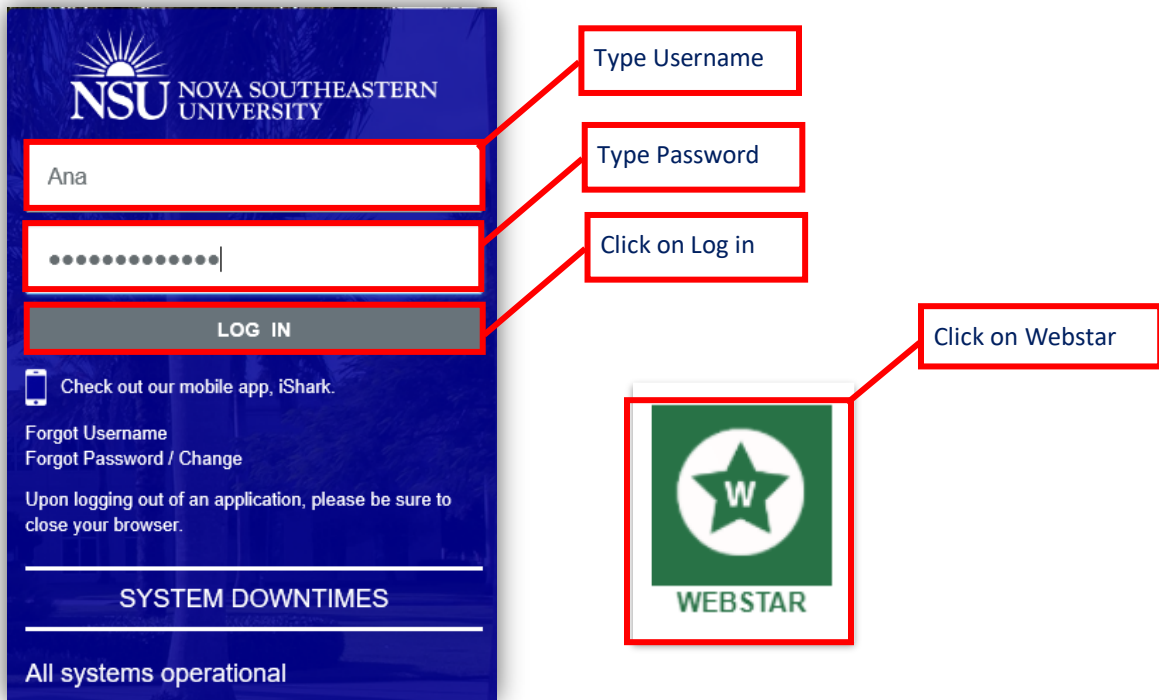


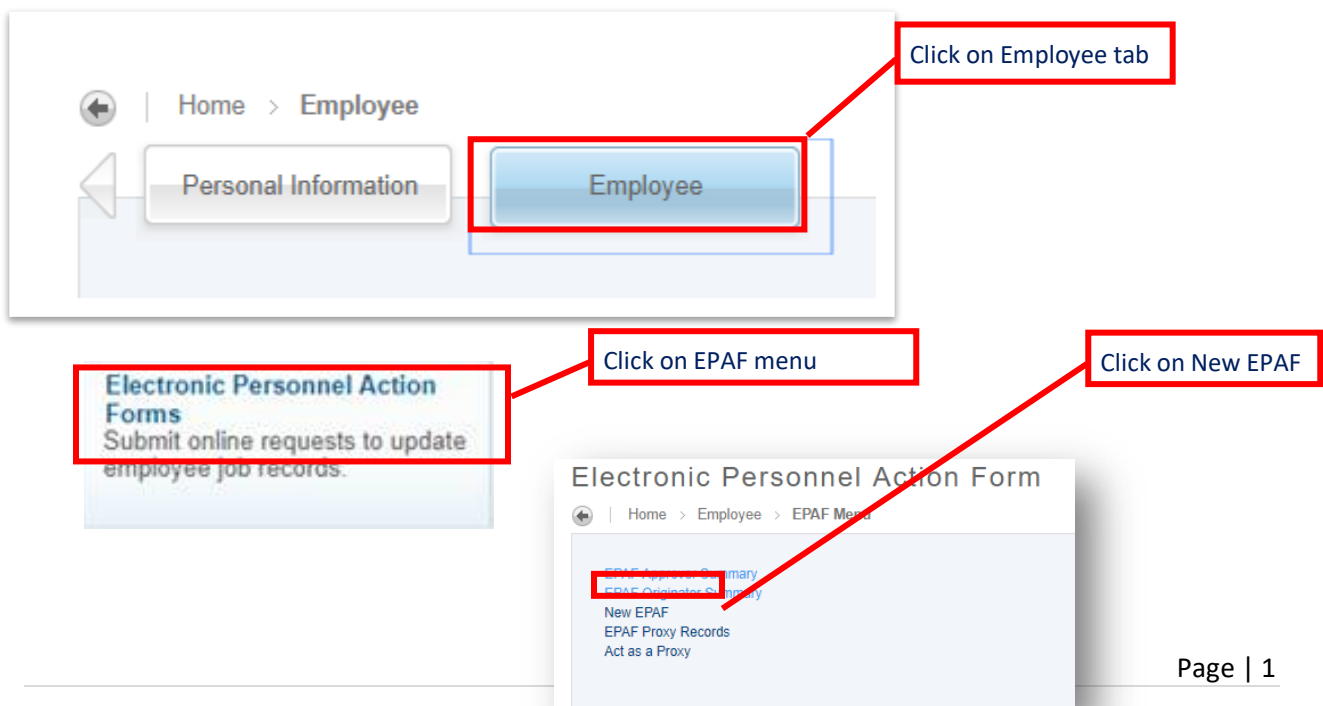
## How to Access the Online Termination (Job) Form

