

## **Terminating an OPS Employee via ePAF+**

### **Overview:**

#### **Understanding How to Terminate an OPS Employee via ePAF+**

This guide includes the steps for terminating an OPS employee in your department using the electronic Personnel Action Form Plus (ePAF+) module in. The ePAF+ cannot be used for prior dates if a paycheck has been issued. Select a date in the current payroll. If a prior date is required and a paycheck has been issued, please submit a pPAF.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. standard hours change and salary change). Do not submit multiple ePAFs for the same effective date.

### **Procedure**

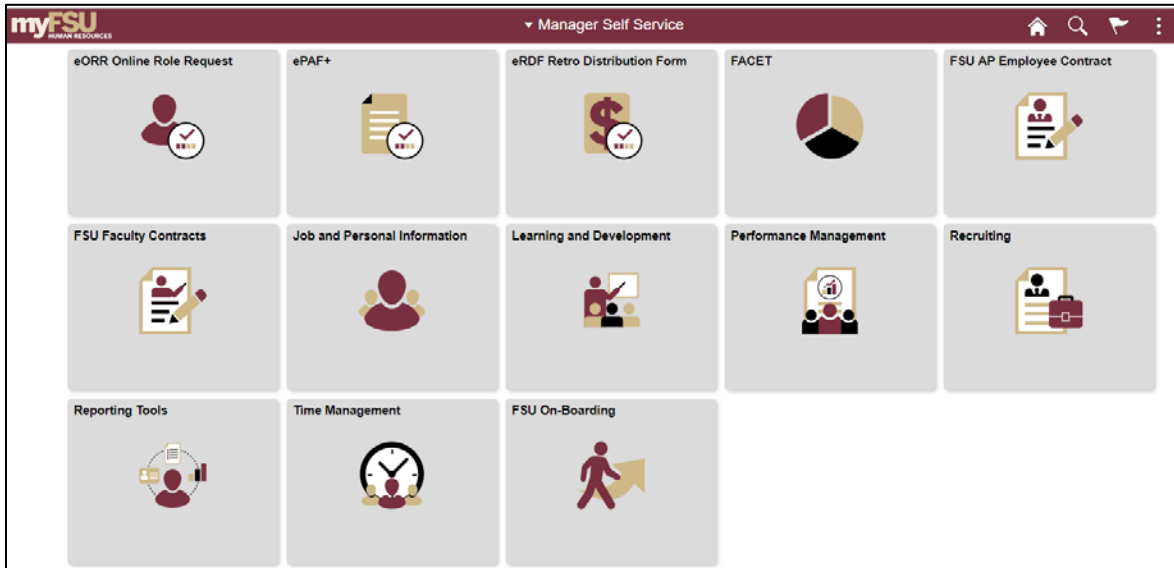
#### **Scenario:**

In this topic, you will learn the steps to terminate an OPS appointment using ePAF+.

