

EARLY TERMINATION

Early Termination Electronic Personnel Action Forms (EPAFs) are for ending EPAFs with a built-in end date earlier than previously entered. Categories that include built in terminations include Actors (ACTR), Adjuncts (ADJ), Graduate Teaching Assistants (GTA), Graduate Research Assistants (GRA), Miscellaneous Pays (MISC), Resident Assistants (RA), Summer Research (SUMR), and select Non-Student Wage (WAGE), Student Wage (SWAG), and Work Study (WKST) positions. If a position already has an end date (view NBIJLST to double check) and the employee leaves prior to that date, continue with this manual. If position did not already have an end date (OHWAGE, CHWAGE, OHSWAG, CHSWAG, OHWKST, OR CHWKST), see the **Termination of Job** Manual. If the assignment needs to be completely terminated, please complete a Hard Copy EPAF Form, and submit with approval signatures to the Office HR & Payroll.

Based on the type of employee and job that is being processed select the correct 'Early Termination' approval category from the list provided below:

<u>Code</u>	<u>Description</u>
ETACTR	Early Termination, Actors
ETADJ	Early Termination, Adjunct
ETGRA	Early Termination, GRA
ETGTA	Early Termination, GTA
ETMISC	Early Termination, Misc Pay
ETRA	Early Termination, Resident Assist
ETSUMR	Early Termination Sum Research
ETSWAG	Early Termination Student Wage
ETWAGE	Early Termination, Wage
ETWKST	Early Termination Work Study

NOTE: Sensitive information, such as names, G numbers, and Social Security numbers, is not included in this manual. Please keep in mind that in the live Banner Application all G numbers consist of the letter G followed by 8 digits. If you have any questions about the format of any fields in this manual, please contact the Office of HR & Payroll at (703) 993-2600.

Navigation Shortcuts



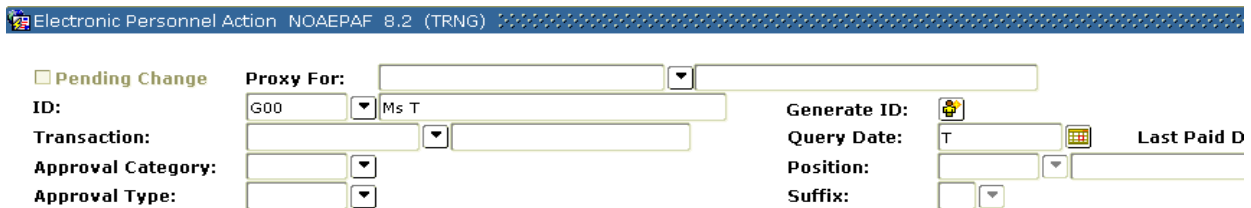
Function	Pull-down Menu Option	Old Shortcut	New Shortcut	Toolbar Icon
Save or Commit	File/Save	Ctrl + S	F10	1
Rollback	File/Rollback	F8	Shift + F7	2
Select	File/Select	N/A	Shift + F3	3
Insert Record	Record/Insert	Ctrl + Down Arrow	F6	4
Delete Record	Record/Remove	Ctrl + Up Arrow	Shift + F6	5
Previous Record	Record/Previous	Up Arrow	Up Arrow	6
Next Record	Record/Next	Down Arrow	Down Arrow	7
Previous Block	Block/Previous	Shift + Page Up	Ctrl + Page Up	8
Next Block	Block/Next	Shift + Page Down	Ctrl + Page Down	9
Enter Query	Query/Enter	F11	F7	10
Execute Query	Query/Execute	Ctrl + F11	F8	11
Cancel Query	Query/Cancel	F4	Ctrl + Q	12
Print	File/Print	Ctrl + P	Shift + F8	13
Exit	File/Exit	F4	Ctrl + Q	14
Next Field	Field/Next	Tab	Tab	none
Previous Field	Field/Previous	Shift + Tab	Shift + Tab	none
List of Values	Help/List	F9	F9	none
Show Keys	Show Shortcut Keys	Ctrl + K	Ctrl + F1	none

Step by Step Instructions

1. Type **NOAEPAF** in text box and click **Enter** to begin the EPAF process.

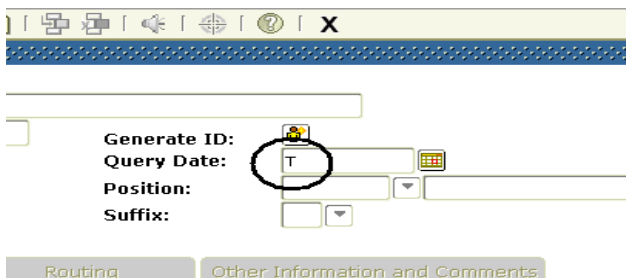


2. This screen auto-populates with the last person you were making entries to, be sure to verify you want to enter an assignment for this person. Enter the correct G number in the ID field.



