EPAF TERMINATION PROCESS -USER MANUAL

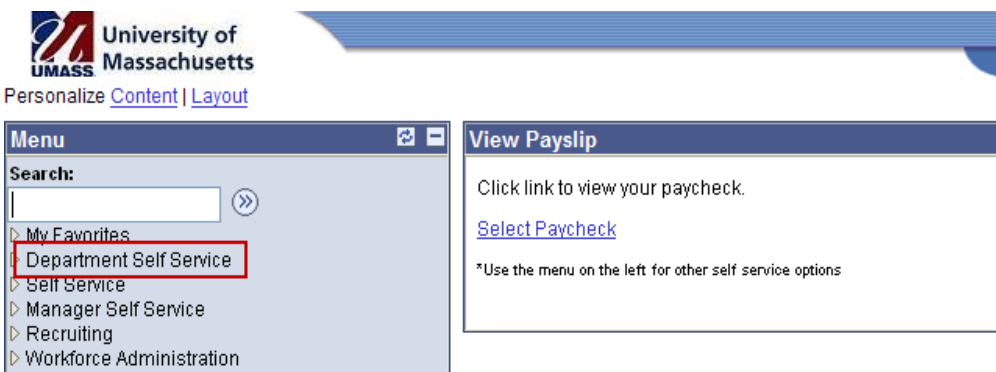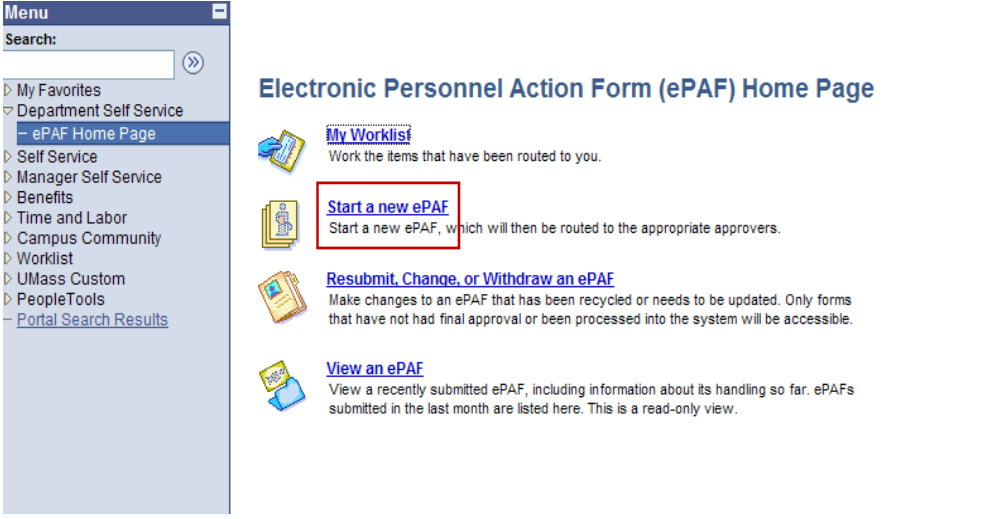## *Initiator User Manual for Change in Employment Status*
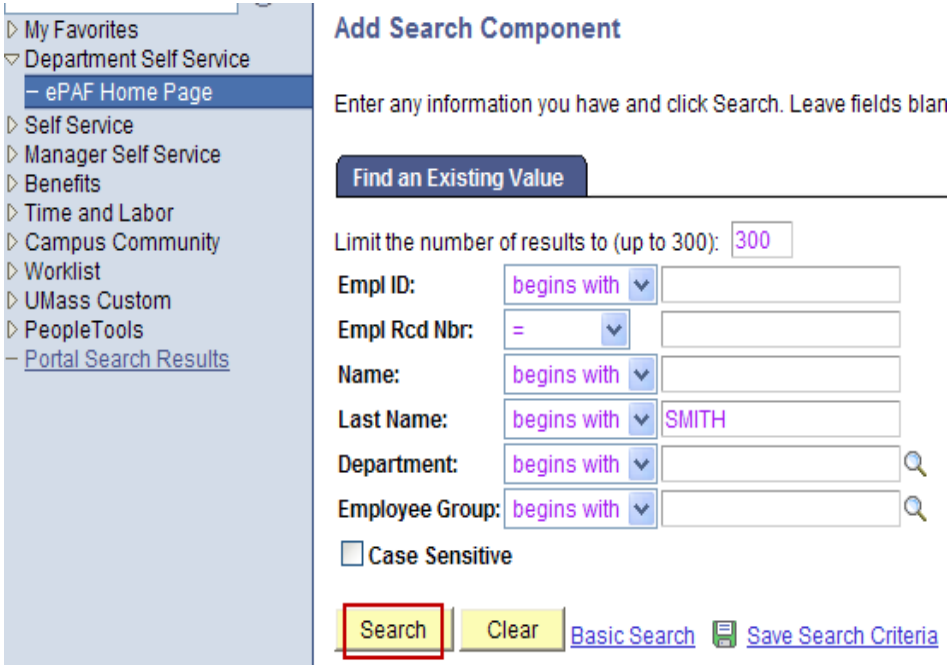
Termination Process

