

UNIVERSITY OF HARTFORD

JOB TERMINATION

ePAF

October 2023

JOB TERMINATION EPAF

This ePAF is used when you are terminating an employee from their position.

1. Select New EPAF. Enter the ID# of the employee & Query Date. Query Date can be left as the default date. Select the appropriate Approval category from the list. In this case, **Terminate Existing Job, JBTERM**. Click Go.
2. Select the position number for the position the employee will no longer work. Click Go.

Enter the personnel data making sure that all fields denoted with * are completed. Definitions for each entry follows below and on next page.

Job Effective Date: MM/DD/YYYY – This is the last day the employee will work.

Personnel Date: MM/DD/YYYY – This is the last day the employee will work.

Job Status – This code will be pre-populated and cannot be changed.

Job Change Reason – This code will be pre-populated and defaults to a Voluntary Termination, which is used for faculty and staff leaving their jobs. **JBEND, Job End is used when terminating student and/or temporary staff positions.**

Supervisor ID – This field should be left blank.

3. The routing queue will default to the user names previously established if you followed “[Information to Gather](#)” section. If you want to enter default routing queues, go to “[Routing Queues](#)” for instructions.
4. . Click ‘Save’ located below the comment box.

Note: Once you click save, a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. Errors prevent you from submitting the ePAF, correct the errors before continuing. For a list detailing definitions of errors, click [here](#).

5. You MUST click **SUBMIT** to complete your ePAF.

Once the ePAF has been successfully submitted the Transaction Status changes from 'Waiting' to 'Pending'. Your ePAF has now been placed in the queue for approval. Take note of the Transaction # so you can follow where in the process the ePAF is. See ["How to check Status of an ePAF"](#)