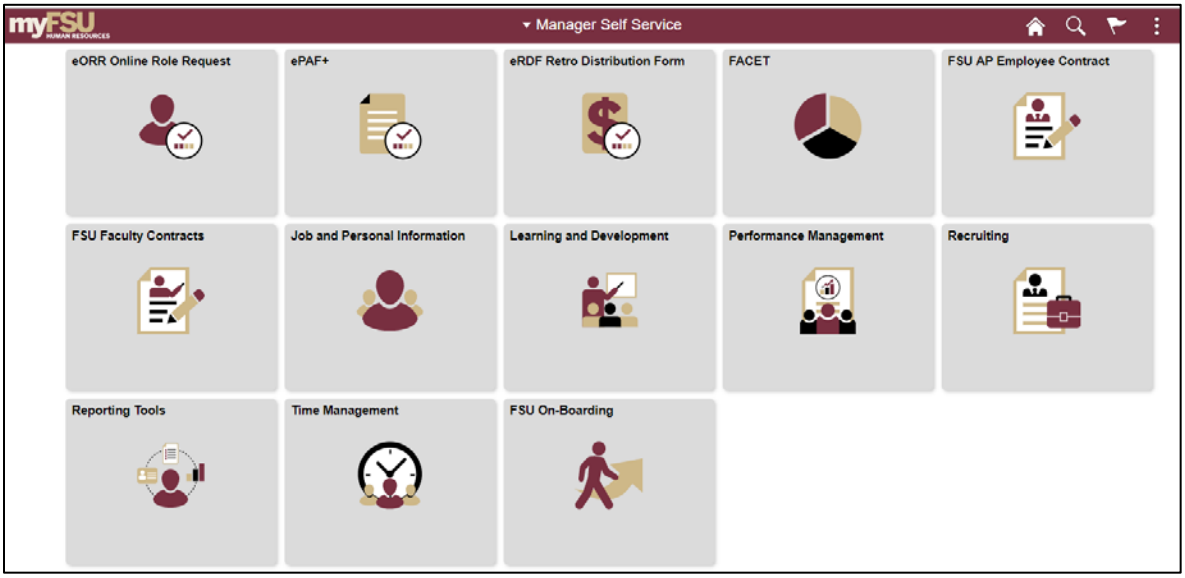
Terminating a Courtesy Apointment via ePAF+

Overview:

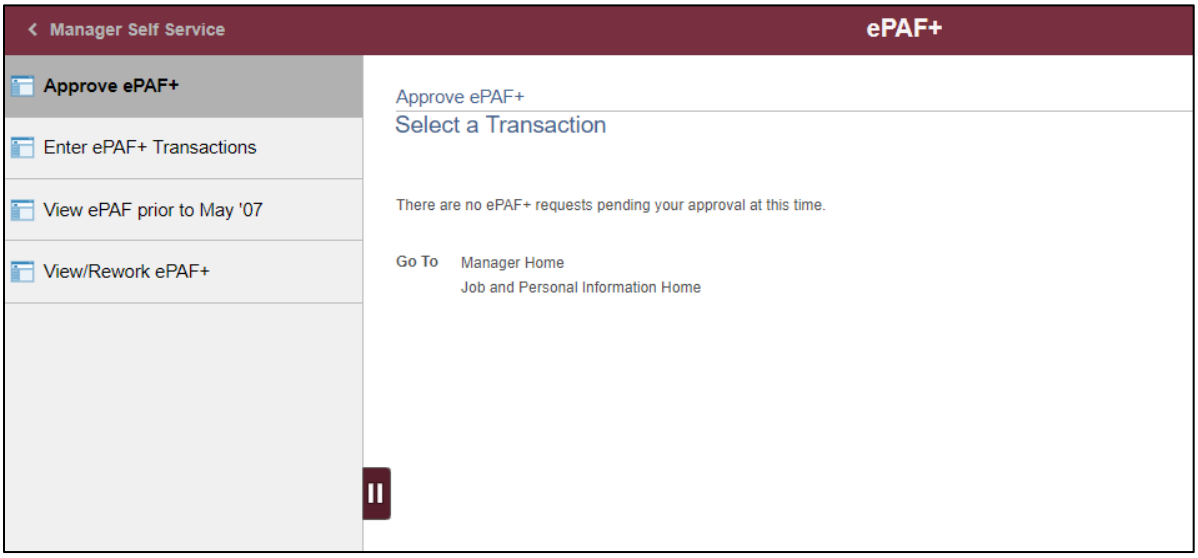
Understanding How to Terminate a Courtesy Appointment via ePAF+