3. Enter the current date in the *Query Date* field and press **Tab**.

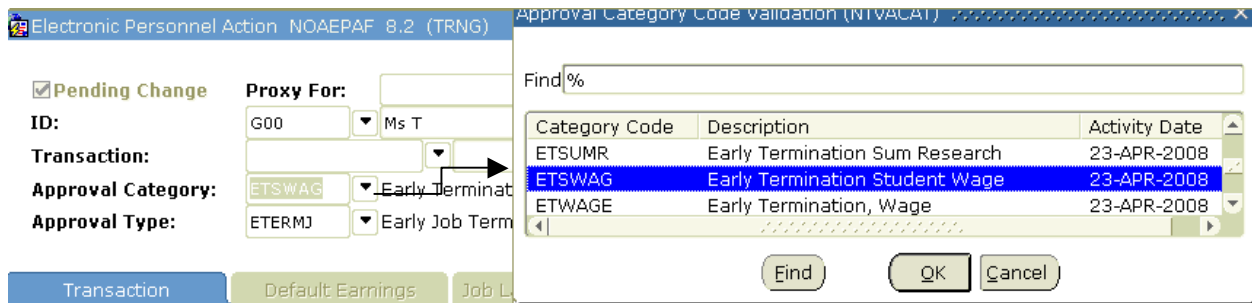
(Shortcuts- if you type the letter **T** and press **tab**, today's date will be entered.)




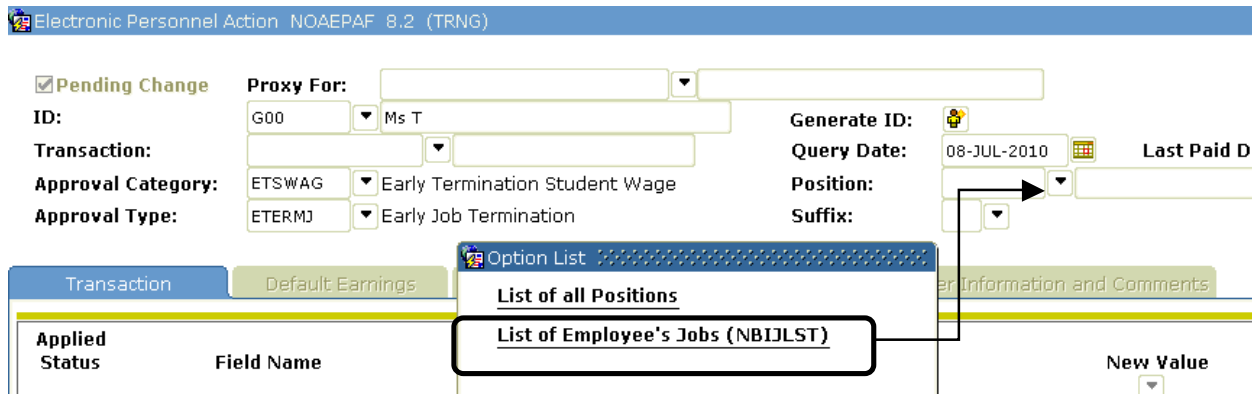
4. Enter the appropriate *Approval Category* from the list below. By double-clicking the icon next to *Approval Category* field, the list of acceptable values is displayed. Notice that the description of the action is listed after the text field. The approval category for the early termination EPAF **must** match the type of EPAF originally submitted. For example, to terminate a Graduate Teaching Assistant, an ETGTA (Early Termination, GTA) must be used. If the class codes do not match, the EPAF will not be successful.


