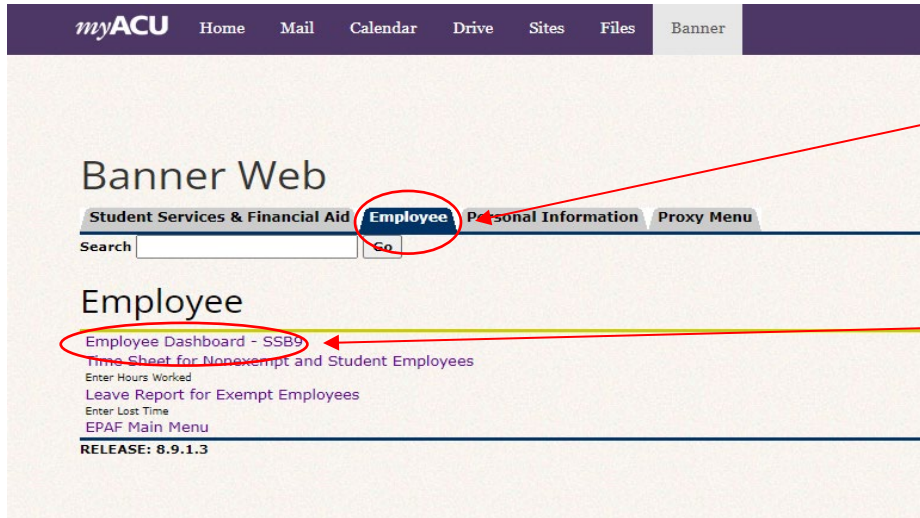
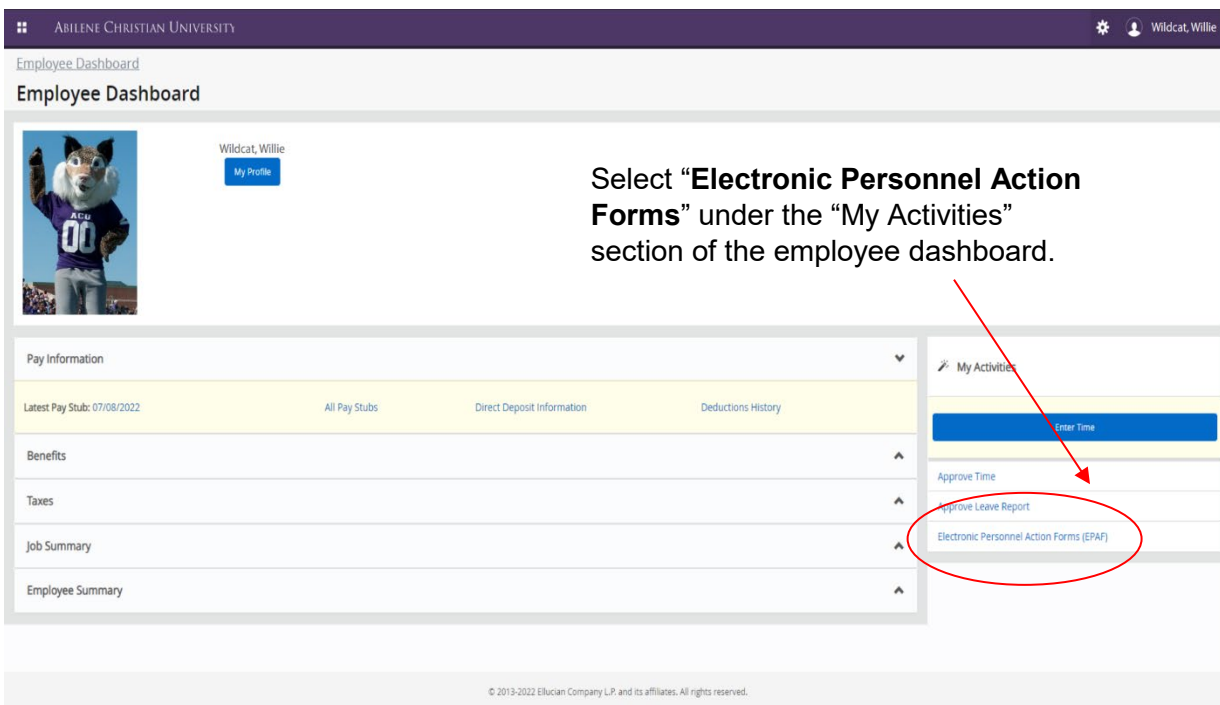


# Terminating a Student Employee



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.

#### New EPAF

Allows you to create a new transaction.

#### Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

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 "Terminate a Student Job"

Then, select the blue "go" button

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: Willie Wildcat, 000555933      Query Date: 07/28/2022      Approval Category: Terminate a Student's Job, TERMST

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	000007	01	Payroll Test Position	41030, Payroll				

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: Terminate a Student's Job, TERMST  
Query Date: 07/28/2022

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

Termination of job, 000007-01 Payroll Test Position

Jobs Effective Date \*

Job Status \*  
      Old Value:

Job Change Reason \*

Enter the last day of work here

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

## Routing Queue

Approval Level	User Name	Required Action	Remove
95 - (APPLY) Payroll	Not Selected	Apply	

+ Add Row

### Comments

Add Comment

Remaining Characters : 4000

Click on each drop-down selection box to find the appropriate approver for each category

Add any necessary comments here

And click "Save" after reviewing your ePAF

Save

## Comments

Made By  
Wille Wildcat

Date  
07/21/2022 12:50 PM

Comment  
Comments will show up here.

Add Comment

Remaining Characters : 4000

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

Delete

Save

Submit

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

New ePAF · ePAF Originator Summary