TTRMFA, TTU Terminate 9 Mo Faculty/TA/GPTI

Purpose of this ePAF Approval Category:
For ending both the Faculty/TA/GPTI primary job and the employment relationship with Texas Tech, beginning a break in service.

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 - Termination

The Personnel Date is the last 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 to terminate an employee whose job was ended, the Query Date can be on or after both the End Date 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

Enter R#, OR Search for R#. DO NOT Generate a new R#.

Hint: Enter THE DATE (if it is not today’s date)

TTU Terminate Employee, 9 Mo Faculty/TA/GPTI

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

Enter Position Number

Hint: Be sure to click the NEXT APPROVAL TYPE button until only the GO button remains.

Hint: Click the radial button for the desired position, click GO.

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.
ENCUMBRANCE LESS THAN 12 MONTHS END

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

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

ROUTING QUEUE

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Action</th>
<th>Hint</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - Department</td>
<td>Approve</td>
<td>HINT: Click the magnifying glass and choose a name for each level.</td>
</tr>
<tr>
<td>80 - Budget</td>
<td>Approve</td>
<td>HINT: The &quot;Default Routing&quot; link in your Originator Summary lets you save your approvers for each ePAF Approval Category.</td>
</tr>
<tr>
<td>95 - HR TTU Approval</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>99 - HR TTU Apply - Upload</td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

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.