<u>Code</u>	<u>Description</u>	<u>Original EPAF class code</u>	<u>Original EPAF Transaction</u>
ETACTR	Early Termination, Actors	AC	OHACTR – Original Hire, Actor CHACTR – Current Hire, Actor
ETADJ	Early Termination, Adjunct	AD	OHADJ – Original Hire, Adjunct CHADJ – Current Hire, Adjunct
ETGRA	Early Termination, GRA	GR	OHGRA – Original Hire, Graduate Research Assistant CHGRA – Current Hire, Graduate Research Assistant
ETGTA	Early Termination, GTA	GA	OHGTA – Original Hire, Graduate Teaching Assistant CHGTA – Current Hire, Graduate Teaching Assistant
ETRA	Early Termination, RA	RA	OHRA – Original Hire, Resident Asst CHRA – Current Hire, Resident Asst
ETMISC	Early Termination, Misc Pay	MP	OHMISC – Original Hire, Misc Pay CHMISC – Current Hire, Misc Pay
ETSUMR	Early Termination, Sum Research	AD	OHSUMR – Original Hire, Summer Research CHSUMR – Current Hire, Summer Research
ETSWAG	Early Termination, Student Wage	SW	OHSWAT – Original Hire, Student Wage w/Term Date CHSWTD – Current Hire, Student Wage w/Term Date
ETWAGE	Early Termination, Wage	WG	OHWGTD – Original Hire, Non-Student Wage w Term Date CHWGTD – Current Hire, Non-Student Wage w Term Date
ETWKST	Early Termination, Work Study	WS	OHWSTD – Original Hire, Work Study w/Term Date CHWSTD – Current Hire, Work Study w/Term Date

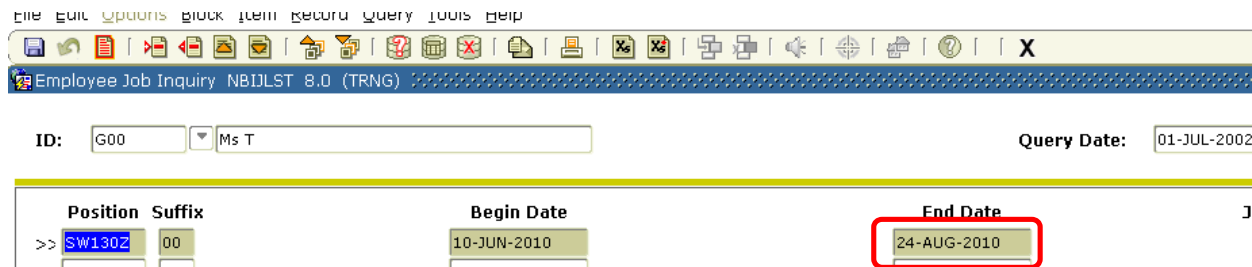
5. The ***Approval Type*** is auto-populated according to the ***Approval Category*** selected.




6. If you know the Position number and Suffix that you wish to end early, enter it in the Position and Suffix field.
 - A. If you are not sure of the employee's current position number, click on the  icon after the position or suffix field to choose the appropriate value. Click on the **List of Employee's Jobs (NBIJLST)**.



- B. Make sure the position number you wish to end early is highlighted and double click in the position field or click on the  icon. **This position must have an end date already in Banner for the early termination EPAF to be successful.** Refer to the Termination EPAF manual if the position does not have an end date already in Banner.




7. Press both Press both CONTROL and PAGE DOWN or click the  **NEXT BLOCK icon** to access the next fields. There is only 1 field available to be modified in this type of EPAF. The Current Value column is grayed out and cannot be changed. The column is provided for your reference.

Applied Status	Field Name	Current Value	New Value
<input checked="" type="checkbox"/>	Jobs Effective Date	10-JUN-2010	
<input type="checkbox"/>	Job Status	A	T
<input type="checkbox"/>	Job Change Reason	NH	CA

- A. **Jobs Effective Date** – Type the date of the employee’s last worked date. The termination date must be on or after the ‘Last Paid Date’ displayed at the top of the form. **Non-Student Wage, Student Wage, and Work Study** employees will not be able to access his/her timesheet after the date entered here. **The end date must be the 9th or 24th for the following class codes: GTA, GRA, Adjunct, Misc Pay, RA and Summer Research.**

