Terminate Student/Temp Student Job Early EPAF (TERMST)

Use this EPAF Approval Category to terminate a student job mid-semester.

1. Select “New EPAF” to create a new EPAF.

2. On the “New EPAF Person Selection” screen
   a. Enter the NMU IN of the employee and press tab. The individual’s name will then appear. **Verify you have the correct employee before proceeding.**
   b. Enter the effective date of the termination in the format displayed. The effective date cannot be prior to the current pay period.
   c. Click on the Approval Category drop-down arrow to display the list.
   d. Select “Terminate Student/Temp Student Job Early, TERMST”
   e. Click “Go”
3. The “New EPAF Job Selection” screen will display the employee’s currently active jobs.
   a. Click the radio button on the right to select the appropriate position number. **Please verify you have the correct position number if the employee has more than one job listed.**
   b. Click “Go.”

   ![New EPAF Job Selection](image)

   **RELEASE: 8.8**

4. Verify the date for the termination is correct under the “Termination of Student Job” section on the “Electronic Personnel Action Form” screen and update if needed. The date does not have to be the first day or last day of the pay period. It can be any date within the current pay period you choose as long as the student will no longer be working after that date.

   ![Termination of Student Job, 200122-00 Student](image)

5. Scroll down the page to the “Routing Queue” section, type in the following for the approval levels or use the looking glass to select the appropriate username.
   a. First level: “99 – (HR3) Student HR Apply” = JUNELSON

   ![Routing Queue](image)
6. DO NOT enter a comment in the comment section. The comments will not be read by payroll.
7. Click “Save” on the bottom of the screen.

8. After saving the EPAF you will receive the following message “Your change was saved successfully.”

Electronic Personnel Action Form

- Your change was saved successfully.
- Enter the information for the EPAF and either Save or Submit

Name and ID: Joe Smith, 00305541  
Job and Suffix: 200122-00, Student
Transaction: 27132  
Query Date: Mar 20, 2013
Transaction Status: Waiting  
Last Paid Date: 
Approval Category: Terminate Student Job, TERMST

Save  Submit  Delete

9. Click “Submit” to process.
10. Upon successful submission, you will see the following message, “The transaction has been successfully submitted.” Ignore all warning messages. See the “Common Student EPAF Errors” to correct any error messages received.

Electronic Personnel Action Form

- The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Name and ID: Joe Smith, 00305541  
Job and Suffix: 200122-00, Student
Transaction: 27132  
Query Date: Mar 20, 2013
Transaction Status: Approved  
Last Paid Date: 
Approval Category: Terminate Student Job, TERMST