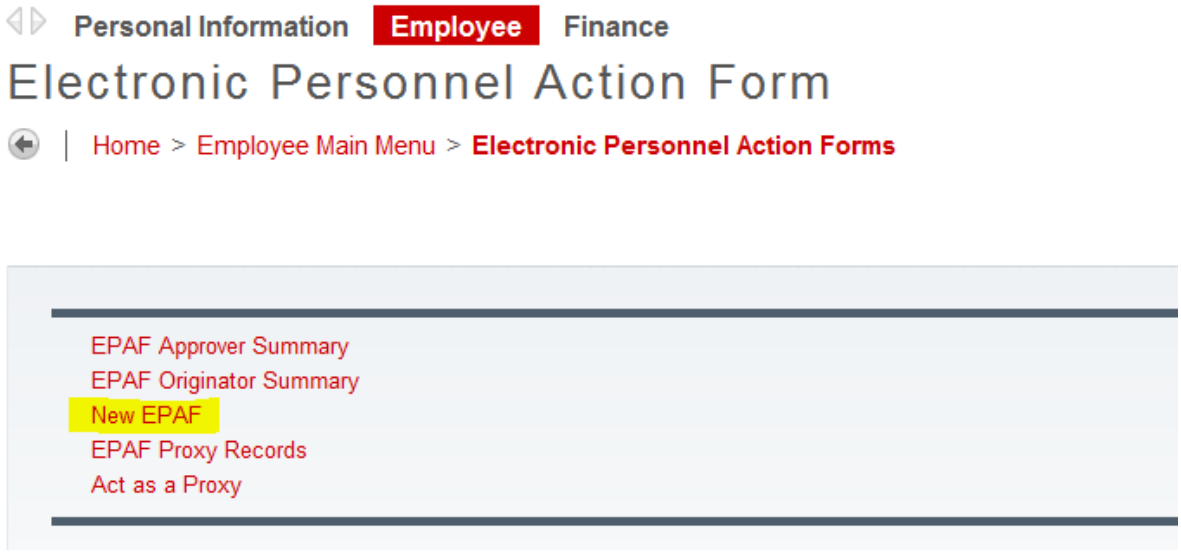
EPAF ADM 400

End Job Assignment

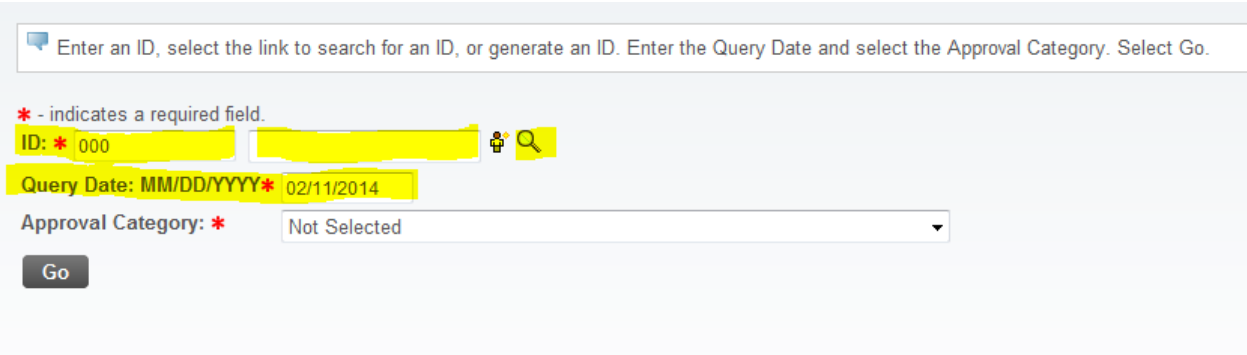
EPAF ADM 400 can be used to end a job assignment for a bi-weekly service employee, graduate assistant, or student employee. (At this time it may not be used to end faculty or professional assignments. Instead, use a P-3 form to end any professional or faculty assignment.)

