

# 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.

**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 EPAF**

**Electronic Personnel Action Form**

EPAF Approver Summary

EPAF Originator Summary

**New EPAF**

EPAF Proxy Records

Act as a Proxy

RELEASE: 8.12.1.5

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**5 Enter the Banner ID number**

Query Date – Will Default to Today's Date

Approval Category – Termination (Employee AND Job), TERMEE

**New EPAF 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: \* 906985453 Aubie Tiger

Query Date: MM/DD/YYYY\* 02/04/2020

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	160540	00	Technician, Employee Records	HR424, Human Resources	Feb 17, 2019		Jan 18, 2020	Active

All Jobs

**6 Go**

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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

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	160540	00	Technician, Employee Records	HR424, Human Resources	Feb 17, 2019		Jan 18, 2020	Active	

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: Aubie Tiger, 906985453  
 Transaction: Query Date: Feb 04, 2020  
 Transaction Status: Last Paid Date: Jan 18, 2020  
 Approval Category: Termination (Employee AND Job), TERMEE

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

Jump to Bottom

Termination (Employee AND Job), 160540-00 Technician, Employee Records, Last Paid Date: Jan 18, 2020

Item

Jobs Effective Date: MM/DD/YYYY	09/29/2019	01/18/2020
Personnel Date: MM/DD/YYYY	09/29/2019	01/18/2020
Job Status:	Active	Terminated
Job Change Reason:	FYSAL	TERM, Termination
Employee Status:	Active	Terminated
Term Reason Code:		VO, Voluntary
Termination Date: MM/DD/YYYY		01/18/2020

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

Comment

Resignation Letter forwarded to Records.

Save

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

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Save

\*Saving the EPAF creates a transaction number\*

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

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Submit and please check for errors!

Electronic Personnel Action Form

The transaction has been successfully submitted.

Name and ID: Aubie Tiger, 906985453  
 Transaction: 758211  
 Transaction Status: Pending  
 Approval Category: Termination (Employee AND Job), TERMEE

Job and Suffix: See approval types below.  
 Query Date: Feb 04, 2020  
 Last Paid Date: Jan 18, 2020

Employee PEAEMPL 9 a 12 (BANPPRD)

ID: 906985453 Aubie Tiger

General Employee

Employee Status: Terminated  
 Employee Class: FB FT Biweekly  
 Employee Group: PPRR Probationary Per Rev Received  
 Leave Category: BW Bi-Weekly Employees  
 Home Department: COA A  
 Check Distribution: COA A  
 Employee District: 113 VP for Bus-Fin & CFO  
 Service Dates: Current Hire: 07/05/2017, Original Hire: 07/05/2017, Adjusted Service: 02/17/2019  
 Termination: Reason: VO Voluntary, Termination Date: 01/18/2020  
 Leave of Absence: Reason: , Begin Date: , End Date: ,  
 Hiring Location: Location: 110316 Human Resources, Campus: A Auburn Main Campus

Employee Job Inquiry NEULLST 9 3 3 (BANPPRD)

ID: 906985453 Aubie Tiger Query Date: 01/18/2020

Position	Suffix	Begin Date	End Date	Job Type
160540	00	02/17/2019	01/18/2020	Primary

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01/18/2020	Terminated	Technician, Empl	FB	BW	A	HR424	TERM	AU