This manual provides step by step information on how to enter a voluntary termination. For any involuntary termination, please work with your Business Partner. Have questions????? Please contact your Business Partner.
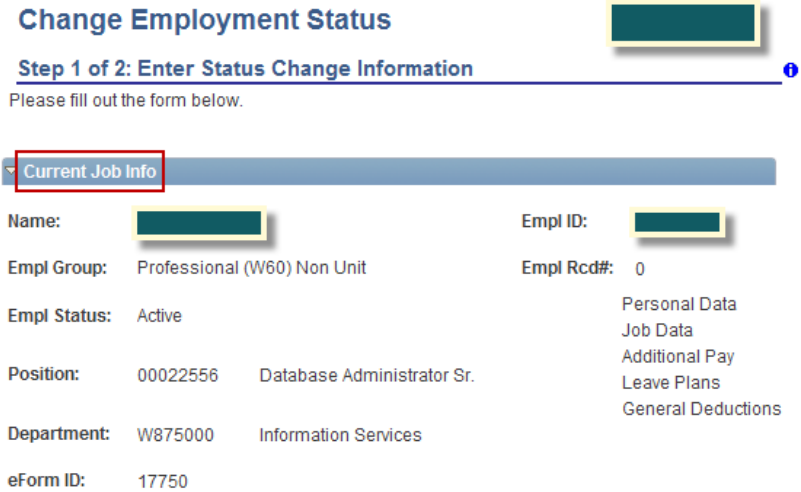
Developed by:
Learning & Development Group
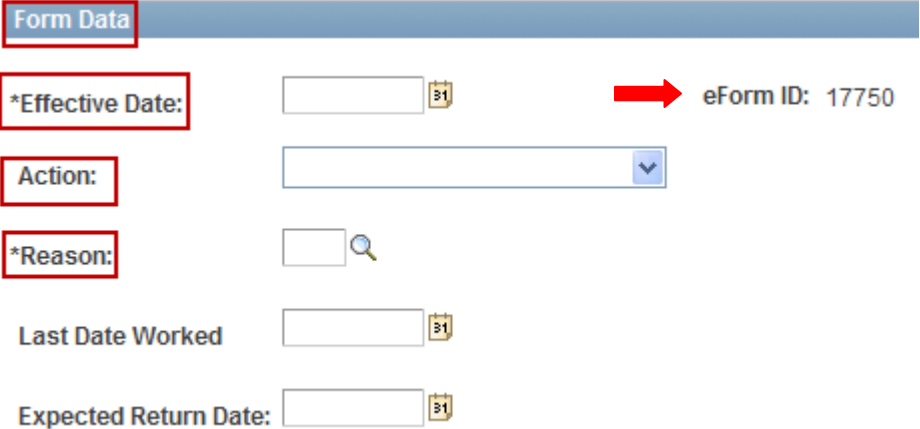**Human Resources Diversity & Inclusion**

11/13/2012

EPAF Termination Process -User Manual

Step	Action
1.	After logging into PeopleSoft, click on the **Department Self Service** link.
2.	Click the **ePAF Home Page** link. The **ePAF Home Page** is a useful area for managing PA Forms. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF. Click the **Start a new ePAF** link.