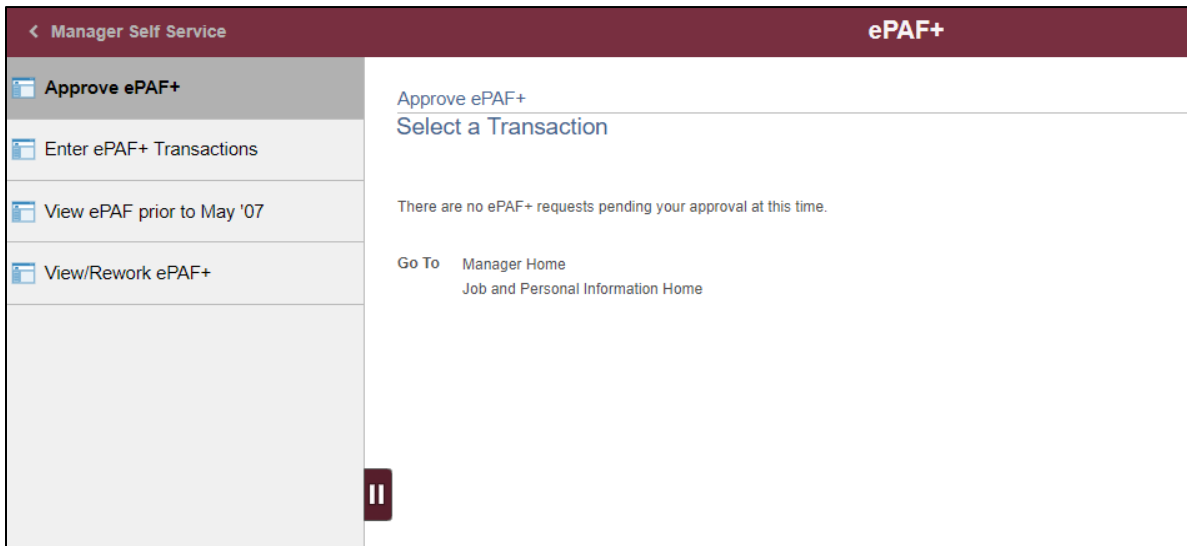
### **Key Information:**

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## Terminating an OPS Employee via ePAF+



Step	Action
1.	Go to OMNI HR and select <b>Manager Self Service</b> from the dropdown menu.
2.	Click in the <b>ePAF+</b> tile.



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Step	Action
3.	Click <b>Enter ePAF+ Transactions</b> . Select the type of transaction from the drop down menu.

Step	Action
4.	Enter the desired information into the <b>Empl ID</b> field.

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## Terminating an OPS Employee via ePAF+

The screenshot shows the 'Manager Self Service' interface for 'ePAF+'. The left sidebar contains navigation options: 'Approve ePAF+', 'Enter ePAF+ Transactions' (highlighted), 'View ePAF prior to May '07', and 'View/Rework ePAF+'. The main content area is titled 'Enter ePAF+ Transaction' and includes a search instruction: 'Select an HR Transaction search type. Enter any information you have and click the Search button.' Below this is a section for 'HR Transaction Search Type' with a 'Type' dropdown menu set to 'Appointment/Filled Position'. Search criteria include 'Empl ID' (000123456), 'Last Name', 'First Name', 'Position', and 'Department', each with a search icon. A checkbox for 'Terminate Appointment' is present. A 'Refine Search Results' section has checkboxes for 'Direct Reports' and 'Department Rep'. 'Search' and 'Clear' buttons are at the bottom.

Step	Action
5.	Press <b>[Tab]</b> to exit the field.
6.	Select the <b>Terminate Appointment</b> box.
7.	Enter the desired information into the <b>Last Day in Pay Status</b> field. For the purpose of this example, Enter " <b>05/31/2019</b> ".

**Enter ePAF+ Transaction**

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

Type: Appointment/Filled Position ▼

Empl ID: 000123456 🔍

Last Name:

First Name:

Position:  🔍

Department:  🔍

Terminate Appointment   Last Day in Pay Status 05/31/2019 📅

**Refine Search Results**

Direct Reports    Department Rep

Step	Action
8.	Press <b>[Tab]</b> to exit the field.

### Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

Type: Appointment/Filled Position ▼

Empl ID: 000123456 🔍

Last Name:

First Name:

Position:   🔍

Department:   🔍

Terminate Appointment    Last Day in Pay Status 05/31/2019 📅

**Refine Search Results**

Direct Reports     Department Rep

Search
Clear

Step	Action
9.	Click the <b>Search</b> button. <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: 100px; text-align: center;"> <span style="border: 1px solid gray; padding: 2px 10px;">Search</span> </div>

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< Fsu Multi Trans Dt
Enter ePAF+ Transaction

**Enter ePAF+ Transaction**

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

Type: Appointment/Filled Position

Empl ID: 000123456 🔍

Last Name:  

First Name:  

Position:   🔍

Department:   🔍

Terminate Appointment    Last Day in Pay Status 05/31/2019 🔍

**Refine Search Results**

Direct Reports     Department Rep

Search
Clear

Name	Empl ID	Empl Record Number	Position Number	Position Title	Job Code	Job Title	Dept	Department Name
Westcott, William	000123456	0			T011	Business Off Clerical Etc.	123000	Dean College of Education

Step	Action				
10.	Click the desired name link.  <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; color: #000080;">Name</th> <th style="width: 50%; text-align: left; color: #000080;">Empl ID</th> </tr> </thead> <tbody> <tr> <td style="color: #000080; text-decoration: underline;">Westcott, William</td> <td>000123456</td> </tr> </tbody> </table> </div>	Name	Empl ID	Westcott, William	000123456
Name	Empl ID				
Westcott, William	000123456				
11.	Note: If the employee's funding ends before the requested effective termination date the system will adjust the date to the funding end date.				

