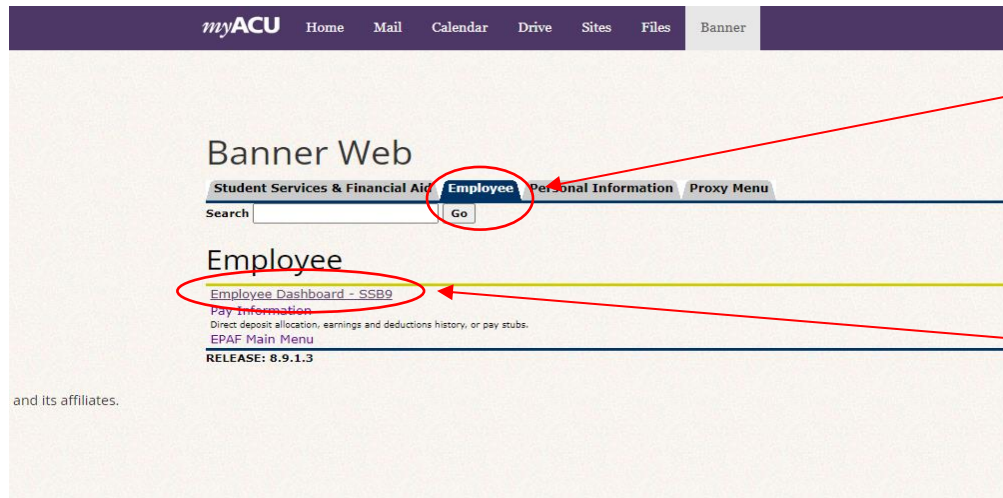
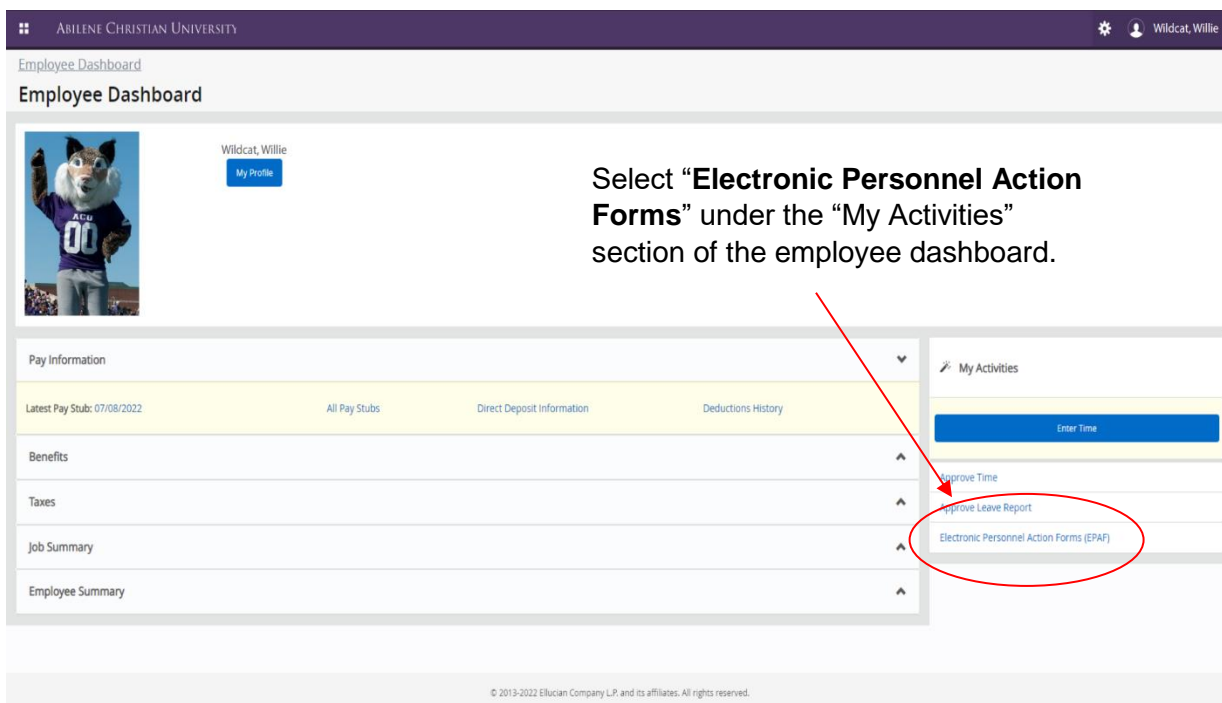


Terminate a Nonexempt Employee



Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



Select "Electronic Personnel Action Forms" under the "My Activities" section of the employee dashboard.

Electronic Personnel Action Forms

EPAF Originator Summary
Displays only those EPAF transactions that you have originated.

Act as a Proxy
Available to all self-service EPAF users who have been given proxy privilege.

New EPAF
Allows you to create a new transaction.

Click on the "New EPAF" tab to create a new transaction.

New EPAF Person Selection

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

Enter or Generate New ID

* 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.

ID *

[Generate new ID](#)

Query Date *

Approval Category *

You can either enter the student's banner ID # here, and click search

OR enter banner ID # here, then tab over

Enter the last day of work here

Click on the drop-down menus and select "Term a Nonexempt Employee's Job"

Then, select the blue "go" button

Details

ID
Willie Wildcat, 000555933

Query Date
07/22/2022

Approval Category
Term NE, TERMNE

Termination of job, TERMJB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	999409	01	HR Generalist	41200, Human Resources				

Select the position that you want to terminate

All Jobs Go

Then click "go"

Details

Name and ID
Willie Wildcat, 000555933

Transaction

Transaction Status

Approval Category
Term a Nonexempt Employee's Job, TERMNE

Query Date
07/22/2022

Enter the information for the EPAF and either Save or Submit.

Termination of job, 999409-01 HR Generalist

Jobs Effective Date *

Enter the last day of work here

Job Status *
T

Old Value:

Job Change Reason *
Not Selected

Click the drop-down box and select a reason for termination. The most common is "VY-can be rehired"

Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (APPR1) 1st Approver-Level 4 or Higher	Not Selected	Approve	
50 - (APPR2) 2nd Approver-Level 3 or Higher	Not Selected	Approve	
60 - (BUDGET) Budget Approval	Not Selected	Approve	
80 - (HR) Human Resources Approval	Not Selected	Approve	
95 - (APPLY) Payroll	Not Selected	Approve	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF - EPAF Originator Summary

Click the drop-down boxes to find the appropriate approver for each category

Add any necessary comments here

Click "Save"

Comments

Made By
Wille Wildcat

Date
07/21/2022 12:50 PM

Comment
Comments will show up here.

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

New EPAF - EPAF Originator Summary

After you save, click the "submit" button

Next to Transaction Status, which is located at the top of each ePAF, it should say "Pending". If it shows a "Waiting" status there are errors that need to be fixed

If you have errors, review the instructions and make corrections. If you still cannot fix the problem, call HR at x2359.