

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.

Northern Michigan University

My NMU

Personal Information Student Services & Financial Aid **Employee** WebTailor Administration

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form

[EPAF Approver Summary](#)
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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"

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: *

Effective Date: MM/DD/YYYY*

Approval Category: *

Go

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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

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Joe Smith, 00305541
Query Date: Mar 20, 2013
Approval Category: Terminate Student Job, TERMST

Termination of Student Job, TERMST

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>				
Primary	200122	00	Student	272100, Human Resources	Aug 19, 2012	May 11, 2013		Active	<input checked="" type="radio"/>

All Jobs

Go

New EPAF
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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

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/19/2012	03/20/2013
Job Status: *(Not Enterable)	Active	F

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

Approval Level	User Name	Required Action
99 - (HR3) Student HR Apply	JUNELSON June M. Nelson	Apply
Not Selected		Not Selected

Save and Add New Rows

- DO NOT enter a comment in the comment section. The comments will not be read by payroll.
- Click "Save" on the bottom of the screen.

Comment

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- 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		

- Click "Submit" to process.
- 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		