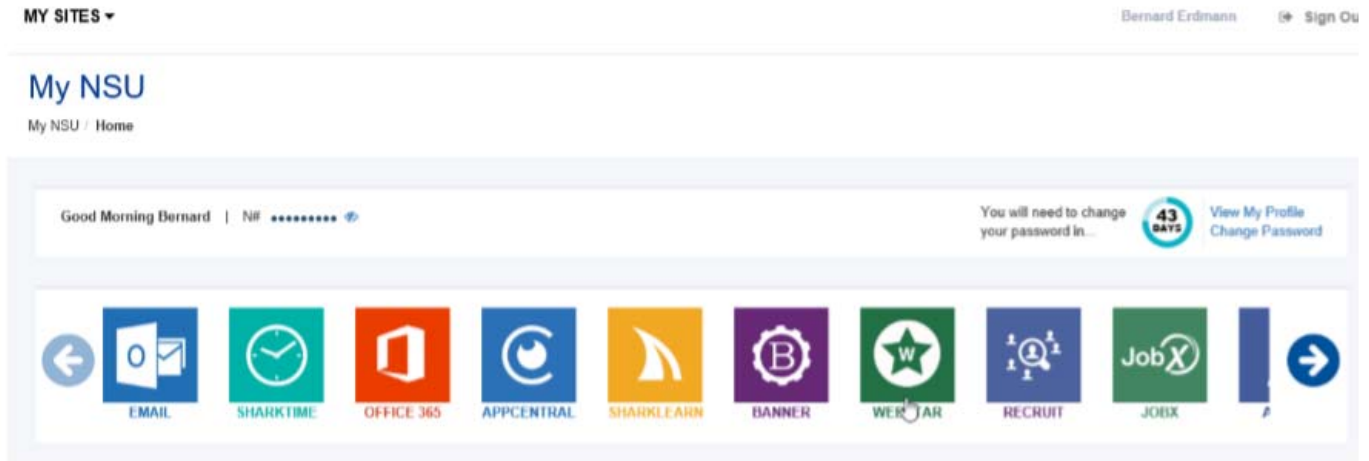
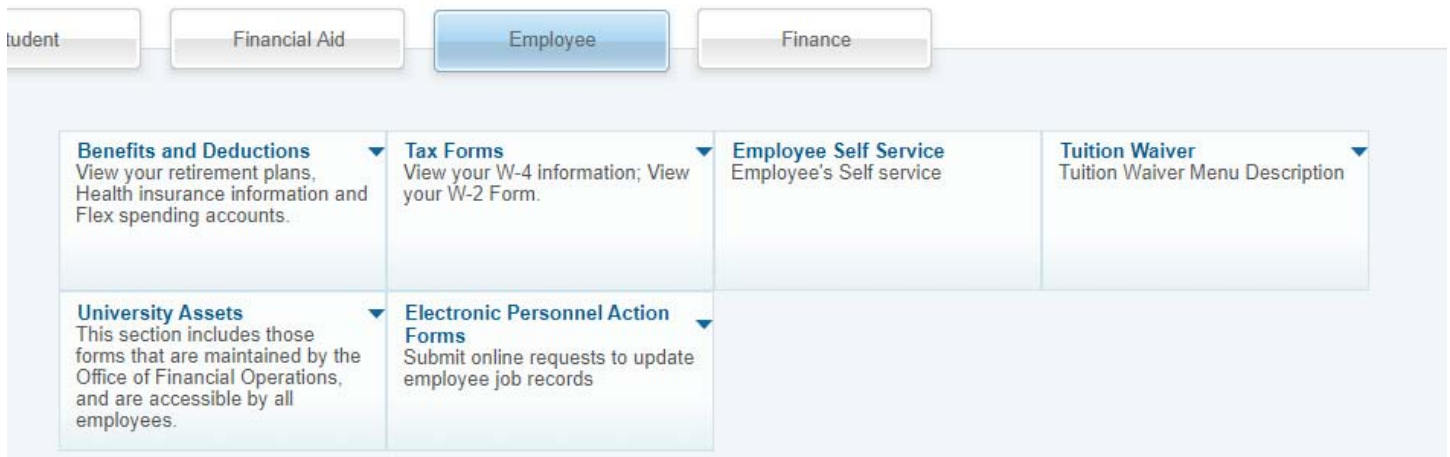


How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

1. Log onto [SharkLink](#) with your system credentials:
2. Click on the link **Webstar**:



3. From the **Webstar page**, select the button **Employee**:
4. From the **Employee page**, select the button **Electronic Personnel Action Forms**:



5. From the **Electronic Personnel Action Forms page**, select the button **Supervisor Change, Terminate Job/Employee**

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The screenshot shows a navigation menu with two main sections. The first section, 'University Assets', includes forms maintained by the Office of Financial Operations. The second section, 'Electronic Personnel Action Forms', includes online requests to update employee job records. Below these sections are three menu items: 'Supervisor Change, Terminate Job/Employee', 'Workflow Reports', 'Personnel Update Form', and 'Special Payment Form'.

