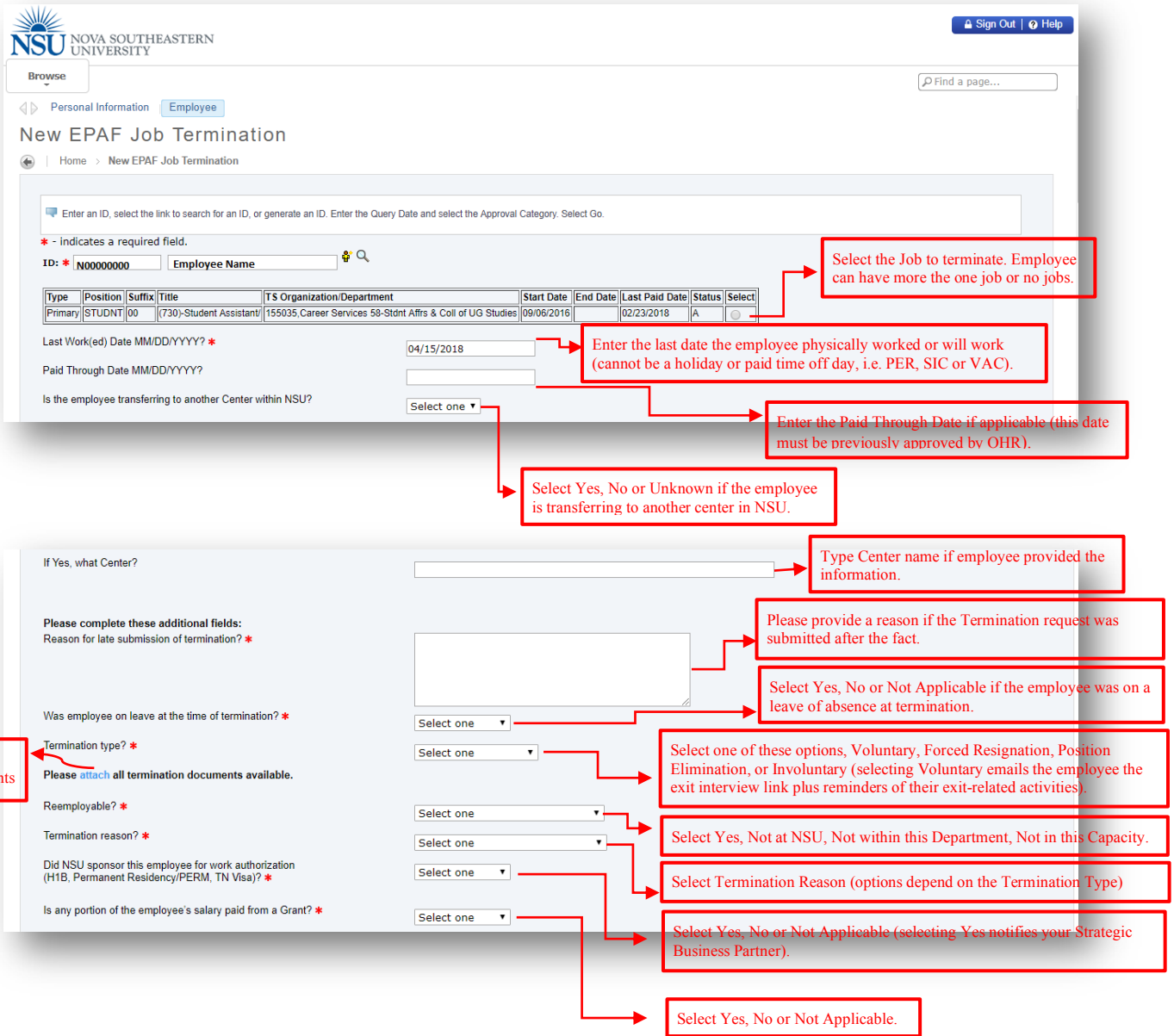


How to fill out the Online Termination (Job) Form

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

1. Select a Browser –**Google Chrome is the required browser for this form:**
 - a. Verify the Employee ID and Name are correct.
 - b. Select the Position (job) to terminate by clicking the corresponding **Select** radio button at the far right.



New EPAF Job Termination

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: * N00000000 Employee Name

Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status	Select
Primary	STUDENT	00	(730)-Student Assistant	155035, Career Services 58-Stdnt Affrs & Coll of UG Studies	09/06/2016		02/23/2018	A	<input type="radio"/>

Last Work(ed) Date MM/DD/YYYY? * 04/15/2018

Paid Through Date MM/DD/YYYY?

Is the employee transferring to another Center within NSU? Select one

If Yes, what Center?

Please complete these additional fields:

Reason for late submission of termination? *

Was employee on leave at the time of termination? * Select one

Termination type? * Select one

Reemployable? * Select one

Termination reason? * Select one

Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)? * Select one

Is any portion of the employee's salary paid from a Grant? * Select one

Callout Boxes:

- Select the Job to terminate. Employee can have more the one job or no jobs.
- Enter the last date the employee physically worked or will work (cannot be a holiday or paid time off day, i.e. PER, SIC or VAC).
- Enter the Paid Through Date if applicable (this date must be previously approved by OHR).
- Select Yes, No or Unknown if the employee is transferring to another center in NSU.
- Type Center name if employee provided the information.
- Please provide a reason if the Termination request was submitted after the fact.
- Select Yes, No or Not Applicable if the employee was on a leave of absence at termination.
- Select one of these options, Voluntary, Forced Resignation, Position Elimination, or Involuntary (selecting Voluntary emails the employee the exit interview link plus reminders of their exit-related activities).
- Select Yes, Not at NSU, Not within this Department, Not in this Capacity.
- Select Termination Reason (options depend on the Termination Type)
- Select Yes, No or Not Applicable (selecting Yes notifies your Strategic Business Partner).
- Select Yes, No or Not Applicable.
- Attach all pertinent termination Documents

Computer Equipment (PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc)? *

Office/Building Keys? *

Petty Cash Funds (Accounts/Cash advances)? *

Work Uniforms? *

Other Items to Collect?

The address below will be used to mail important documents to employee including their W-2 form -- please update if different:

HR/Payroll Address Line 1
Address Line 2
City
State
Zip Code

Submit Cancel

Please identify the items that need to be collected from the employee, selecting one of these options Yes, No, Not Applicable. These answers will be displayed in the Supervisor notification email.

Please list any additional items that need to be collected from the employee. This information will be displayed in the Supervisor notification email.

Please update the employee's current HR/Payroll address if needed.

When you finish, click on Submit button to submit the form or Cancel button to cancel the Termination request.

Remember, you will be receiving warning message if one or more mandatory fields in the Online Termination Form are not filled out.

From webstartest2.nova.edu
Enter Reemployable First.

Sign Out Help

Browse

City
State
Zip Code

Submit Cancel

Find a page...

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Please verify you receive the confirmation message below before leaving the Online Termination (Job) form. This confirms that your request has been submitted to OHR>Shared Services.

From webstartest2.nova.edu
Workflow Termination for Employee Name Started.

Sign Out Help

Browse

City
State
Zip Code

Submit Cancel

Find a page...

Click on OK button