TTU Terminate Employee AND End Secondary Job (new), TTRME2

Key:
BLUE, 1st Personnel Action: Step 1, End Secondary Job
GREEN, 2nd Personnel Action: Step 2, Terminate Ex or Nonex Primary Job

1. Select EACH Approval Type (see illustration, step 2)

<table>
<thead>
<tr>
<th>Step</th>
<th>WHEN YOU SEE THIS APPROVAL TYPE:</th>
<th>DO THIS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>End Secondary Job</td>
<td>Click (Select) the line with the Secondary Job T# to End Secondary Job. Click NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>2</td>
<td>End Job</td>
<td>Click (Select) the line with the Primary Job T# to End Primary Job; and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>3</td>
<td>Terminate Employment</td>
<td>Click GO to generate the Approval Category</td>
</tr>
</tbody>
</table>

2. Procedure to Select EACH Approval Type

The procedure to generate the ePAF requires selecting the job for each Approval Type. If you fail to follow these steps, the ePAF might not open correctly (see step 3), and you will not know the ePAF is corrupt until you try to save and submit it.

a) Verify the Approval Type title above the gray-highlighted column headings.
b) Select the Job by clicking the radial on the appropriate job line.
c) Click the Next Approval Type button until the final Approval Type (usually the Labor Distribution) when you will click.

Add Secondary Job Exempt, JBSEXCE
Search Type
New Job
Search Position
Primary T95572
Suffix Title
Sr Administrator
Time Sheet Organization
C11000, Admin and Finance Info Systems Mgmt
Start Date
Sep 01, 2008
End Date
Jan 31, 2011
Last Paid Date
Active

Next Approval Type

Final Click
3. Verify these Approval Types appear on the newly opened Approval Category:

When the ePAF opens, it is important to verify that it generated correctly. If the ePAF is corrupt, you must start over. Following are examples of a correct Approval Type heading and an incorrect Approval Type heading.

**CORRECT:**

```
New Job Exempt, T95572-00 Sr Administrator, Last Paid Date: Mar 31, 2010
```

**INCORRECT:**

```
New Job Exempt, ,-
```

The Position (T#), Suffix, and Title should appear on the following Approval Types. (Some ePAFs, such as a New Hire, might not have the Last Paid Date)

- **End Secondary Job** for Secondary T#, Title, and Last Paid date
- **End Job** – **Primary** T# and title
- **Terminate Employee**, **Primary** T# and title
- Routing
- Comments