

## Terminating an OPS Employee via ePAF+

### Overview:

### Understanding How to Terminating an OPS Employee via pPAF

This guide includes the basic steps for terminating an OPS employee in your department using the electronic Personnel Action Form Plus (ePAF+) module in **OMNI Human Resources**. The ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

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

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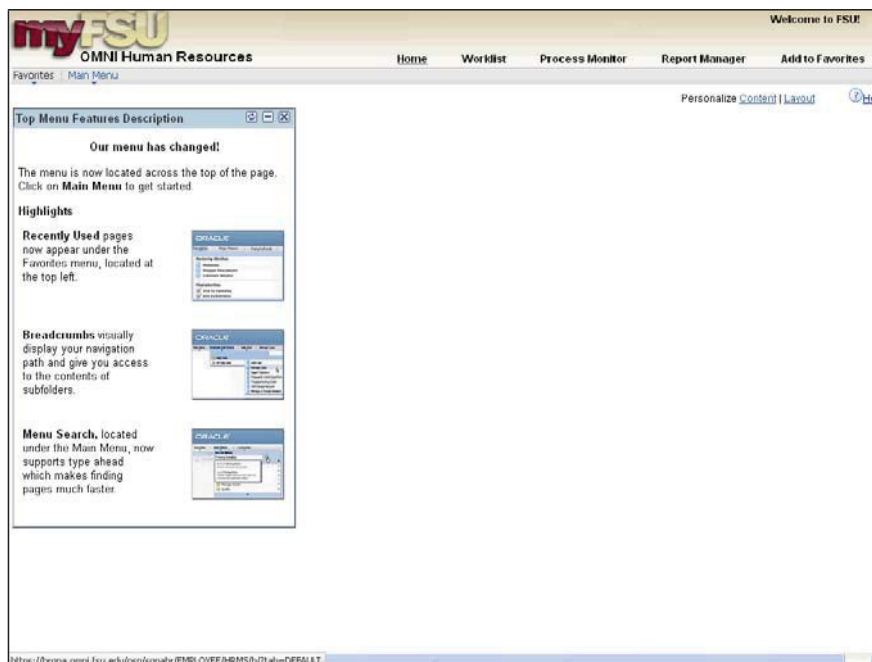
### Scenario:

