payroll, or other Administrative electronic resources

AU eDocs
Approve AU eDocuments

Bank Account Update
Update Bank Account for Direct Deposit

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous.

Course Toolkit
Course Toolkit

Employee Education Benefit/Dependent Education Benefit request form
Tuition Waiver Forms for Employee Education Benefit (EEB) and Dependent Education Benefit (DEB)

Figure Certification

Electronic Personnel Action Forms

4 New EAPF

Electronic Personnel Action Form

EPAF Approver Summary

EPAF Originator Summary

New EAPF

EPAF Proxy Records

Act as a Proxy

RELEASE: 8.12.15

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5 Enter the Banner ID number

Query Date – Will Default to Today's Date

Approval Category – Termination (Job ONLY), TERMJB

New EAPF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 902013629 Brittany Johnson Saliba

Query Date: MM/DD/YYYY* 11/06/2019

Approval Category: * Termination (Job ONLY), TERMJB

Go

Employee Job Assignments								
Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Oct 31, 2019	Active
Secondary	ZJ4240	00	Human Resources ZJ	HR424, Human Resources	Oct 27, 2019			Active
All Jobs								

6 Go

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Select the Job to Terminate

ID: Brittany Johnson Saliba, 902013629
 Query Date: Nov 06, 2019
 Approval Category: Termination of Job Assignment, TERMJB

Termination (Job ONLY), TERMJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Oct 31, 2019	Active	
	Secondary	ZJ4240	00	Human Resources ZJ	HR424, Human Resources	Oct 27, 2019			Active	<input checked="" type="radio"/>

All Jobs
Go

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Go

Electronic Personnel Action Form

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

Name and ID: Brittany Johnson Saliba, 902013629
 Transaction: Query Date: Nov 06, 2019
 Approval Category: Termination (Job ONLY), TERMJB
 Last Paid Date: Oct 31, 2019

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

Jump to Bottom

* - indicates a required field.

Termination (Job ONLY), ZJ4240-00 Human Resources ZJ

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/27/2019	10/31/2019
Personnel Date: MM/DD/YYYY	10/27/2019	10/31/2019
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	SPPAY	AGEND, Assignment Ended

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	FULLELE Leanne Fuller	Approve
96 - (HRBIV) HR Assistant	MCFARAL April L McFarlin	Approve
99 - (HR) HR Apply/Supruser	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

Comment

Terminate Z Job

Approval Types | Routing Queue | Comments | Transaction History

Save

- 1) Enter the Job Effective Date - (Termination Date) i.e. Last Paid Date
- 2) Personnel Date – Not Required
- 3) Job Status – Pre-populated with a “T”
- 4) Job Change Reason – AGEND, Assignment Ended
- 5) Routing Queue and Comments – Ensure to enter the proper routing specific to your department.

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Save

Saving the EPAF creates a transaction number

10

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: Brittany Johnson Saliba
 Transaction: 746082
 Approval Category: Termination (Job ONLY)

ID: 902013629 Brittany Johnson Saliba Query Date: 10/27/2019

Start Over

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
ZJ4240	00	10/27/2019	10/31/2019	Secondary

Record 2 of 2

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
10/27/2019	Active	Human Resourc...	PB	BW	A	HR424	SPPAY	AU
10/31/2019	Terminated	Human Resourc...	PB	BW	A	HR424	AGEND	AU

Record 1 of 1