

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 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: Follow the example for dates input.

Hint: Use Job Aid [ePAF Attachment Instructions](#)

Hint: No dashes or spaces in numbers

NEW ePAF PERSON SELECTION Screen: This is the first ePAF entry screen

ID	_____	Enter R#, OR  Search for R#. DO NOT Generate a new R#.
Query Date	_____	Hint: Enter THE DATE (if it is not today's date)
Approval Category	_____	Terminate Employee AND End Secondary Job, TTRME2

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

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

Enter Position Number _____ **Hint:** Refer to the TTRME2 Instruction Guide.

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

TERMINATE EMPLOYMENT

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	a name for each level.
95 - HR TTU Approval	Approve	HINT: The "Default Routing" link in your Originator Summary
99 - HR TTU Apply - Upload	Apply	lets you save your approvers for each ePAF Approval Category.

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.