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

### Key Information:

Employee Name/ID

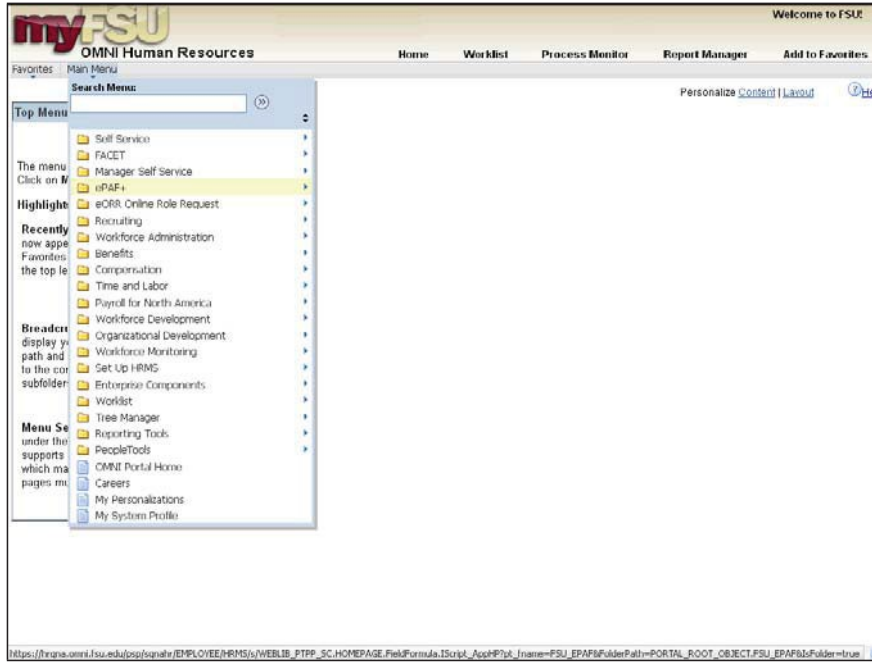
Last Day in Pay Status



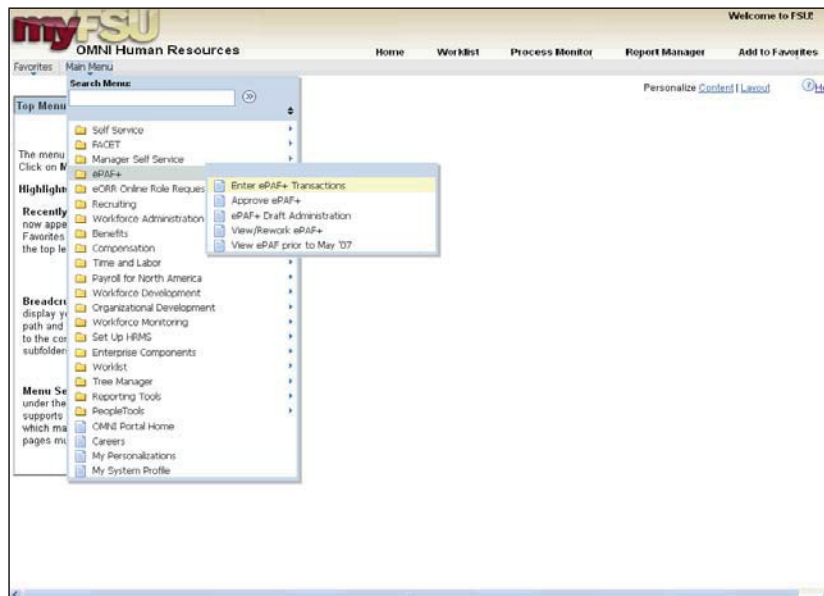
# Training Guide

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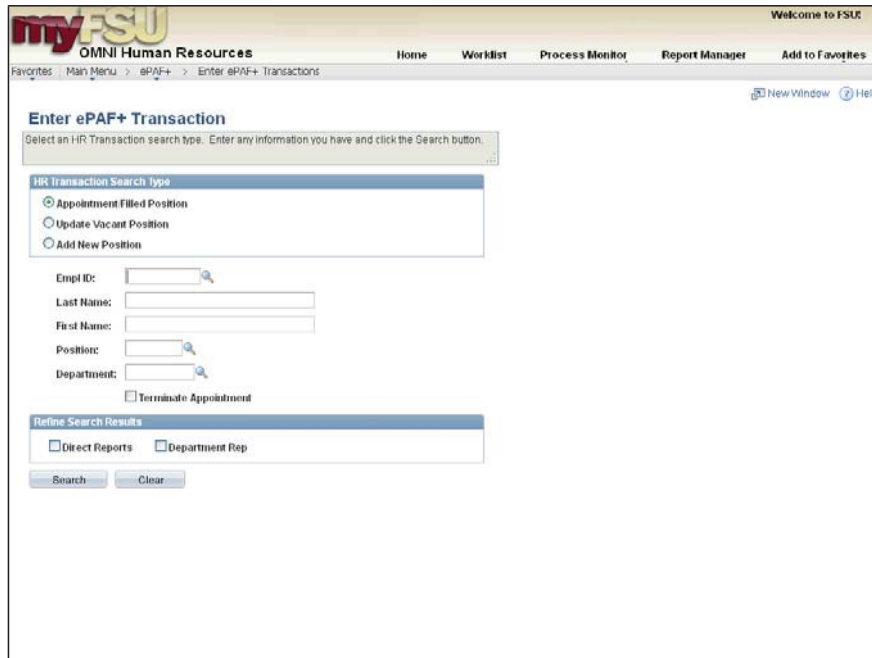
Step	Action
1.	Click in the <b>Main Menu</b> field. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Main Menu</div>



Step	Action
2.	Click in the <b>ePAF+</b> field. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">ePAF+</div>




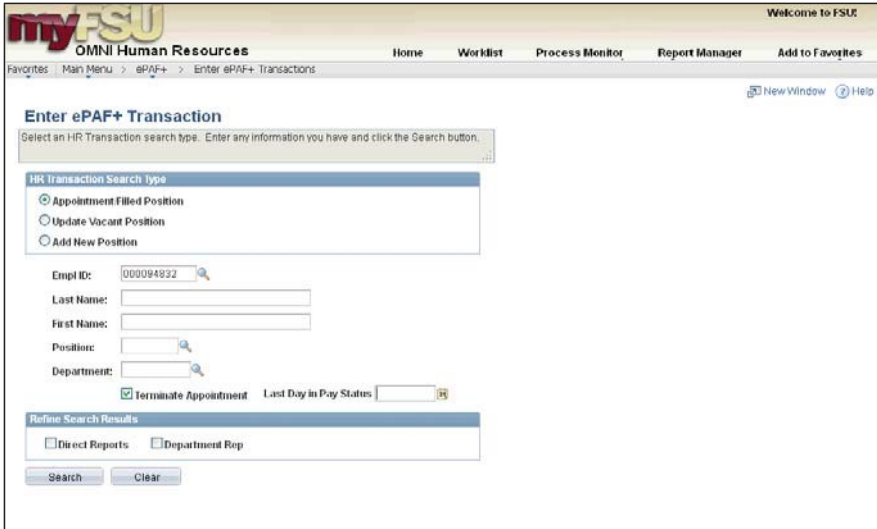
Step	Action
3.	Click the <b>Enter ePAF+ Transactions</b> menu. 



