

Instructions for Termination ePAF TERME and TERMJ

Overview

We have revised the termination process and related ePAFs to help improve the efficiency and tracking of termination information. **Effective July 26, 2010**, Personnel Administrators (PAs) **must** submit termination ePAFs for all job terminations (internal and external).

Please note these reminders:

- **The Termination ePAF is used when an employee...**
 - is terminated and leaves VCU
 - transfers to a position in another department – *new*
 - changes position within the same department – *new*
 - an overload or secondary/special rate job is terminated

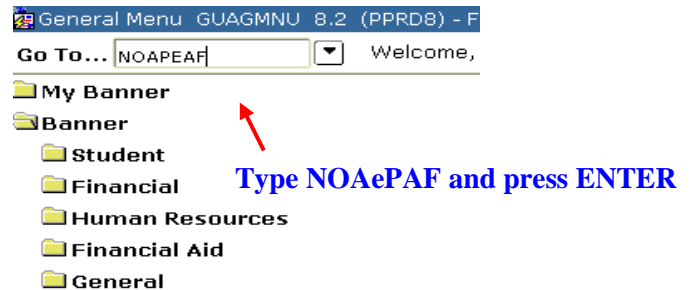
- **The Termination ePAF is NOT used when an employee is laid off.** The PA coordinates this process with his/her [HR Generalist](#).

Instructions for TERME ePAF

If you are a first time TERME/TERMJ ePAF user, set up routing before you create ePAF. For more information, see [ePAF Routing Set Up Instructions](#).

Create a TERME ePAF

Log in to Banner and type NOAPEAF in the “Go To” box. Press Enter. This will take you to NOAPEAF form.



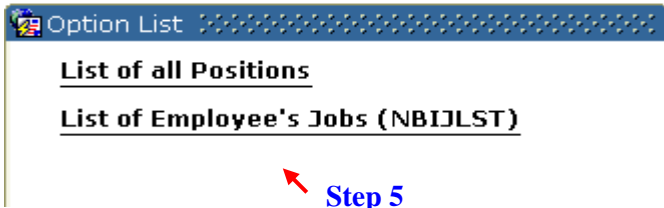
Step 1: Enter the V number in the ID field and press TAB.

Step 2: In the **Approval Category** field, type TERME and press TAB. TERMJ will be populated in **Approval type** field.

Step 3: Enter today's date in **Query date** field.

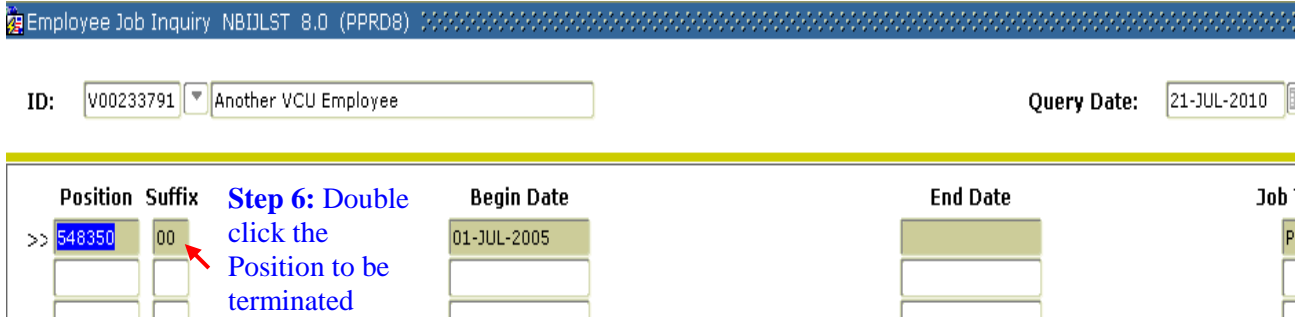
The screenshot shows the 'Electronic Personnel Action NOAPEAF 8.2 (PPRD8)' form. Red arrows and blue labels indicate the steps:

- Step 1:** Points to the 'ID' field containing 'V00233791' and the dropdown menu showing 'Another VCU Employee'.
- Step 2:** Points to the 'Approval Category' dropdown menu showing 'TERME' and 'Termination of Employment', and the 'Approval Type' dropdown menu showing 'TERMJ' and 'Termination Job only'.
- Step 3:** Points to the 'Generate ID' icon (a person) and the 'Query Date' field containing '21-JUL-2010'.
- Step 4:** Points to the 'Position' dropdown menu.



Step 4: Enter position number if you know it or click on the position drop-down button.

