

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 <https://sharklinkportal.nova.edu/>
3. Select account to log in with

NSU Florida | **NSU University School**
NOVA SOUTHEASTERN UNIVERSITY

Pick an account

Select account to login with

Click on View All Applications

Click on Self Service Banner

Employee Applications

View All Applications

Self SERVICE Banner
SSB(WebStar)

Click on Employee tab

Electronic Personnel Action Forms
Submit online requests to update employee job records.

Click on EPAF menu

Click on New EPAF

Electronic Personnel Action Form

New EPAF

- 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

The screenshot shows the 'New EPAF Person Selection' form. At the top, there are tabs for 'Personal Information' and 'Employee'. Below the tabs is a breadcrumb trail: 'Home > New EPAF Person Selection'. The main heading is 'New EPAF Person Selection'. Below this is a search 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 red asterisk indicates a required field. The form has three main input areas: 'ID: *' with two text boxes and a magnifying glass icon; 'Query Date: MM/DD/YYYY*' with a text box containing '04/02/2018'; and 'Approval Category: *' with a dropdown menu showing 'Not Selected'. A blue 'Go' button is at the bottom left. Three red boxes with arrows point to specific elements: one points to the 'ID' input boxes with the text 'Type Employee ID'; another points to the magnifying glass icon with the text 'Press Tab on your keyboard and employee name will be displayed.'; and a third points to the 'Approval Category' dropdown with the text 'Select Terminate JOB'.

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

This is a close-up of the search instruction and ID input fields. The instruction says '* - indicates a required field.' Below it is the 'ID: *' label followed by two text boxes. To the right of the text boxes is a magnifying glass icon. A red box with an arrow points to the magnifying glass icon with the text 'Search'.

The screenshot shows the 'Person Search' form. At the top, there is a breadcrumb trail: 'Home > Person Search'. Below this is a search instruction: '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.' The form has a 'Search Criteria' section with a checkbox for 'Employee:' which is checked. Below this are input fields for 'Last Name:' (containing '%0208%'), 'First Name:', 'ID:', and 'SSN/SIN/TIN:'. There is also a 'Records per Page:' dropdown menu set to '25'. A blue 'Go' button is at the bottom left.

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.