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:
### Terminating an OPS Employee via ePAF+

**Step** | **Action** |
--- | --- |
1. | Go to OMNI HR and select **Manager Self Service** from the dropdown menu. |
2. | Click in the **ePAF** tile. |
### Terminating an OPS Employee via ePAF+

**Training Guide**

Terminating an OPS Employee via ePAF+

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click <strong>Enter ePAF+ Transactions</strong>.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>Empl ID</strong> field.</td>
</tr>
</tbody>
</table>

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**Manager Self Service**

- **Approve ePAF**
- **Enter ePAF+ Transactions**
- **View ePAF prior to May '07**
- **View/Rework ePAF**

**ePAF+**

**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

**Refine Search Results**

- Direct Reports
- Department Step

**Search**  **Clear**
Step | Action
--- | ---
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. For the purpose of this example, Enter "05/31/2019".
## Terminating an OPS Employee via ePAF+

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>8.</td>
<td>Press [Tab] to exit the field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<td>------</td>
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</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
### Step 10

**Action**

Click the desired name link.

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westcott, William</td>
<td>000123456</td>
</tr>
</tbody>
</table>

### Step 11

**Action**

Note: If the employee’s funding ends before the requested effective termination date the system will adjust the date to the funding end date.

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**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]
1. Click the *Action Reason* list.
### Terminating an OPS Employee via ePAF+

**Step** | **Action**
---|---
13. | Click appropriate Action Reason for the termination. For the purpose of this example, choose **Voluntary Separation**.

<table>
<thead>
<tr>
<th>Origination's Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Shaya Harris Phone: 560-555-6666</td>
</tr>
<tr>
<td>Email: <a href="mailto:SH113C@psuvalid.fsu.edu">SH113C@psuvalid.fsu.edu</a></td>
</tr>
</tbody>
</table>

**Step** | **Action**
---|---
14. | Note: The Originator Comments field is required. Enter the desired information into the **Originator Comments: Required** field. For the purpose of this example, Enter "**Terminating employee, found other job.**"
<table>
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<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>Submit</strong> button.</td>
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</tbody>
</table>
### Training Guide

**Terminating an OPS Employee via ePAF+**

**Step**  
**Action**  

16. Congratulations! You have completed the topic.  
**End of Procedure.**