- University Assets**
This section includes those forms that are maintained by the Office of Financial Operations, and are accessible by all employees.
- Electronic Personnel Action Forms**
Submit online requests to update employee job records
- Supervisor Change, Terminate Job/Employee
- Workflow Reports
- Personnel Update Form
- Special Payment Form

NOTE: Steps 6 through 11 are for setting up Default Approvers routing (the individuals in HR Shared Services who should approve change requests). This is a one-time setup so proceed to Step 12 if previously completed.

6. Click on the link **EPAF Originator Summary**:

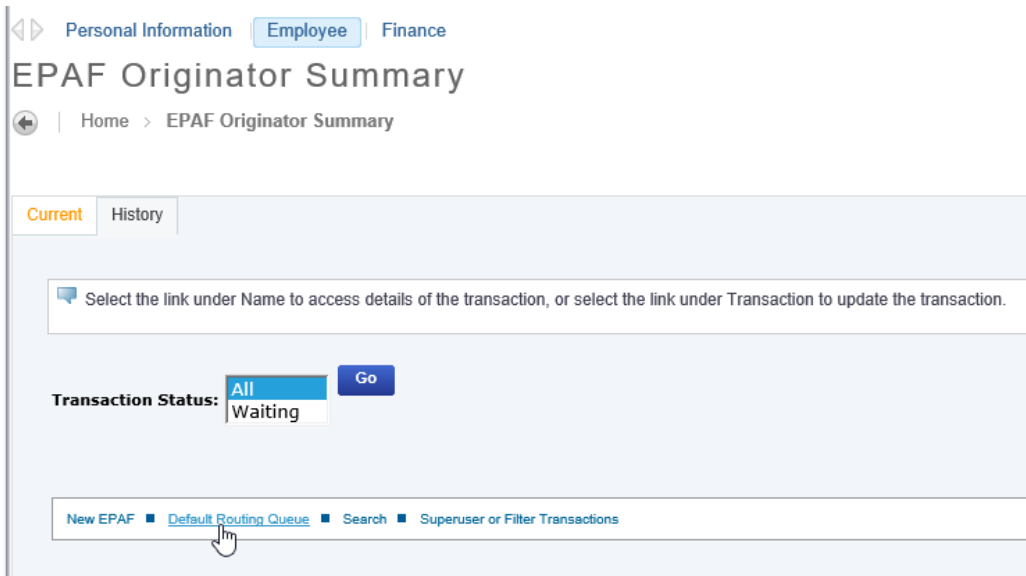
The screenshot shows a web form with the following fields and elements:

- A red asterisk (*) - indicates a required field.
- ID:** * [] [] with a person icon and a magnifying glass icon.
- Query Date:** MM/DD/YYYY* [11/11/2019]
- Approval Category:** * [Not Selected ▼]
- A blue **Go** button.
- A breadcrumb trail at the bottom: [EPAF Approver Summary](#) ■ [EPAF Originator Summary](#)

The page **EPAF Originator Summary** is displayed.

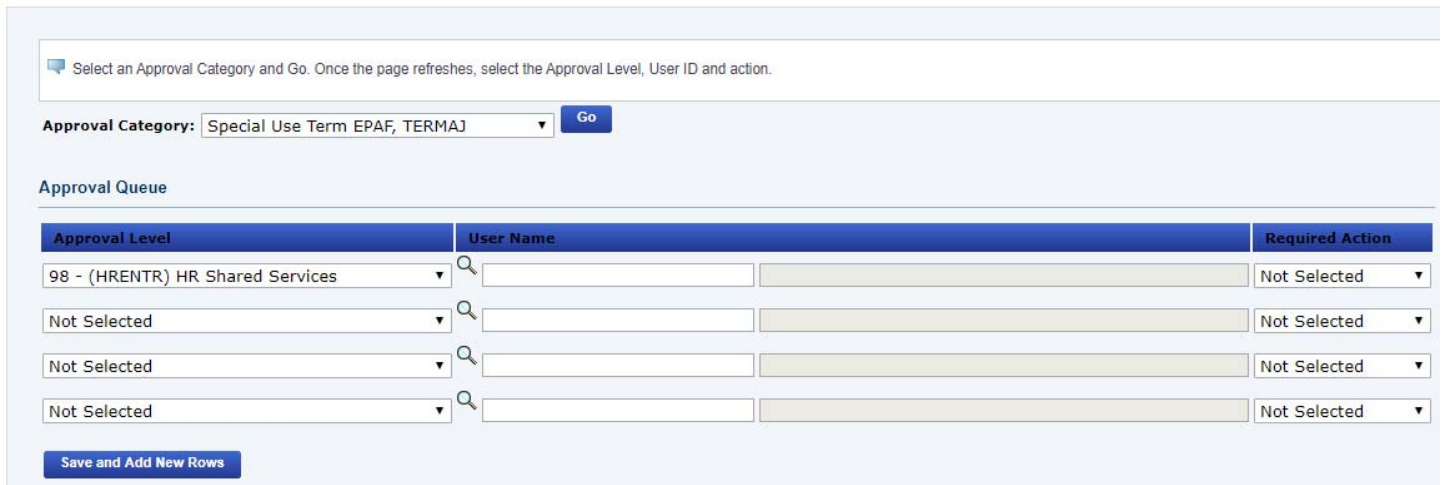
7. Click on the link **Default Routing Queue**:

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)



The page **EPAF Default Routing Queue** is displayed.

