

Personal Information **Employee** Finance

New EPAF Person Selection

Home > New EPAF Person

Enter an ID, select the line

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Go

- Not Selected
- Administrative - General Title Change, ADM300
- Administrative - Change in Labor, ADM301
- Administrative - End Job Assignment, ADM400**
- Administrative - Change of Supervisor or Org., ADM500
- BW-New Job Assign Ongoing or w End Date, BWK115
- BW - Add or Reactivate a Secondary Job, BWK103
- BW - Change Base Pay, BWK201
- GA-Graduate Assistant-New Stipend Hire, GA115
- MO-Contract Assignment-Faculty AY, Semester, MTH102
- MO-New Job Assign Ongoing or w End Date-TT, Prof, MTH107
- MO - Additional compensation with Labor, Summer, Ret, & T, MTH107
- MO - Change Base Pay, MTH201
- MO - Additional Earnings (Existing Job-no Grants), MTH300
- Student - New Hire, STU110
- Student - New Stipend hire, STU115
- Student - Change Base Pay, STU201
- Not Selected

From the drop-menu, select "Administrative - End Job Assignment, ADM400" item

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":

Approval Category: BW,GA,MTH,STU - End Job Asmt, ADM400

End a job assignment, TRMJB3

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="radio"/>
	Primary		00			600040, School of Music	Jul 01, 2011		Jan 18, 2014	Active	<input checked="" type="radio"/>

All Jobs

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.

* - indicates a required field.

End a job assignment, PAF Effective Date: 07/01/2013, Personnel Date: 07/01/2013, Job Change Reason: SALAJ, Last Paid Date: Jan 18, 2014

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*	07/01/2013	<input type="text" value="02/07/2014"/>
Personnel Date: MM/DD/YYYY*	07/01/2013	<input type="text" value="02/07/2014"/>
Job Change Reason: *	SALAJ	<input type="text" value="RESGN, Resignation"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>

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:

Routing Queue

Approval Level	User Name	Required Action
890 - (HRFYI) Human Resources FYI	<input type="text"/>	FYI
900 - (PAYRLL) Payroll	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

[Save and Add New Rows](#)

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:

Comment

Resigned effective 2/7/2014.

Finally, save and submit your EPAF:

[Home](#) > [Electronic Personnel Action Form](#)

Then, click on "Submit".

Questions?
please contact your Super Admin, or
send an email to:
erphr@bsu.edu

✓ Your change was saved

Enter the information

Name and ID:

Transaction:

Transaction Status: Waiting Last Paid Date: Jan 18, 2014

Approval Category: Administrative - End Job Assignment, ADM400

[Save](#) [Submit](#) [Delete](#)