

Terminating a Courtesy Appointment via ePAF+

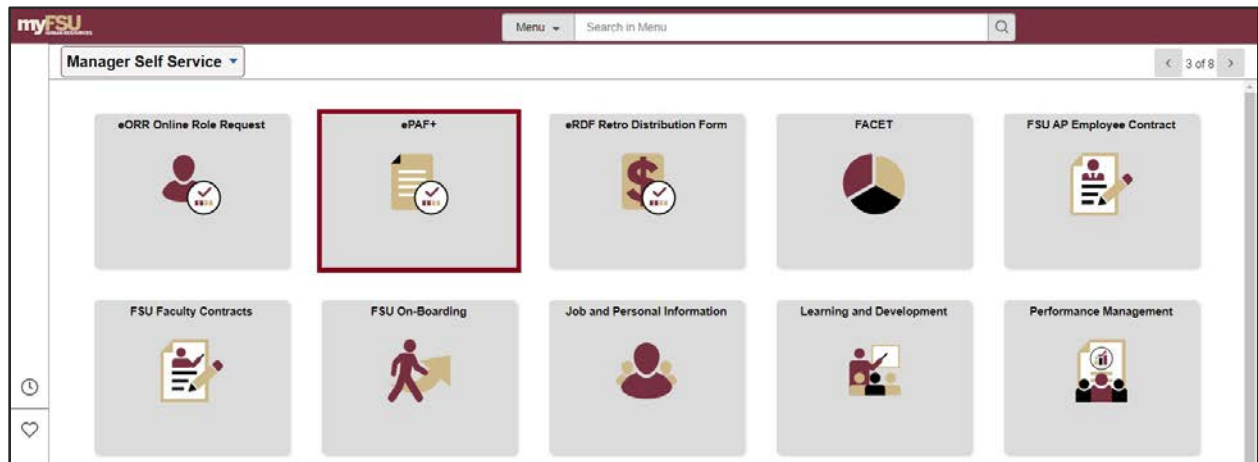
This guide includes the steps for terminating a Courtesy Appointment in your department using the electronic Personnel Action Form Plus (ePAF+) module.

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Entering an ePAF+

1. Go to **myFSU** and select **Manager Self Service**
2. Click on the **ePAF+** tile



3. Click **Enter ePAF+ Transactions**. Select the **Courtesy Appointments** from the *Type drop-down menu.

The screenshot shows the 'Enter ePAF+ Transaction' page in the Manager Self Service interface. The left sidebar contains navigation options: 'Approve ePAF+', 'Enter ePAF+ Transactions' (highlighted in green), 'View ePAF prior to May '07', and 'View/Rework ePAF+'. The main content area has a title 'Enter ePAF+ Transaction' and a sub-header 'HR Transaction Search Type'. Below this is a search form with a dropdown menu for '*Type:'. The form also includes input fields for 'Empl ID:', 'Last Name:', 'First Name:', 'Position:', and 'Department:'. At the bottom, there is a 'Refine Search Results' section with checkboxes for 'Direct Reports' and 'Department Rep', and 'Search' and 'Clear' buttons.

This screenshot is similar to the previous one, but the '*Type:' dropdown menu is open, showing a list of options: 'Add New Position', 'Appointment/Filled Position', 'Courtesy Appointments' (highlighted in blue), 'One-Time Pay Appointments', and 'Update Vacant Position'. The rest of the page layout remains the same.

4. Enter the desired information into the **Empl ID** field. You can also search by first and last name or department ID.
5. Press **[Tab]** to exit the field.

6. Select the **Terminate Appointment** box.
7. Enter the desired information into the **Last Day in Pay Status** field.
8. Press **[Tab]** to exit the field.

9. Click the **Search** button, then select the desired employee's name from the results.


Empl ID	Empl Record	Job Code	Job Title	Dept	Department Name	Originator Name	Current Approval Status
000123456	3	E9001	Emeritus Professor	141000	Coll of Criminology & Crim Jst		

< ePAF+ Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Rcd#	Name
000123456	3	Susie Seminole

Requested Transaction Date: 06/12/2022 

Last Date Worked: 06/11/2022

Transaction Notifications
Transaction Effective Date automatically set.


Appointment Data

	Current Information	Proposed Changes
Action / Action Reason		
	Action	Termination
	Action Reason	Courtesy
Job Code		
Job Code	E9001	Emeritus Professor
Salary Admin Pln	NPY	Courtesy/Non-Paid Appointments
Pay Grade	099	Courtesy/Non-Paid Appointments
FLSA Status	No FLSA	
Union Code	29N	Fac_A&P No Established CBU

10. Enter the desired information into the ***Originator Comments: Required** field.


11. Click **Submit**.

Originator's Information


Name William Westcott Telephone 850/644-6200 

Email ID wwestcott@fsu.edu

Additional Approver (Optional)

VP Approver 

Pre-Manager Approver (Optional)

Pre-Manager Approver 

ePAF+ Originator Comments

*Originator Comments

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

Approval Signatures

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=00000098, EMPL_RCD=3, POSITION_NBR=, ACTION_DT_SS=2022-06-12, EFFSEQ=0: Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending → **Not Routed**

ePAF+ Department Manager → Multiple Approvers
ePAF+ Courtesy Admin

Comments

William Westcott at 05/31/22 - 2:30 PM
Terminating Courtesy Appointment, no longer needed.

Saved Return to Transaction Search / Action Page

Approval Signatures

Questions?

For questions on this procedure, please email either Amelia Colorado at acolorado@fsu.edu, or Amy Walker at azwalker@fsu.edu, or HR-CourtesyDocs@fsu.edu.