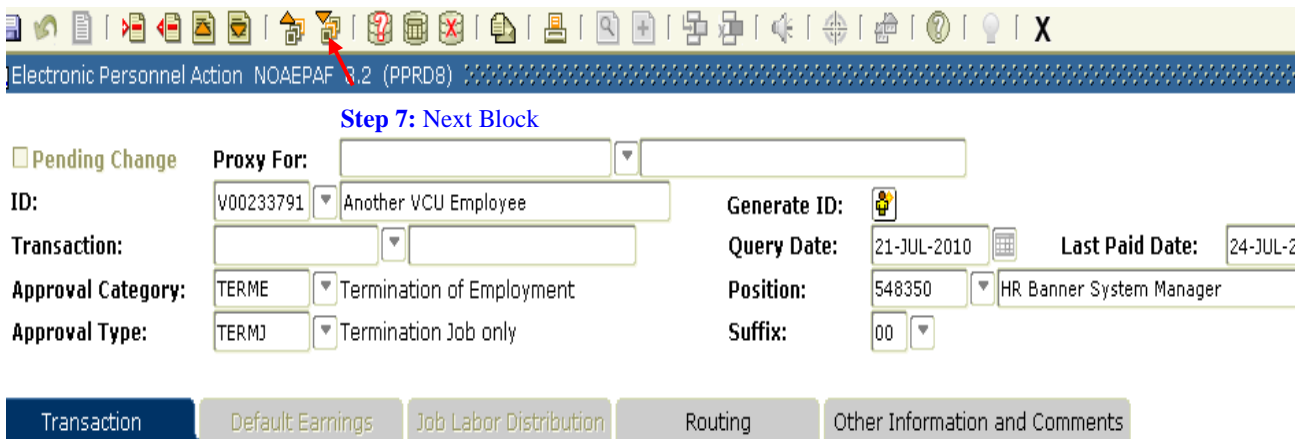
Step 5: Click on "List of Employee's Jobs" (NBIJLST).



Step 7: You will now be in NOAEPAF page. Click on Next block to display ePAF information.

Step 8: Make sure the values under Current Value block is not blank. (Follow the steps indicated in screenshot below.) Make sure the Job status is "A" (active). You can terminate only active jobs.

Step 9: Click on the Job Effective Date and Personnel Date under the New Value. Enter the job effective date and Personnel Date.



Applied Status	Field Name	Current Value	New Value
<input checked="" type="checkbox"/>	Jobs Effective Date	10-JUN-2010	24-JUL-2010
<input type="checkbox"/>	Personnel Date	10-JUN-2010	18-JUL-2010
<input type="checkbox"/>	Job Status	A	T
<input type="checkbox"/>	Job Change Reason	STR	

Step 11: Click on drop down arrow.

Step 9: Enter Job Effective date and Personnel Date

Step 8: Make Sure Current value is not blank

Step 10: Click on Job Change reason

Personnel Date is the True action date. (In case of Termination ePAFs it is the true termination date) where as Effective Date is the date the action will start in Banner. In most cases effective date and personnel date are the same.

Here is an example which will help you to pick appropriate personnel date -
 Assuming that today's date is 21-JUL-2010 and the last paid date is 09-JUL-2010, here are some possible scenarios:

Current Pay Period	Effective date = Personnel Date	Job termination between July 10 and 24	Effective Date = 16-JUL-2010 Personnel Date = 16-JUL-2010
Future Pay Period	Effective date = Personnel Date	Job termination after July 24	Effective Date = 01-AUG-2010 Personnel Date = 01-AUG-2010
Previous(Retro) Pay Period	Effective date > Personnel Date Effective Date = Last Paid Date	Job termination before July 9	Effective Date = 09-JUL-2010 Personnel Date = 05-JUL-2010

Step 10 & 11: Click on Job Change reason. Either type in the code if you know it or click on the drop-down arrow under new value and look up the job change reason.

Step 12: Double-click on the one you want to select.

Job Change Reason Code Rules PTRJCRE 8.0 (PPRD8)

Job Change Reason Code	Description	Job Change Type	Description	Display Priority on Web
1T09	Resign: Better Job	VS	Voluntary Separation	<input type="checkbox"/>
1T10	Resign: Dissatisfied	VS	Voluntary Separation	<input type="checkbox"/>
1T11	Resign: Home Responsibilities	VS	Voluntary Separation	<input type="checkbox"/>
1T12	Resign: Return to School	VS	Voluntary Separation	<input type="checkbox"/>
1T13	Resign: Leaving Area	VS	Voluntary Separation	<input type="checkbox"/>
1T14	Resign: Military Service	VS	Voluntary Separation	<input type="checkbox"/>

Step 12: Double click On the code

Refer [PAF Reference Guide](#) for more information about job change reasons

Step 13: Make sure the code you selected displays on the ePAF.

Step 14: Click on Save to SAVE the ePAF. The transaction number will be generated and the ePAF will now be in waiting status.

You are not done yet - you may Enter Comments if necessary and Submit the ePAF.