Before you begin, be sure you are using the correct end date. If a regular, full-time employee is moving to another BSU department or to another job within your department, check with your HR Representative to ensure you are using the correct end date to avoid any gaps in benefits for the employee.

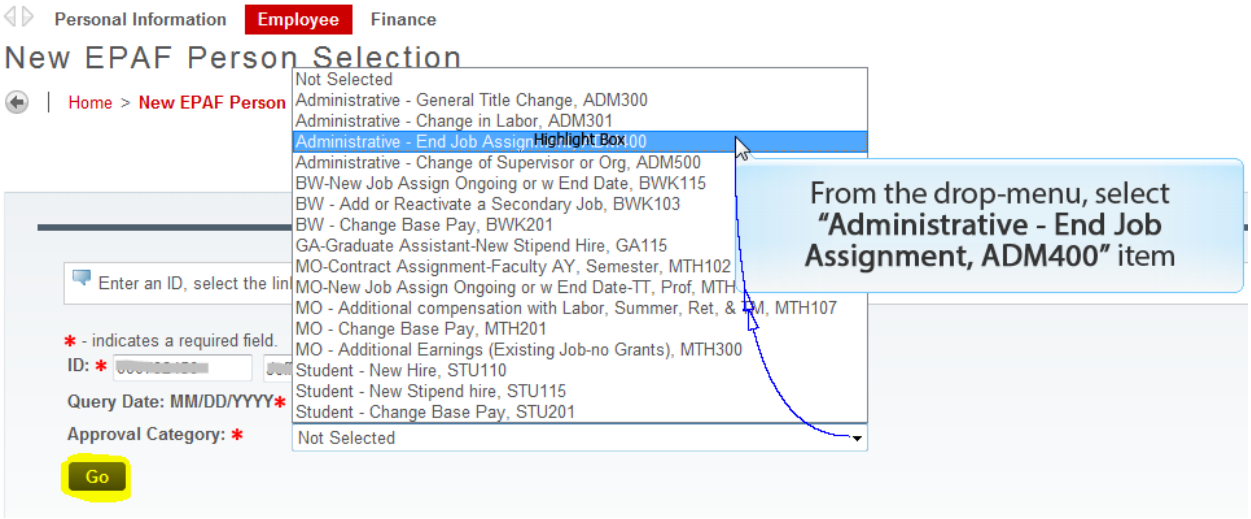
Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose New EPAF. Shown below is what will be displayed:



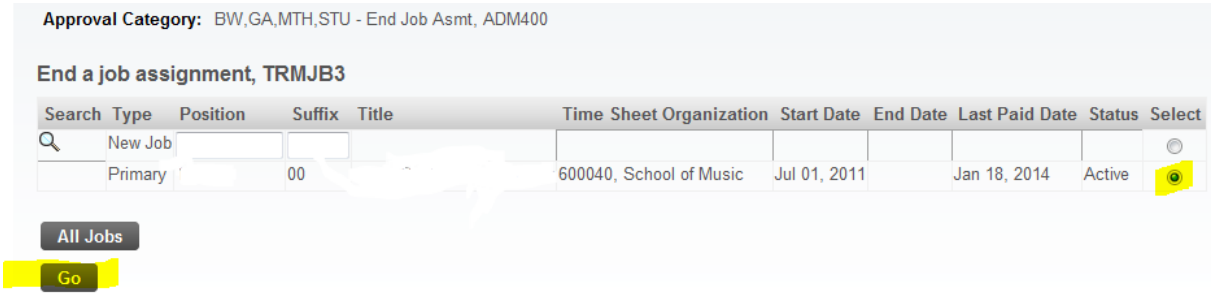
Next, enter the BSU ID number of the employee and tab over. The employee name will appear in the next field. Remember, you can click on the magnifying glass to search for the name. Next, enter the Query Date, which in this situation can be the date you are entering the EPAF:



Select “Administrative – End Job Assignment ADM 400” from the drop-down menu under Approval Category, then click on “Go”:



After clicking on "Go", you should see the job or jobs for the employee. On the far right, select the job you want to end by clicking on the "radio button", then click once again on "Go":

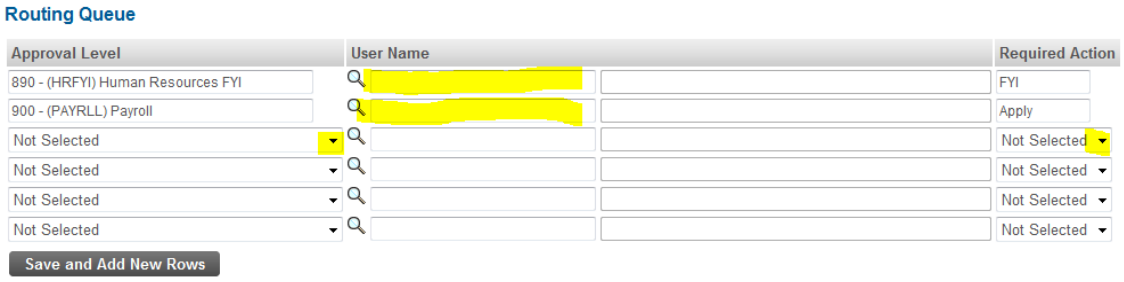


In the "End a Job Assignment" section of the EPAF, enter the PAF Effective Date, , Personnel Date (the date the job actually ended) and the Job Change Reason (typically is RESGN, PROMO, TRANSF). *Be sure to check with your HR Rep if a full-time staff or service employee is moving to another department or another job within your department to ensure incorrect dates don't result in gaps in benefits.

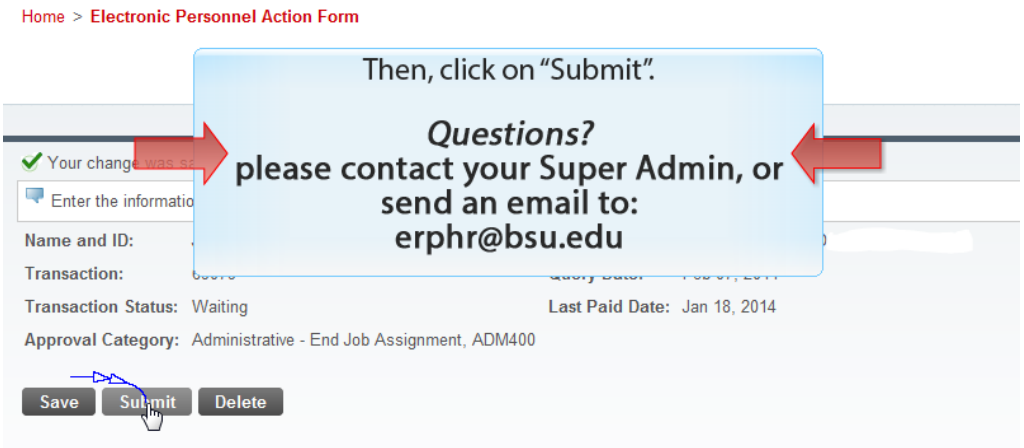
TIP: If you haven't saved the EPAF for a while you may want to do so at this time by clicking the Save button at the top or bottom of the form.

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below is that section with the mandatory approval levels

populated with the appropriate approvers. When you initially go to that section the user name fields will be blank, but when you click on the magnifying glass a list of possible approvers will appear from which you may select:



You may add other approval levels that may be required for your area such as Director, College Budget Director, Budget Office, etc. In most areas, unless you are specifically told otherwise, the Vice President may be assigned an FYI instead of an Approve in the Required Action field.

Next you will see Comment section. It is important to add comments about why the job is ending, for thorough documentation practices:

Finally, save and submit your EPAF: