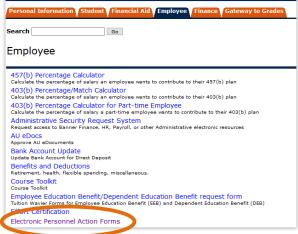
Terminations Terminating an Employee and Job (TERMEE)

Description: If an employee has only one job on campus, the TERMEE will terminate the employee record (PEAEMPL) and the job record (NBAJOBS). Documentation is required for full-time employee terminations (i.e. resignation letter) and is sent to HR Records.





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



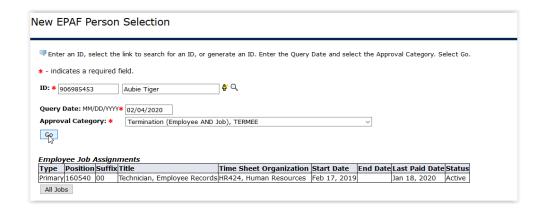




Query Date - Will Default to Today's Date

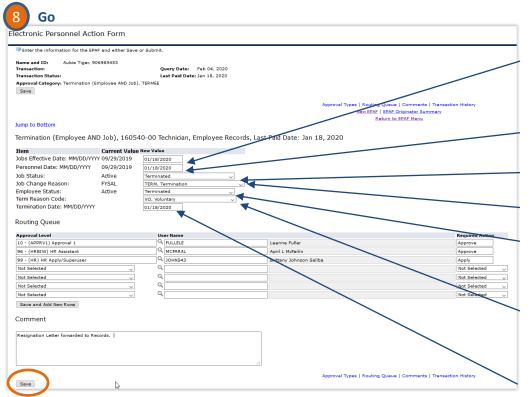
Approval Category -Termination (Employee AND Job), TERMEE





7 Select the Job to Terminate

ID: Aubie Tiger, 906985453 Query Date: Feb 04, 2020 Approval Category: Terminate employee from Univ, TERMEE Termination (Employee AND Job), TERMEE Time Sheet Organization Start Date | End Date Last Paid Date Status Select Search Type Position Suffix Title New Joh Primary 160540 Technician, Employee Records HR424, Human Resources Feb 17, 2019 Jan 18, 2020 All Jobs Go



-) Enter the Job Effective Date -(Termination Date) i.e. Last Paid Date or Last Date Working
- 2) Personnel Date Not Required
- Job Status Pre-populated with a "Terminated"
 - Job Change Reason AGEND, Assignment Ended
- Employee Status Ensure to enter the proper routing specific to your department.
- Term Reason Code See Employee Relations if unsure of which Term Reason should apply
- 7) Termination Date Last Paid Date or Last Date Working

Save

Saving the EPAF creates a transaction number

Routing Queue: Please use the appropriate employees in the routing queues applicable to your department.