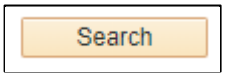
This guide includes the steps for terminating a Courtesy Appointment in your department using the electronic Personnel Action Form Plus (ePAF+) module.

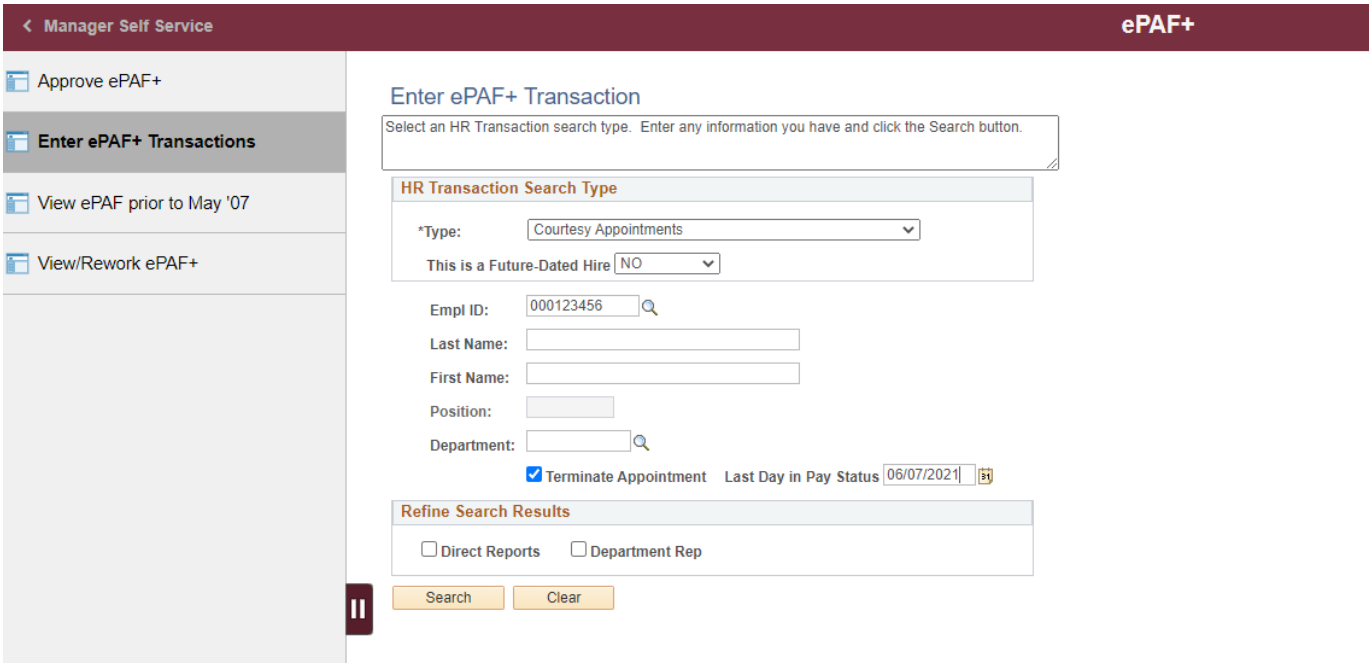
Scenario:
In this topic, you will learn the steps to terminate a Courtesy Appointment using ePAF+.