**Message**

Last Date Worked is being adjusted to 2019-04-26 due to current funding end date. (23000,523)

Since this is a termination, and the current budget funding end date is before the requested transaction date, the transaction date and subsequent last date worked is being adjusted to be in line with the funding end date.

OK

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## Terminating an OPS Employee via ePAF+

< Fsu Mss Multi Menu
Enter ePAF+ Transaction

**Enter ePAF+ Transaction**

**Incumbent:**

Emplid	Rcd#	Name
000123456	0	William Westcott

Requested Transaction Date: 06/01/2019

Last Date Worked: 05/31/2019

**Transaction Notifications**

Transaction Effective Date automatically set.

**Appointment Data**

	Current Information	Proposed Changes
<b>Action / Action Reason</b>		
	Action	Terminated with Benefits
	*Action Reason	<input type="text" value=""/>
<b>Job Code</b>		
Job Code	T011	Business Off Clerical Etc.
Salary Admin Pln	000	OPS Punch Time Reporters
Pay Grade	099	OPS Punch Grade
FLSA Status	Nonexempt	
Union Code	NNN	OPS No CBU_Not Applicable
<b>Job ?</b>		
FTE	1.00000000	
Standard Hours	40.00	
Comb. STD Hours	40.00	/1.000000

Step	Action
12.	Click the <b>*Action Reason</b> list.

Requested Transaction Date: 06/01/2019

Last Date Worked: 05/31/2019

**Transaction Notifications**

Transaction Effective Date automatically set.

**Appointment Data**

	Current Information	Proposed Changes
<b>Action / Action Reason</b>		
	Action	Terminated with Benefits
	*Action Reason	<div style="border: 1px solid black; padding: 2px; display: inline-block;">           Employee Death            OPS Involuntary Separation            Voluntary Separation         </div>
<b>Job Code</b>		
Job Code	T011	Business Off Clerical Etc.



Step	Action
13.	Click appropriate Action Reason for the termination. For the purpose of this example, choose <b>Voluntary Separation</b> . <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 2px; display: inline-block;">Voluntary Separation</div>

**Originator's Information**

Name Shayna Harris Telephone

Email ID SLH13C@psinvalid.fsu.edu

**Additional Approver (Optional)**

VP Approver

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

**ePAF+ Originator Comments**

\*Originator Comments

[Return to Transaction Search / Action Page](#)

Approval Signatures


Step	Action
14.	Note: The Originator Comments field is required. Enter the desired information into the <b>*Originator Comments: Required</b> field. For the purpose of this example, Enter " <b>Terminating employee, found other job.</b> "

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**Originator's Information**

Name Shayna Harris Telephone

Email ID SLH13C@psinvalid.fsu.edu

**Additional Approver (Optional)**

VP Approver

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

**ePAF+ Originator Comments**

\*Originator Comments

[Return to Transaction Search / Action Page](#)

Approval Signatures


Step	Action
15.	Click the <b>Submit</b> button. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> </div>

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## Terminating an OPS Employee via ePAF+

<b>Originator's Information</b>	
Name Susie Seminole	Telephone 850/644 - 0000
Email ID SLH13C@psinvalid.fsu.edu	
<b>Additional Approver (Optional)</b>	
VP Approver	
<b>Pre-Manager Approver (Optional)</b>	
Pre-Manager Approver	
<b>ePAF+ Originator Comments</b>	
<b>FSU ePAF+ Approval</b>	
EMPLID=200289974, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2019-04-27, EFFSEQ=0: Pending <a href="#">View/Hide Comments</a>	
FSU ePAF+ Approval <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <b>Pending</b>   Roy Niles  <small>ePAF+ Department Manager</small> </div> <div style="font-size: 24px; margin: 0 10px;">➤</div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <b>Not Routed</b>   Multiple Approvers  <small>ePAF+ EDM Admin</small> </div> </div>	
<b>Comments</b>	
Susie Seminole : 05/20/19 - 10:18 AM Terminating employee, found other job	

Step	Action
16.	Congratulations! You have completed the topic. <b>End of Procedure.</b>