

## 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.

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:** JCTERM.

**Position:** Enter in employee’s position number. If unsure, please check NBAJOBS.

**Suffix:** Enter in the correct suffix number.

**Go** (Alt+PgDn)

**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)

TRANSACTION			
Applied Status	Field Name	Current Value	New Value
	Jobs Effective Date*	07/01/2020	06/30/2021
	Personnel Date	07/01/2020	06/30/2021
	Job Status*	A	T
	Job Change Reason*	YA-1	RJ
	Timesheet Orgn*	DPREGS	DPREGS

\* - indicates a required field.

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Electronic Personnel Action NOAEPAF 9.3.13 (ZDEVL)

Pending Change:  Proxy For: ID: A00648042 Justin Employee Transaction: 1316714 Waiting Start Over

Query Date: 06/30/2021 Last Paid Date: 06/30/2021

Approval Category: JCTERM Termination of any position

Approval Type: JCTERM Testing new term epaf

Position: 997616 Student Affairs Coordinator I Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments		
ROUTING <span>Insert Delete Copy Filter</span>						
Originator ID A00016702		Jodi L Morgan				
Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20	A02262114	Douglas Leo Bullock	Approval	In Queue	
HR	80	HR_OFFICE	Office HR	Approval	In Queue	
APPLY	95	HR_OFFICE	Office HR	<a href="#">Apply</a>	In Queue	

1 of 1 Per Page Record 3 of 3

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)**

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Approval Type: JCTERM Testing new term epaf

Position: 997616 Student Affairs Coordinator I Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
OTHER INFORMATION <span>Insert Delete Copy Filter</span>				
Created Date	07/12/2021	Originator ID	A00016702	
Submitted Date		Submitter ID		
Application Date		Applied to Database By		
COMMENTS <span>Insert Delete Copy Filter</span>				
Comments	Justin is leaving for another job on 6/30/21. His leave will be paid out in PHATIME. Jodi Morgan 7-1815			

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)**

Electronic Personnel Action NOAEPAF 9.3.13 (ZDEVL)

Pending Change:  Proxy For: ID: A00648042 Justin Employee Transaction: 1316714 Wa  
 Query Date: 06/30/2021 Last Paid Date: 06/30/2021  
 Approval Category: JCTERM Termination of any position  
 Approval Type: JCTERM Testing new term epaf  
 Position: 997616 Student Affairs Coordinator I Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information

\* ROUTING

Originator ID A00016702 Jodi L Morgan

Level Code *	Level	User ID	Name	Required Action *
HHOME	20	A02262114	Douglas Leo Bullock	Approval
HR	80	HR_OFFICE	Office HR	Approval
APPLY	95	HR_OFFICE	Office HR	Apply

10 Per Page

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

Electronic Personnel Action NOAEPAF 9.3.13 (ZDEVL)

Pending Change:  Proxy For: ID: A00648042 Justin Employee Transaction: 1316714 Pending Start Over  
 Query Date: 06/30/2021 Last Paid Date: 06/30/2021  
 Approval Category: JCTERM Termination of any position  
 Approval Type: JCTERM Testing new term epaf  
 Position: 997616 Student Affairs Coordinator I Suffix: 00

**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**.