8. In the dropdown box **Approval Category**, select the option **Special Use Term EPAF**, then click the option button **GO**:



9. The page displays the required approval levels for Supervisor Changes. On the **Approval Level** row titled **(HRENT) HR Shared Services**, click the search icon to open the popup box:

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Terminate Inactive Employee, TERMAJ Go

Approval Queue

Approval Level	User Name	Required Action
98 - (HRENT) HR Shared Services		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

- The popup box opens and **HR Shared Services** User Name selections are displayed. Select the HR Shared Services Rep for your Center, then click the option button **Select**.
- The popup box closes and the value selected is populated in the field **User Name**.
- When all selections have been made click the option button **Save and Add New Rows**:

EPAF Default Routing Queue

Home > EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Not Selected Go

Approval Queue

Approval Level	User Name	Required Action
98 - (HRENT) HR Shared Services	HLWHIT Lauren Nichole White	Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

The selected options are saved and the top of the page displays the message: **Your change was saved successfully:**

- Click the link **Return to EPAF Menu** at the bottom of the page to return to the **EPAF Menu** page.

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

14. To create a **Special Use Term EPAF** request, select the link **New EPAF**:



The page **New EPAF Person Selection** is displayed:

A screenshot of the 'New EPAF Person Selection' page. At the top, there are navigation tabs: 'Personal Information', 'Employee' (highlighted), and 'Finance'. Below the tabs is the heading 'New EPAF Person Selection' and a breadcrumb trail: 'Home > New EPAF Person Selection'. The main content area is a light blue box containing a search form. At the top of the form is a text box with the 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.' Below this is a legend: '* - indicates a required field.' The form has three main fields: 'ID: *' with two input boxes and a search icon; 'Query Date: MM/DD/YYYY *' with an input box containing '06/12/2017'; and 'Approval Category: *' with a dropdown menu showing 'Not Selected'. A blue 'Go' button is located below the fields. At the bottom of the form, there are two links: 'EPAF Originator Summary' and 'Return to EPAF Menu'.

If the NSU ID of the Employee to be changed is known, enter it in the field **ID**. To search by employee name, click the search icon.

15. When the search icon is selected, the page **Person Search** is displayed. Check the option box **Employee**, enter the relevant name criteria (use % as a wildcard) in the **Name** boxes and click the option button **Go**:

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

Person Search

Home > Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Enter either a First Name and or Last Name or an ID or a SSN/SIN/TIN.

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

16. The screen displays the page **Person Search Results**. Click on the NSU ID of the appropriate employee, or click the link EPAF Person Search to generate a new search:

Home > Person Search Results

To choose a person, select a link under ID.

[EPAF Person Search](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
N01355898	Aguilar Cerrato	Karen	E		
N0003158	Cerrato	Charles	M		
V00005191	Cerrato	Michelle			

1 - 3 of 3

[Return to Top](#)

[EPAF Person Search](#)

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

17. The page **New Person Selection** is displayed with the **NSU ID** and **Name** of the selected employee. From the dropdown box **Approval Category**, select the option **Supervisor Change EPAF** and click the option button **Go**:

* - indicates a required field.

ID: * N00074975 Pamela G Katzir

Query Date: MM/DD/YYYY* 06/02/1995

Approval Category: * Special Use Term EPAF, TERMAJ

Go

18. Enter the Last Work Date and the Termination Date:

- a. **Last Worked= to the date AFTER The Last Paid Date. If the Adjunct does not have a Last Paid Date use the date after their Hire Date.**
- b. **Termination Date= Last Worked Date**

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

Name and ID: Pamela G Katzir, N00074975

Transaction: Query Date: 06/02/1995

Transaction Status: Last Paid Date:

Approval Category: Special Use Term EPAF, TERMAJ

Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Special Use Term EPAF

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	T
Term Reason Code: *(Not Enterable)		97
Last Work Date: MM/DD/YYYY*		06/02/1995
Termination Date: MM/DD/YYYY*		06/02/1995

How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)

19. If a Default Routing Queue is not completed, you will select an approver each time an EPAF is actioned.



Browse

Approval Level	User Name	Required Action
99 - (HR) Human Resources	HLWHIT Lauren Nichole White	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

20. Click the option button **Save**. The page displays the message **Your change was saved successfully**.

21. Click the option button **Submit**:

Electronic Personnel Action Form

Home > Electronic Personnel Action Form

The transaction has been successfully submitted.

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

Name and ID:	Pamela G Katzir, N00074975		
Transaction:	344902	Query Date:	06/02/1995
Transaction Status:	Approved	Last Paid Date:	
Approval Category:	Special Use Term EPAF, TERMAJ		

The screen displays the message **The transaction has been successfully submitted**

22. To submit additional Adjunct Terminations, click **New EPAF** and begin the process again

23. To cancel a submission, email hr4u@nova.edu