Step	Action
4.	Enter the desired information into the <b>Empl ID:</b> field. For the purpose of this example, Enter " <b>000094832</b> ".



Step	Action
5.	Press [Tab] to exit the field.
6.	Click the <b>Terminate Appointment</b> option. 



myFSU OMNI Human Resources

Welcome to FSU

Home Worklist Process Monitor Report Manager Add to Favorites

Enter ePAF+ Transaction

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

HR Transaction Search Type

Appointment Filled Position

Update Vacant Position

Add New Position

Empl ID: 000094832

Last Name:

First Name:

Position:

Department:

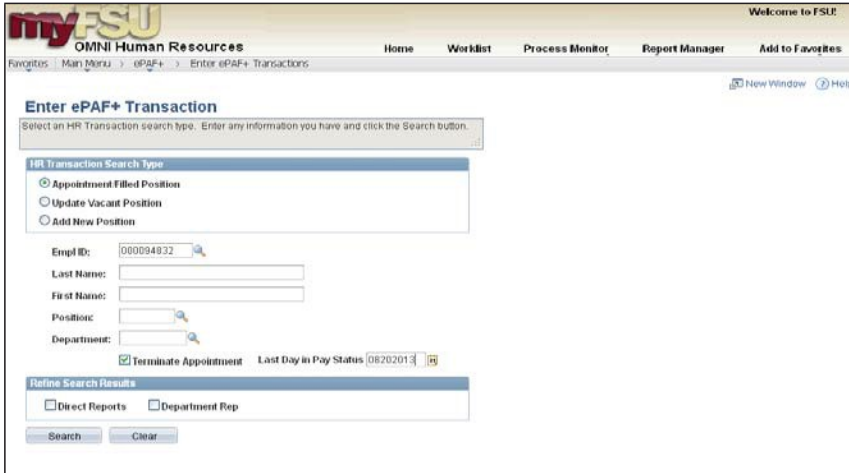
Terminate Appointment Last Day in Pay Status:

Refine Search Results

Direct Reports  Department Rep

Search Clear

Step	Action
7.	Enter the desired information into the <b>Last Day in Pay Status</b> field. For the purpose of this example, Enter " <b>08202013</b> ".



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Enter ePAF+ Transaction

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HR Transaction Search Type

Appointment Filled Position

Update Vacant Position

Add New Position

Empl ID: 000094832

Last Name:

First Name:

Position:

Department:

Terminate Appointment Last Day in Pay Status: 08202013

Refine Search Results

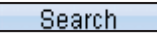
Direct Reports  Department Rep

Search Clear


Step	Action
8.	Press [Tab] to exit the field.

# Training Guide

## Terminating an OPS Employee via ePAF+

Step	Action
9.	Click in the <b>Search</b> field. 

Name	Empl ID	Empl Record Number	Position Number	Position Title	Job Code	Job Title	Dept ID	Department Name	Org Unit
Westcott, William	000094832	0			T011	Business Off/Clerical Etc	123000	Dean College of Education	

Step	Action
10.	Click the desired name link. 

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## Terminating an OPS Employee via ePAF+

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Enter ePAF+ Transaction

Incumbent:	EmpID	Rcd#	Name
	000094832	0	William Westcott

Requested Transaction Date: 08/21/2013  
Last Date Worked: 08/20/2013

Transaction Notifications  
Transaction Effective Date automatically set.

Appointment Data

Current Information		Proposed Changes
Action / Action Reason		Action: Terminated with Benefits
		*Action Reason: [Dropdown]
Job Code		
Job Code	T011	Business Off Clerical Etc
Salary Admin Plan	000	OPS Punch Time Reporters
Pay Grade	099	OPS Punch Grade
FLSA Status	Nonexempt	
Union Code	NNN	OPS No CBU/NOT Applicable
Job [?]		
EIE	1.000000	
Standard Hours	40.00	

Job [?]