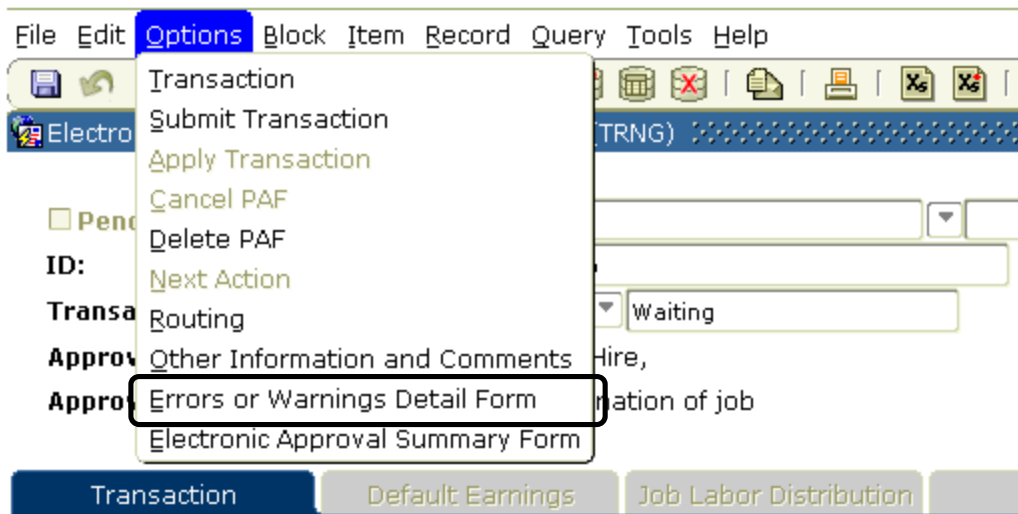
Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Jobs Effective Date	10-JUN-2010	24-JUN-2010
<input type="checkbox"/>	Job Status	A	T
<input type="checkbox"/>	Job Change Reason	NH	CA



8. Click the **F10** button or the  icon to save.
9. Next click on the **Routing** tab or select **Routing** from the **Options** menu. This is where you will enter the names of the individuals who will approve the Electronic Approval.

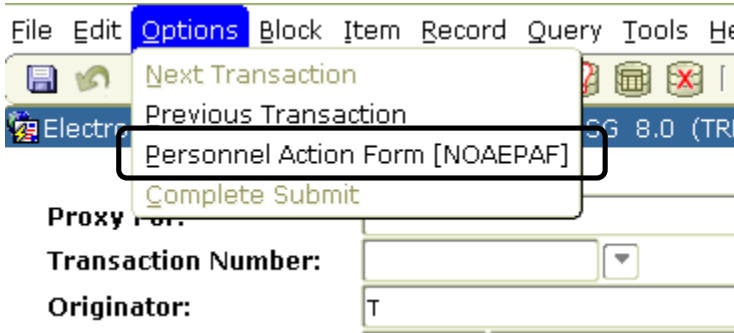
Originator ID:

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
REQAPP	40			Approval	In Queue	
APPLY	90			Apply	In Queue	

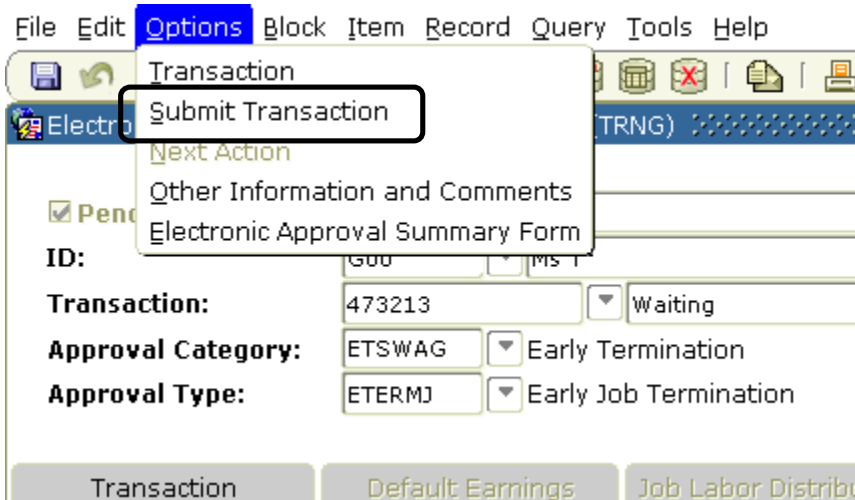
- A. There are two levels required for all EPAFs - **Required Approver** (level REQAPP) and **Applier** (level APPLY). Enter the usernames for the **Required Approver(s)** and **Applier**.
- B. The **Required Approver** is generally the departmental approver.



- C. If you need to go back and fix an error, select **Options** from the toolbar and then **Personnel Action Form**. If this is not an available option, click the  icon until it is. Continue to resolve all errors and then click **Save** or the  icon.



- D. Select **Options** from the toolbar and then **Submit Transaction**. If additional errors or warnings exist you will get another screen that outlines the changes you need to make.



- E. Once the screen says “Transaction Submitted,” the EPAF is on its way to the approver. Note that the Transaction Status has changed from Waiting to Pending.

Pending Change

Proxy For:

ID:

Transaction:

Approval Category:

Approval Type: