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.

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

11. Click **Submit**.
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.