TTU Terminate Fac/TA/GPTI 9Mo AND End Secondary Job (new), TTRMF2

Key:
BLUE, 1st Personnel Action: Step 1, End Secondary Fac/TA/GPTI Job
GREEN, 2nd Personnel Action: Step 2, Terminate Fac/TA/GPTI 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 Job and Encumbrance 9 Month – 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 and Encumbrance 9 Month</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.

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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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
</table>

**INCORRECT:**

New Job Exempt,

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
</table>

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 Job and Encumbrance 9 Month** - **Secondary T#**, Title, and Last Paid date
- **End Job and Encumbrance**, **Primary T#**, Title, and Last Paid Date
- **Terminate Employment**, **Primary T#** Title, and Last Paid Date
- Routing
- Comments