

# TTRMEE, TTU Terminate Employee, 12 Mo Exempt or Nonexempt

## Purpose of this ePAF Approval Category:

For ending both the non-Faculty 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 whether it occurred in the past or is an upcoming date.

Vacation Leave Balance will be paid as a Lump Sum. If the employee wishes to take vacation leave to extend work days:

- \* The leave can only extend to the current month end; any vacation balance will be paid as a lump sum after termination
- \* The final day of leave is the Personnel Date
- \* The final day of performing work duties before leave should be entered in the Last Work Date field

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: 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#, <b>OR</b>  Search for R#. <b>DO NOT</b> Generate a new R#.
Query Date	_____	<b>Hint:</b> Enter <b>THE DATE</b> (if it is not today's date)
Approval Category	_____	TTU Terminate Employee 12 Mo Exempt or Nonexempt

### 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:** 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.


### END JOB

Jobs Effective Date (MM/DD/YYYY)	_____	Hint: Use the Query Date
Personnel Date (MM/DD/YYYY)	_____	<b>Hint:</b> Follow <b>THE DATE</b> 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	_____	<b>Hint:</b> The last day that the employee actually worked (no vacation or other leave) prior to termination.
Termination Date: MM/DD/YYYY	_____	<b>Hint:</b> Follow <b>THE DATE</b> 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	<b>HINT:</b> Click the magnifying glass  and choose
80 - Budget	Approve	a name for each level.
95 - HR TTU Approval	Approve	<b>HINT:</b> 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.