

UNIVERSITY OF HARTFORD

JOB TERMINATION

ePAF

October 2018

JOB TERMINATION EPAF

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

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to <http://www.hartford.edu/selfserve/default.aspx>. The ePAF menu is found on the Employee tab.

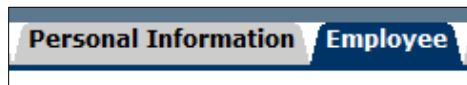
1. Enter your User ID and PIN/Password for SSC

Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.
To reset your **PIN/Password**, enter your UofH ID#, then click the **Forgot PIN?** button.
If you are **alumni** and do not recall your current PIN/Password, please [CLICK HERE](#) for a temporary PIN.
Please note: The PIN/Password is case-sensitive.
Your account will be disabled after **FOUR** unsuccessful attempts.

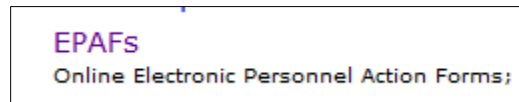
User ID:
PIN:

Login Forgot PIN?

2. Select the Employee tab



3. Select the EPAFs link from the menu



4. 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.

Electronic Personnel Action

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

New EPAF Personal Information

Enter an ID, select the ID# and the Query Date.

* - indicates a required field

ID: * 12000000

Query Date: MM/DD/YYYY*

Approval Category: * Not Selected

Go

5. Select the position number for the position the employee will no longer work. Click Go.

ID: Evelyn Halpin, 12
Query Date: 10/30/2018
Approval Category: Terminate Existing Job, JBTERM

Terminate Existing Job, JOBTER

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
	Primary	TM6050	00	HRD Admin	6050, HUMAN RESOURCES DEVELOPMENT	09/25/2018		10/28/2018	Active	<input checked="" type="radio"/>

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

Terminate Existing Job, TM6050-00 HRD Admin, Last Paid Date: 10/

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/25/2018	<input type="text"/>
Personnel Date: MM/DD/YYYY*	09/25/2018	<input type="text"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: *	NEW	<input type="text" value="VTERM, Voluntary Termination"/>
Supervisor ID: (Not Enterable)	16	<input type="text"/>

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.

7. 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.

Routing Queue

Approval Level	User Name
10 - (HRD) Human Resources Development	BERRIEN
20 - (BUDGET) Budget Approval	NOWITZKE
45 - (HRD-2) Human Resources Final Review	LIMBERGER
50 - (DEPT) Department Head/Chair	BELANGER
98 - (APPLY) EPAF Applier	LIMBERGER
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Save and Add New Rows

Comment

Approve

Save

8. . Click 'Save' located below the comment box.

Note: Once the ePAF has been saved 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](#).

Electronic Personnel Action Form

✔ Your change was saved successfully.

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

Name and ID: Evelyn Haldeman, 12	Job and Suffix: TR, HRD Admin
Transaction: 82382	Query Date: 10/31/2018
Transaction Status: Waiting	Last Paid Date: 10/28/2018
Approval Category: Terminate Existing Job, JBTERM	

Save Submit Delete

9. 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 [HERE](#).

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID:	E [REDACTED], H [REDACTED], 12 [REDACTED]	Job and Suffix:	TM [REDACTED]-00, HRD Admin
Transaction:	82383	Query Date:	10/30/2018
Transaction Status:	Pending	Last Paid Date:	10/28/2018
Approval Category:	Terminate Existing Job, JBTERM		