EIE	1.000000
Standard Hours	40.00
Comb. STD Hours	40.00 / 1.000000

navasrkt:submitAction\_vnc@document.wt6.7PPT\_EEMPLID\_LIN=80'

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

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Home Worklist Process Monitor Report Manager Add to Favorites

Enter ePAF+ Transaction

Incumbent:	EmpID	Rcd#	Name
	000094832	0	William Westcott

Requested Transaction Date: 08/21/2013  
Last Date Worked: 08/20/2013

Transaction Notifications  
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Appointment Data

Current Information		Proposed Changes
Action / Action Reason		Action: Terminated with Benefits
		*Action Reason: [Dropdown]
Job Code		
Job Code	T011	Business Off Clerical Etc
Salary Admin Plan	000	OPS Punch Time Reporters
Pay Grade	099	OPS Punch Grade
FLSA Status	Nonexempt	
Union Code	NNN	OPS No CBU/NOT Applicable
Job [?]		
EIE	1.000000	
Standard Hours	40.00	
Comb. STD Hours	40.00 / 1.000000	

Job [?]

EIE	1.000000
Standard Hours	40.00
Comb. STD Hours	40.00 / 1.000000

navasrkt:submitAction\_vnc@document.wt6.7PPT\_EEMPLID\_LIN=80'

Step	Action
12.	Click appropriate Action Reason for the termination. For the purpose of this example, choose <b>Voluntary Separation</b> . 

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## Terminating an OPS Employee via ePAF+

Step	Action
13.	Click in the <b>*Originator Comments: Required</b> field.

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> "

# Training Guide

## Terminating an OPS Employee via ePAF+

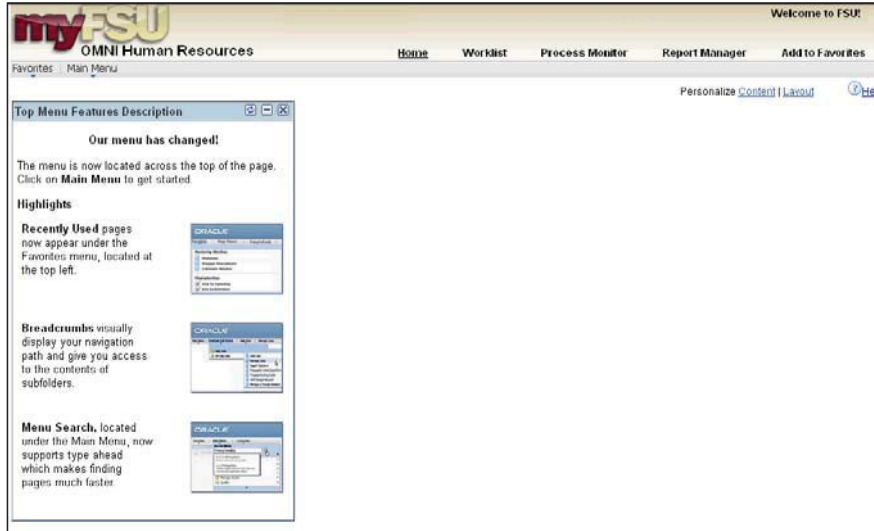
The screenshot shows the 'myFSU OMNI Human Resources' interface. The 'Originator's Information' section includes Name: Susie Seminole, Telephone: 850-644-0000, and Email ID: sseminole@fsu.edu. There are sections for 'Additional Approver (Optional)', 'Pre-Manager Approver (Optional)', and 'ePAF+ Originator Comments'. The comments section contains the text: 'Terminating employee found other job.' At the bottom, there is a 'Submit' button and a 'Return to Transaction Search / Action Page' link.

Step	Action
15.	Click in the <b>Submit</b> field. <input type="button" value="Submit"/>

This screenshot shows the same form after submission. The 'Submit' button is now 'Saved'. The 'FSU ePAF+ Approval' section shows a 'Pending' status with a 'Not Routed' message. Below this, there are 'Comments' from 'sseminole' dated '07/29/13 - 1:52 PM' with the text 'Terminating employee found other job.' At the bottom, there is a 'Home' link in the navigation bar.

Step	Action
16.	Click the <b>Home</b> link. <input type="button" value="Home"/>





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