

JCTERM EPAF (Banner SSB)

This EPAF is used for terminating an employee's job assignment. You must terminate an employee's job 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.

Access **Banner SSB New EPAF Creation**

New EPAF Person Selection

i Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name Last Name Is an employee or ID or SSN/SIN/TIN Search

Enter or Generate New ID

i * indicates a required field. 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.

Use the **New EPAF Person Selection** search fields to find the employee's A#.

ID *

[Generate new ID](#)

Query Date *

11/11/2021

Approval Category *

Termination of any position, JCTERM

ID: Enter employee's A# (A# will auto-populate from the **New EPAF Person Selection** if used)

Query Date: The date you want the job to end. This date must be on or after the last paid date.

Approval Category: Use drop-down menu to select **"Termination of any position, JCTERM"**

Click **Go**

Termination Process, JCTERM

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	P05127	00	Student Worker

Select the position number that you would like terminated and hit go.

Termination Process, P05127-00 Student Worker, Last

Jobs Effective Date *

11/11/2021



Personnel Date *

11/11/2021



Job Status *

T

Job Change Reason *

E1, New Hire



Timesheet Orgn *

DPEXYP



Job Effective Date: Must match the query date, and be after or on the 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: Use drop down menu to select job change reason.

Timesheet Origin: Department’s unique “DP” code.

Routing Queue

Approval Level	User Name	Required Action	Remove
20 - (HHOME) Home Departmen... ▼	Not Selected ▼	Approve ▼	
80 - (HR) HR Office ▼	Not Selected ▼	Approve ▼	
95 - (APPLY) Applier_HR Office ▼	Not Selected ▼	Apply ▼	

[+ Add Row](#)

Comments

Add Comment

Remaining Characters : 4000

Routing: This section will allow us to enter who will be approving this EPAF

Approval Levels: Automatically populated with necessary approval levels

(HHOME) Home Department Head/Dir

(HR) HR Office

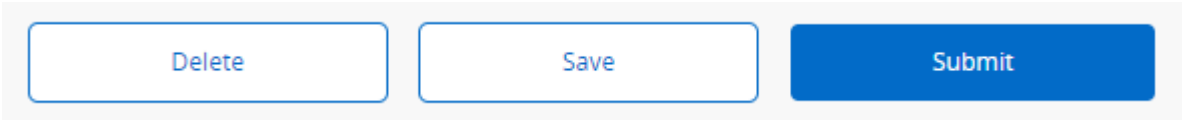
(APPLY) Applier_HR Office

User Name: Click on field and select/enter approver's A#. If unsure, you can use the drop-down menu to search for approver's name. If approver is not in the drop-down options, email HR@usu.edu or call 797-0122 to have them added.

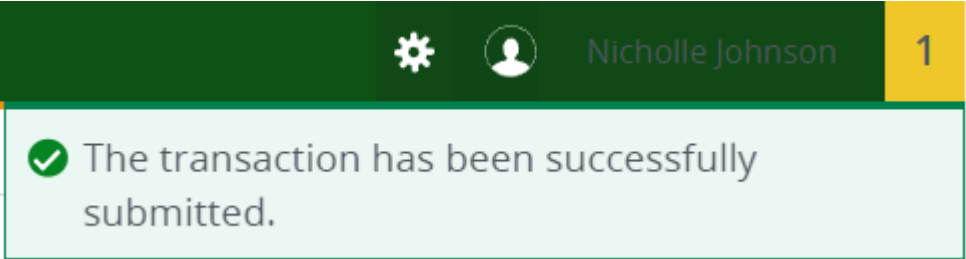
Comments: Every EPAF needs comments explaining why it is being submitted. Provide information that approvers might need. Include your name and extension.

*If the termination is for a 99 position please mention if/how leave will be paid out.

Click **Save**



Click **Submit**



You will get this notice if the EPAF successfully submits. Once submitted, the EPAF will change to a Pending status and go onto routing for approvals.