

Terminating a Courtesy Appointment via ePAF+

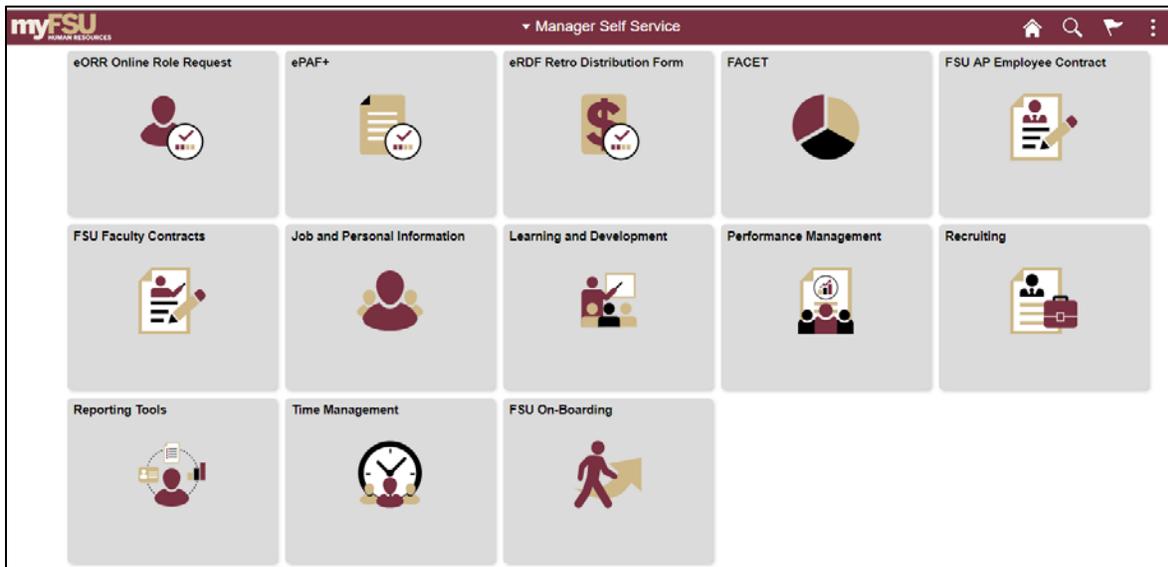
Overview:

Understanding How to Terminate 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.

Scenario:

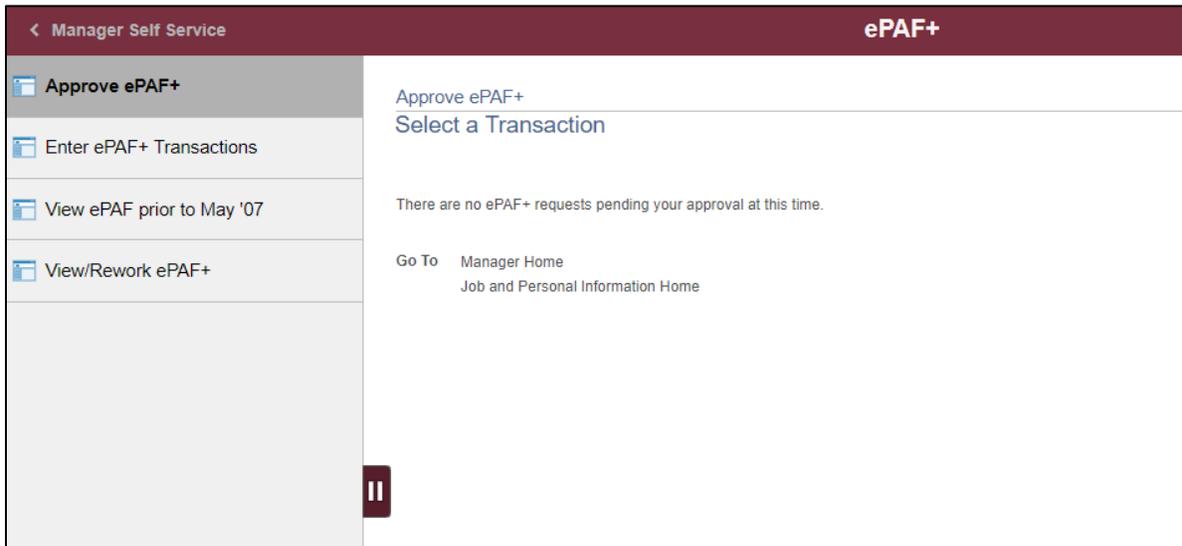
In this topic, you will learn the steps to terminate a Courtesy Appointment using ePAF+.



