## **Instructions for JCTERM**

This EPAF is used for terminating an employee's job assignment. You must terminate employee's jobs when they leave the department or leave the University. WH (Wage Hourly) jobs must be terminated even if they are just leaving for a few months. You can re-hire them when they return.

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Pending Change: ID:	A00648042	Proxy For: Transaction:	<b></b>		C	Go	
Query Date: Approval:	Justin Employee     06/30/2021     JCTERM	Last Paid Date: Approval Type:	06/30/2021 JCTERM				
Category Position:	Termination of any position 997616 Student Affairs Coordinator I	Suffix:	Testing new term epaf				

## Go to NOAEPAF

ID: Enter in employee's A#.
Transaction Number: Banner will generate the transaction number after you save the first page.
Query Date: The date you want the job to end. This date must be on or after the last paid date.
Approval Category: JCTERM
Approval Type: JCTEM.
Position: Enter in employee's position number. If unsure, please check NBAJOBS.
Suffix: Enter in the correct suffix number.

Go (Alt+PgDn)

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	Jobs Effective Date*	07/01/2020	06/30/2021
	Personnel Date	07/01/2020	06/30/2021
	Job Status*	Α	Т
	Job Change Reason*	YA-1	RJ
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* - indicat	tes a required field.		
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**Job Effective Date:** Must match the Query Date = last paid date.

**Personnel Date:** This date can show the actual day the employee physically stopped working if different than last paid date.

Job Status: Defaults to T for "Job Termination."

**Job Change Reason:** Click on the query button (...) for the Job Change Reason Menu.

Timesheet Org: Department's unique "DP" code

**Save** (F10)

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нноме	20	A02262114	Douglas Leo Bullock	Approval	In Queue		
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APPLY	95	HR_OFFICE	Office HR	Apply	In Queue		
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Click on **Routing** tab (next to the "Job Labor Distribution" tab). Routing indicates who must approve this EPAF.

Level Code: This default based on the EPAF category. User ID: Enter approver's A#. You can search by clicking the ellipses (...) after clicking in the field. HHOME: Department head/director HR: HR\_OFFICE APPLY: HR\_OFFICE

**Save** (F10)

X Electronie	c Personnel Action NOAEPAF 9.3.13 (ZDI	EVL)	ĺ	+ 🖻	a :	<b>*</b> 1
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Approval Type: JCT	ERM Testing new term epaf					
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Submitted Date		Submitter ID				
Application Date		Applied to				
		Database By				
▼ COMMENTS			🛃 Insert	🗖 Delete	Га Сору	🕄 Filter
Comments	Justin is leaving for another job on 6/30/21. in PHATIME. Jodi Morgan 7-1815	His leave will be	paid out			

## Click on Other Information and Comments.

**Comments:** Every EPAF needs comments explaining why the EPAF is being submitted. These comments are vital for approvers. Provide information that the approvers might need in order to make a decision. Include your name and phone number.

Save (F10)

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ending Ch	ange: 🖉	Proxy For:	ID: A00648042 Justin Employee	Transaction: 1316714 Wa	Clear Record	Shift+F4	
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pproval C	ategory: JC1	TERM Terminati	on of any position				

## Click on **Transaction** tab Click on **Tools** and select **Submit Transaction**.

**Check for a Pending Status** (next to the Transaction ID at the top of the EPAF). Pending means that the EPAF is now pending in the first approver's queue.

**Errors:** If there is something missing or incorrect from the EPAF an error page will pull up.

Go (Alt+PgDn) to see the listed errors.

Once errors are fixed in the EPAF submit the transaction again and check for a **Pending Status.**