TTRME2, TTU Terminate Employee AND End Secondary Job

Purpose of this ePAF Approval Category:
To end a non-faculty primary job and a non-faculty secondary job when the employee quits or retires. Ends both jobs and ends the employment relationship.

For details and comparison with other ePAFs, please review the Guide for Choosing an ePAF document on the HR Job Aids webpage.

The DATE Reminders - Terminate & End Secondary

The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The Query Date is pre-populated with today’s date and should be over-typed with the Personnel Date. BUT, when submitting a late ePAF, the Query Date can be on or after both the End Date (if the employee's job was ended) and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee is overpaid, contact HR Comp Ops to discuss options for overpayment(s).

ePAF Template
Hint: Do not use the browser BACK button
Hint: Save often
Hint: Use Job Aid ePAF Attachment Instructions
Hint: Follow the example for dates input.
Hint: No dashes or spaces in numbers

NEW ePAF PERSON SELECTION Screen: This is the first ePAF entry screen
ID
Query Date
Approval Category

NEW ePAF JOB SELECTION Screen: This is the screen where you enter or select the T# position.
Enter Position Number

The ePAF entry form opens: Be sure to follow these hints before starting your entry:

HINT: Verify the T#, suffix and title appear correctly above each Approval Type.

END SECONDARY JOB
Jobs Effective Date (MM/DD/YYYY)
Personnel Date (MM/DD/YYYY)
Job Status
Job Change Reason Code
Job End Date

HINT: Use the Query Date
HINT: Follow THE DATE Reminders above.
Default. Not overrideable.
ENJOB
HINT: Use the Query Date
**END JOB**

- **Jobs Effective Date (MM/DD/YYYY)**
  - Hint: Use the Query Date
- **Personnel Date (MM/DD/YYYY)**
  - Hint: Follow THE DATE Reminders above.
- **Job End Date**
  - Hint: Use the Query Date
- **Job Status**
  - T Default. Not overrideable.
- **Job Change Reason Code**
  - TERMI Default is overridable. If employee is retiring choose RETIR.

**TERMINATE EMPLOYEMENT**

- **Last Work Date: MM/DD/YYYY**
  - Hint: The last day that the employee actually worked (no vacation or other leave) prior to termination.
- **Termination Date: MM/DD/YYYY**
  - Hint: Follow THE DATE Reminders above.
- **Term Reason Code:**
  - If employee is retiring choose Reason Code: 30 - Retirement
- **Employee Status:**
  - T Default. Not overrideable.

**ROUTING QUEUE**

- **20 - Department**
  - Approve
  - HINT: Click the magnifying glass 🕵️ and choose
- **80 - Budget**
  - Approve
  - HINT: The "Default Routing" link in your Originator Summary lets you save your approvers for each ePAF Approval Category.
- **95 - HR TTU Approval**
  - Approve
- **99 - HR TTU Apply - Upload**
  - Apply

**HINT:** The minimum approvals for most ePAF's are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approvals are required by your department management or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.