**Note: Google Chrome (this is required browser for this form)**

1. Select a Browser –**Google Chrome is the required browser for this form.**
2. Go to <http://sharklink.nova.edu>

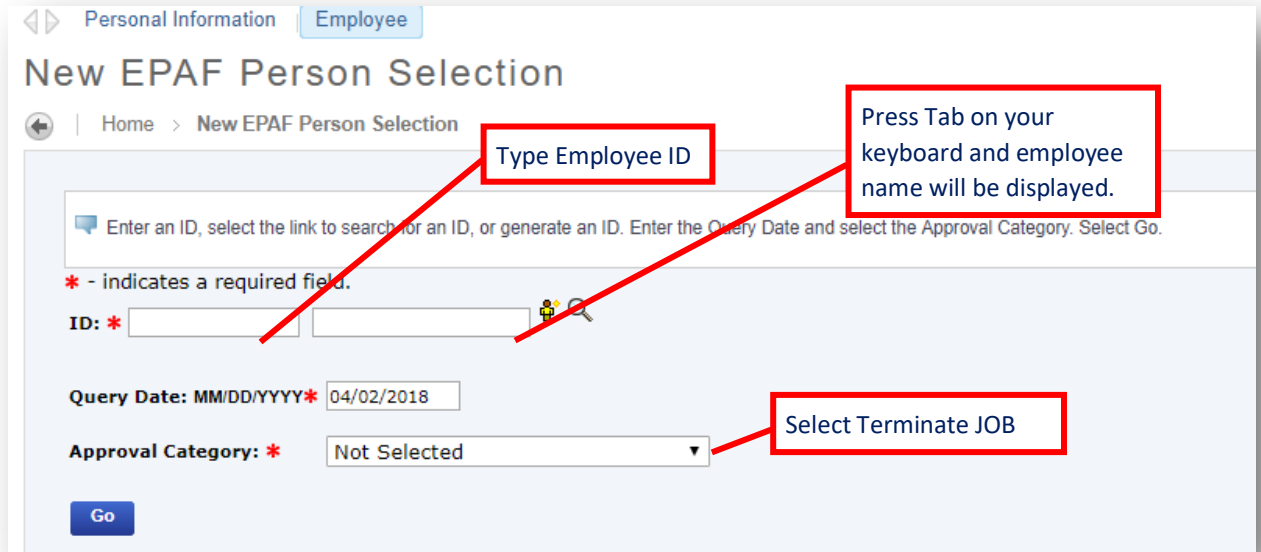


The screenshot shows the NSU login page. The username field contains 'Ana' and the password field is masked with dots. A 'LOG IN' button is visible. Below the login fields are links for 'Forgot Username' and 'Forgot Password / Change'. A 'WEBSTAR' logo is also present. Red boxes and lines highlight the username field, password field, 'LOG IN' button, and the 'WEBSTAR' logo, with corresponding callout boxes.



The screenshot shows a mobile app navigation menu. The 'Employee' tab is highlighted. Below the menu, the 'Electronic Personnel Action Forms' section is visible, with a 'New EPAF' link highlighted. Red boxes and lines highlight the 'Employee' tab, the 'Electronic Personnel Action Forms' section, and the 'New EPAF' link, with corresponding callout boxes.

- 1- Enter the NSU ID for the terminating employee. Then, press Tab on your keyboard.
- 2- Leave Query Date as is
- 3- In the Approval Category drop down menu- select Terminate JOB




Personal Information Employee

### New EPAF Person Selection


Home > New EPAF Person Selection

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.

\* - indicates a required field.

ID: \*   

Query Date: MM/DD/YYYY\*

Approval Category: \*  

**Annotations:**

- Type Employee ID (points to the ID input fields)
- Press Tab on your keyboard and employee name will be displayed. (points to the ID input fields)
- Select Terminate JOB (points to the Approval Category dropdown menu)

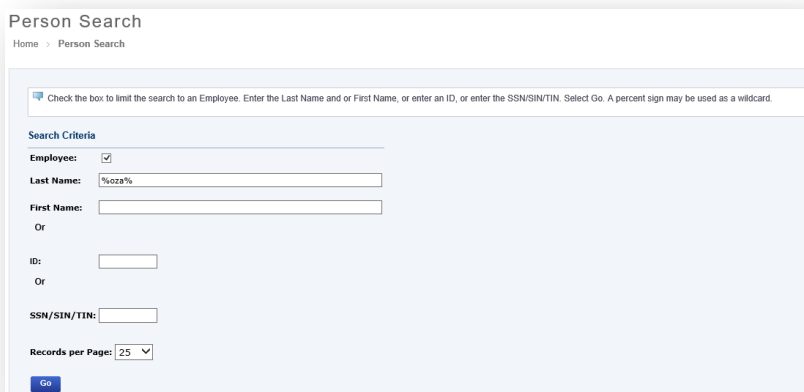
- 4- If you do not know the employee's NSU ID, use the magnifying glass icon to search for it.



\* - indicates a required field.

ID: \*   

**Annotation:** Search (points to the magnifying glass icon)



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.

**Search Criteria**

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:

The person Search page will display. Select the employee checkbox to limit your search to employee records and enter the search criteria (the % sign acts as a wildcard in the search). Select the **GO** button to initiate the search.