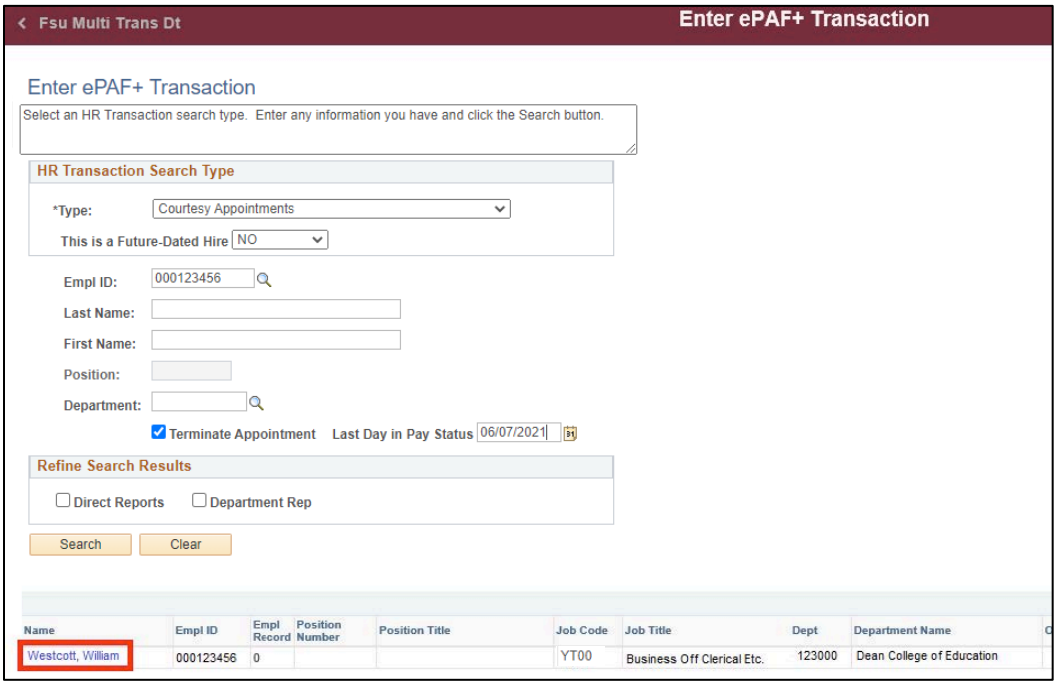


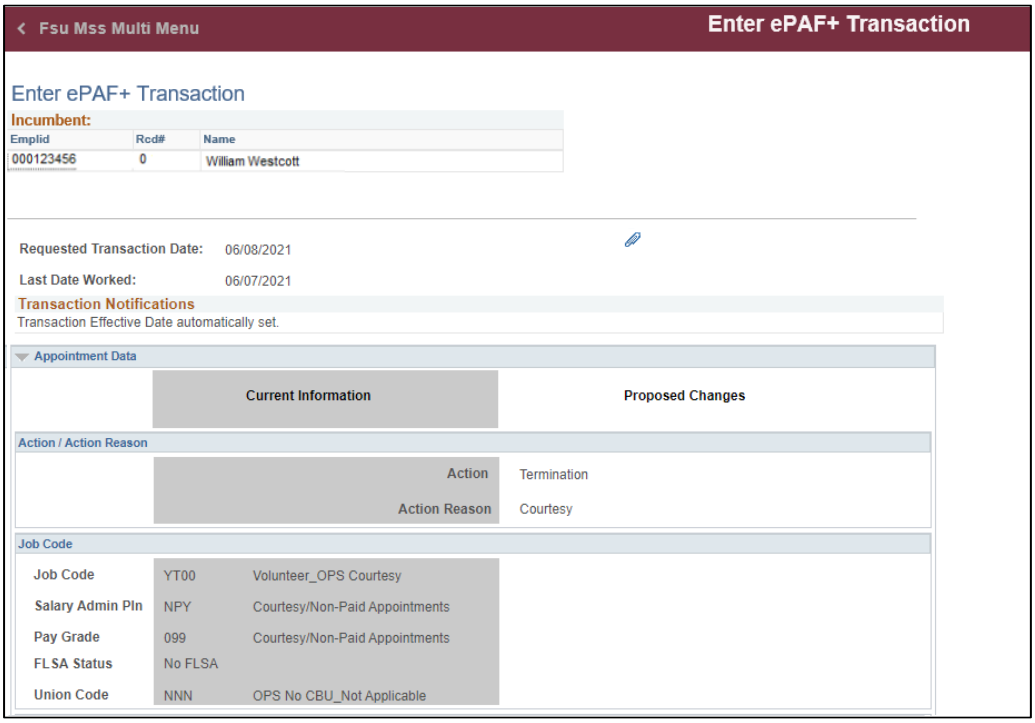
Step	Action
1.	Go to OMNI HR and select **Manager Self Service** from the dropdown menu.
2.	Click in the **ePAF+** tile.