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

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Step	Action
3.	Click Enter ePAF+ Transactions . Select the "Courtesy Appointments" type of transaction from the drop down menu.
4.	Enter the desired information into the Empl ID field. You can also search by first and last name or by 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. For the purpose of this example, Enter " 06/07/2021 ".
8.	Press [Tab] to exit the field.
9.	Click the Search button, then select the desired employee's name from the results. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <input type="button" value="Search"/> </div>

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< Manager Self Service ePAF+

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

Enter ePAF+ Transaction

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

HR Transaction Search Type

*Type: Courtesy Appointments

This is a Future-Dated Hire NO

Empl ID: 000123456 🔍

Last Name:

First Name:

Position:

Department: 🔍

Terminate Appointment Last Day in Pay Status 06/07/2021 📅

Refine Search Results

Direct Reports Department Rep

Search
Clear

< 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: Courtesy Appointments

This is a Future-Dated Hire NO

Empl ID: 000123456 🔍

Last Name:

First Name:

Position:

Department: 🔍

Terminate Appointment Last Day in Pay Status 06/07/2021 📅

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			YT00	Business Off Clerical Etc.	123000	Dean College of Education

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< Fsu Mss Multi Menu
Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Rcd#	Name
000123456	0	William Westcott

Requested Transaction Date: 06/08/2021 ✎

Last Date Worked: 06/07/2021

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	YT00 Volunteer_OPS Courtesy
Salary Admin Pln	NPY Courtesy/Non-Paid Appointments
Pay Grade	099 Courtesy/Non-Paid Appointments
FLSA Status	No FLSA
Union Code	NNN OPS No CBU_Not Applicable

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 courtesy appointment, no longer needed. "

Originator's Information

Name Alyssa Weiskopf Telephone 850/555-0001

Email ID aweiskopf@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

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Originator's Information	
Name Alyssa Weiskopf	Telephone 850/644 - 0000
Email ID aweiskopf@fsu.edu	
Additional Approver (Optional)	
VP Approver	
Pre-Manager Approver (Optional)	
Pre-Manager Approver	
ePAF+ Originator Comments	
FSU ePAF+ Approval	
<div style="display: flex; justify-content: space-between; align-items: center;"> EMPLID=200289974, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2019-04-27, EFFSEQ=0:Pending View/Hide Comments </div> <div style="margin-top: 5px;"> <p>FSU ePAF+ Approval</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px; width: 45%;"> <p style="background-color: #e6f2ff; margin: 0; padding: 2px;">Pending</p> <div style="display: flex; align-items: center; margin-top: 2px;"> <div style="font-size: 8px; margin: 0;"> Roy Noles ePAF+ Department Manager </div> </div> </div> <div style="border: 1px solid #ccc; padding: 2px; width: 45%;"> <p style="background-color: #e6f2ff; margin: 0; padding: 2px;">Pending</p> <div style="display: flex; align-items: center; margin-top: 2px;"> <div style="font-size: 8px; margin: 0;"> Multiple Approvers ePAF+ Courtesy Admin </div> </div> </div> </div> </div> <div style="margin-top: 5px;"> <p>Comments</p> <p>Susje Seminole : 05/20/19 - 10:18 AM Terminating courtesy appointment, no longer needed</p> </div>	

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