

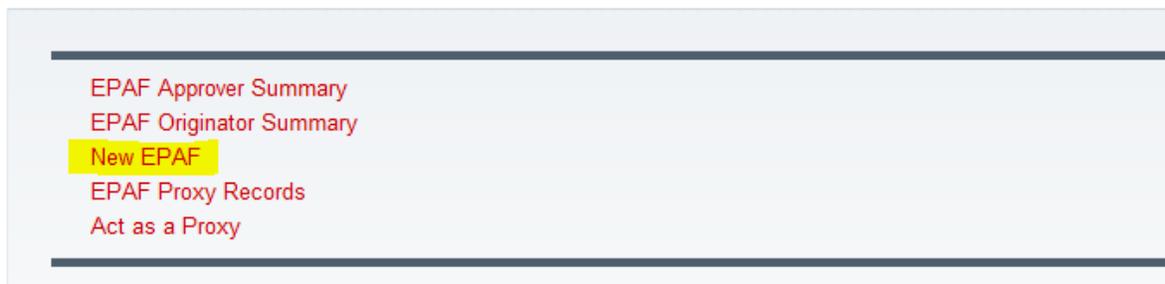
EPAF ADM 400

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:

The screenshot shows a search form with the following fields and elements:

- A header instruction: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go."
- A note: "* - indicates a required field."
- An "ID:" field with a red asterisk, containing "000" and a yellow highlight. To its right is a search icon (magnifying glass) and a yellow highlight.
- A "Query Date:" field with a red asterisk, containing "MM/DD/YYYY" and "02/11/2014" and a yellow highlight.
- An "Approval Category:" field with a red asterisk, containing a dropdown menu with "Not Selected" selected.
- A "Go" button.

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

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, MTH103

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" value=""/>	New Job	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>							<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, TRMJB3, 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](#)