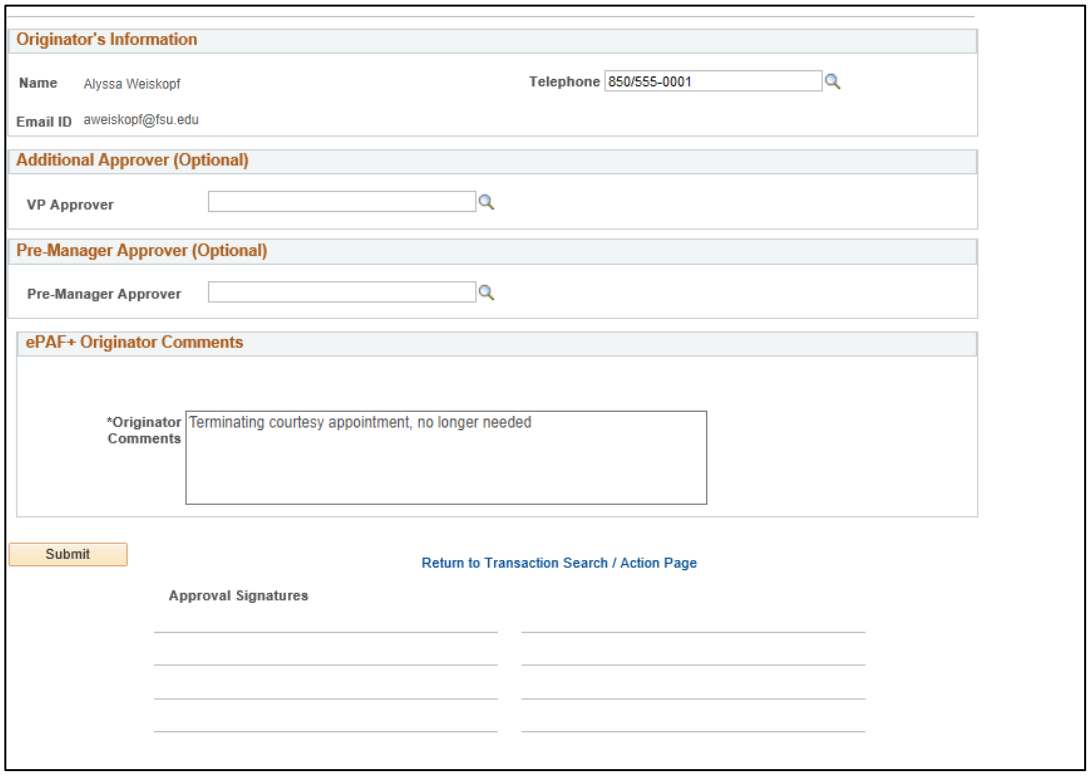
Step	Action
3.	Click **Enter ePAF+ Transactions**. Select the "**Courtesy Appointments**" type of transaction from the drop down menu.
4.	Enter the desired information into the **Empl ID** field. You can also search by first and last name or by department ID.
5.	Press **[Tab]** to exit the field.
6.	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. 


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
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



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.**"



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