3.	To submit a termination, click the **Change Employment Status** link.

Menu

Search:

▷ My Favorites
▽ Department Self Service
— ePAF Home Page
▷ Self Service
▷ Manager Self Service
▷ Benefits
▷ Time and Labor
▷ Campus Community
▷ Worklist
▷ UMass Custom
▷ PeopleTools
— Portal Search Results

Start a New electronic Personnel Action Form (ePAF)

Hire an Employee
Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.
Hire an Employee

Edit Existing Job
Use this form to edit the job of an employee currently working in your department.
Edit Existing Job

Change Employment Status
Use this form to submit a termination, retirement, leave of absence or return from leave.
Change Employment Status

Return to Electronic Personnel Action Form (ePAF) Home Page

4.	You can search by Empl ID, Name, Department or Employee Group. The example below shows a search by **Last Name**. If employee has more than one job record, ensure you are selecting the correct record. Click the **Search** button.

▷ My Favorites
▽ Department Self Service
— ePAF Home Page
▷ Self Service
▷ Manager Self Service
▷ Benefits
▷ Time and Labor
▷ Campus Community
▷ Worklist
▷ UMass Custom
▷ PeopleTools
— Portal Search Results

Add Search Component

Enter any information you have and click Search. Leave fields blan

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with ▼

Empl Rcd Nbr: =

Name: begins with ▼

Last Name: begins with ▼ SMITH

Department: begins with ▼

Employee Group: begins with ▼

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Step	Action
5.	Click on the employee name link from the search results. The **Change Employment Status** page appears. The fields under the **Current Job Info** will populate. **Change Employment Status** **Step 1 of 2: Enter Status Change Information** ❶ Please fill out the form below. ▾ Current Job Info Name: Empl ID: Empl Group: Professional (W60) Non Unit Empl Rcd#: 0 Empl Status: Active Personal Data Job Data Position: 00022556 Database Administrator Sr. Additional Pay Leave Plans Department: W875000 Information Services General Deductions eForm ID: 17750

Step	Action
6.	In the **Form Data** section, enter the **Effective Date** and tab out of field. **Note Form ID #.** Click the **Action** list drop down menu and choose **Termination**. In the **Reason** field, select appropriate **Reason**. **Note:** Once the action of **Termination** is selected, the system will calculate the **Last Date Worked** based on the effective date of the transaction. You have the ability to change this date. The **Expected Return Date** will be remove once you select the **Termination** action.

Step	Action
7.	**Note:** No comments or file attachments will be entered on EPAF termination form. Click **Submit**

Step	Action
15.	Click **Yes** when the pop up shows up, to confirm that you are ready to submit this form.

Step	Action
16.	The **Form Status** indicates that you have submitted this form. **Step 2 of 2: Form Finalized** ▾ Current Job Info Name: ▮▮▮▮ Empl ID: ▮▮▮▮ Empl Group: Professional (W60) Non Unit Empl Rcd#: 0 Empl Status: Active Personal Data Job Data Additional Pay Position: 00022443 ▮▮▮▮ Leave Plans General Deductions Department: W875000 Information Services eForm ID: 17595 **Form Status** You have just SUBMITTED this form. This action passed the form to HCMU_GT_HR_UPDATE for further processing. **Process Visualizer** 1: Sbrogna, Kimberly A (TESTGT10020876) > 2: HCMU_GT_HR_REVIEWER > 3: HCMU_GT_HR_UPDATE > 4: HCMU_GT_HR_UPDATE_2 > 5: Integra Broker
17.	Congratulations! You have successfully submitted a termination. **End of Procedure.**