Electronic Personnel Action NOAEPAF 8.2 (PPRD8)

Step 14: Save

Pending Change

Proxy For:

ID: V00233791 Another VCU Employee

Transaction: 73054 Waiting

Approval Category: TERME Termination of Employment

Approval Type: TERMJ Termination Job only

Generate ID:

Query Date: 21-JUL-2010

Position: 548350 HR Banner System M

Suffix: 00

Step 15: Displayed

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date	10-JUN-2010	24-JUL-2010
P	Personnel Date	10-JUN-2010	18-JUL-2010
P	Job Status	A	T
P	Job Change Reason	STR	1T01

Step 13: Make sure the code is displayed

Enter Comments

Before you submit ePAF, you may enter Comments in **Other Information and Comments**. Comments are always appreciated but there are certain scenarios when a comment is very important.

Step 1: Click on the "Other Information and Comments Tab."

Step 2: Enter comments in the Comments field. Click Save.

Transaction Default Earnings Job Labor Distribution Routing **Other Information and Comments**

Created Date: 23-JUL-2010 Submitted Date: Application Date:
Originator ID: DHARSH Submitter ID: Applied to Database By:

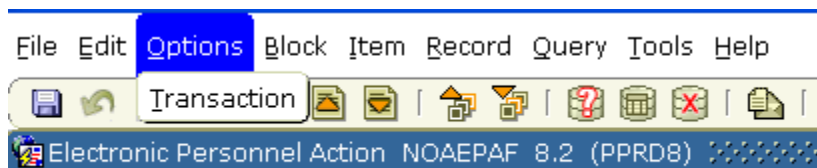
Step 1

Comment: Employee true termination date is 18-JUL and employee is overpaid from 19 to 24-JUL. Leave balances will be submitted to hrdocs@vcu.edu email

Step 2

Date and Time: 23-JUL-20
Made By: DHARSH

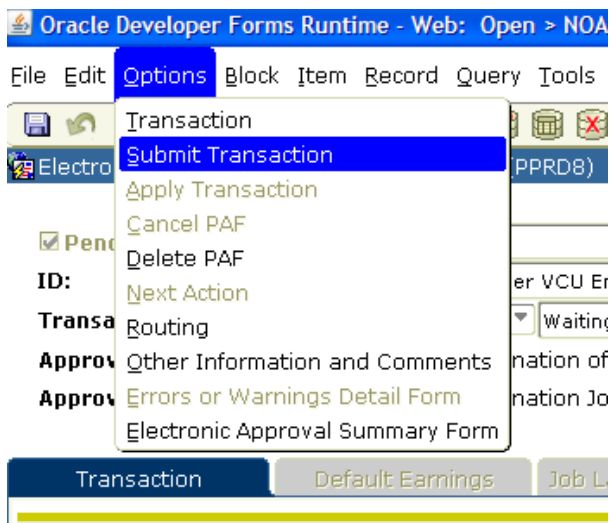
Step 3: Click on Options → Transaction and then submit the ePAF.



Submit ePAF

Creating an ePAF is not enough. The creator/originator needs to submit the ePAF so that HR can process the ePAF.

Step 1: On the NOAEPAF form, click on Options → Submit transaction from the drop-down menu.



Step 2: Once the ePAF is submitted, verify the transaction status is changed to **Pending**.

<input type="checkbox"/> Pending Change	Proxy For:	<input type="text"/>
ID:	V00233791	Another VCU Employee
Transaction:	73029	Pending
Approval Category:	TERMJ	Termination Job only
Approval Type:	TERMJ	Termination Job only

Next Steps – Final Timesheet

After you submit a TERME ePAF, your department timekeeper must submit the final timesheet and leave balances to HR. This is required **only** if you are terminating benefits-eligible employees. Law requires that leave balances be paid out within two pay periods after employee termination. If an employee goes to another state agency, the balances will be transferred to that agency.

NOTE: If a benefited employee moves to a non-benefited job within VCU, the PA needs to submit timesheet to payout leave balances (including cases where a full time 12 month faculty moves to a 9 month faculty position).

Click here to submit [Final Timesheet](#).

Instructions for submitting a TERMJ ePAF

If you are a first-time user, set up routing before you create an ePAF. For more information, see [ePAF Routing Set Up Instructions](#).

Create a TERMJ ePAF

Follow the same instructions for creating a TERME ePAF except – in **Step 2:** In the **Approval Category** field, type **TERMJ (instead of TERME)** and press TAB.

ePAF Termination Report

Please run the “ePAF Termination Report” in the SAS Web Reporting Studio under the Personnel Administrators folder **every pay period** to ensure all the termination ePAFs are submitted and are not in “Waiting Status.” This will avoid any overpayments to terminated employees.

Users can select multiple ePAF statuses by pressing the **Ctrl** button on the keyboard and by clicking on the various ePAF statuses in the report parameter.

Additionally, this report can be run by departments to identify employee terminations over a period of time. The report can be downloaded into excel by selecting the output type “EXCEL.”

HR Contact Information

ePAF Processing: 827-1770
Benefits: 827-1723
Payroll: 828-0740

Leave: 828-1712
Banner Security: 827-0495

See also the listing of [HR Generalist and HR Operations Staff](#).