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+.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Go to OMNI HR and select <strong>Manager Self Service</strong> from the dropdown menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Click in the <strong>ePAF+</strong> tile.</td>
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</table>
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#### Step | Action
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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.
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
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16. | Congratulations! You have completed the topic. **End of Procedure.**