

## Job Termination, Full-Time Employee

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Job Termination, Full-Time Employee, FTTERM** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be terminated and select **Go**.
7. The next screen is the data entry form. The last day of work for the employee should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
8. In the Job Change Reason drop-down list, select the most accurate reason code for the job termination. (Separation reason codes begin with the number 7).
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Job Termination, Part-Time Employee

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Job Termination, Part-Time Employee, PTTERM** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be terminated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. The last day of work for the employee should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, i.e. after the employees last worked date, the current date should be entered in the Jobs Effective Date field and the last day the employee worked should be entered in the Personnel Date field.)
8. In the Job Change Reason drop-down list, select the most accurate reason code for the job termination. (Separation reason codes begin with the number 7).
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Grant Continuation

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Grant Continuation Without Budget/FOAP Change, GCONT** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Continuation of Grant Funds section, the day the grant begins should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
8. In the Job Termination section, the day the grant ends should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Wage Continuation

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Wage Continuation, WCONT** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Wage Continuation section, the day the job begins should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
8. In the Job Termination section, the day the job ends should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Department Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Department Change, DEPT** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. The effective date of the Department Change should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the department change went into effect should be entered in the Personnel Date field.)
8. In the area labeled Tmsht/Dept Org Code, the new **Department Org Code** should be entered in the new value field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Supervisor Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Supervisor Change, SUPV** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. The date the Supervisor Change goes into effect should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the supervisor change went into effect should be entered in the Personnel Date field.)
8. In the area labeled Supervisor ID, the **RU ID Number** of the new supervisor should be entered in the new value field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Job Title Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Job Title Change, TITLE** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. The date the Job Title Change goes into effect should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the job title change went into effect should be entered in the Personnel Date field.)
8. In the area labeled Title, the new **job title** of the employee should be entered in the new value field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Grant Continuation with FOAP Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Grant Continuation and Budget/FOAP Change, GCONT2** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Grant Cont w/Budget Change section, the day the grant begins should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
8. The new FOAP and the effective date of the FOAP should also be entered in the Grant Cont w/Budget Change section.
9. In the Job Termination section, the day the grant ends should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
10. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
11. If needed, comments may be included in the **Comment Box**.
12. Click **Save**.
13. Review the data entry form for errors. If no errors exist, click **Submit**.

## Budget FOAP Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Budget/FOAP Change, FOAP** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Job Labor Distribution-Job Rec section, the day the FOAP change goes into effect should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field.
8. The new FOAP should also be entered in the Job Labor Distribution-Job Rec section.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Hourly Rate Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Hourly Rate Change, WGCHG** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Hourly Rate Change section, the day the hourly rate change goes into effect should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the hourly rate change went into effect should be entered in the Personnel Date field.)
8. In the area labeled Regular Rate, the new **Hourly Rate** of the employee should be entered in the new value field.
9. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
10. If needed, comments may be included in the **Comment Box**.
11. Click **Save**.
12. Review the data entry form for errors. If no errors exist, click **Submit**.

## Department Change & FOAP Change

1. Log in to Self-Service Banner (SSB) and navigate to the **Electronic Personnel Action Forms (EPAF)** menu screen.
2. Select the **New EPAF** link.
3. Insert the RU ID number of the employee in the **ID Box**. (The name of the employee should populate once the RU ID number has been entered in the ID Box.)
4. The current date should automatically populate in the **Query Date** field.
5. In the Approval Category drop-down list, highlight **Department & Budget/FOAP Change, DPFOAP** and select **Go**.
6. On the New EPAF Job Selection screen, choose the position that should be updated and select **Go**. (If there are multiple positions, be sure to select the position number that belongs to your department.)
7. The next screen is the data entry form. In the Combo Home Org/FOAP Change section, the effective date of the Department Change should be entered in the **Jobs Effective Date** field, as well as the **Personnel Date** field. (If the EPAF is created late, the current date should be entered in the Jobs Effective Date field and the date the department change went into effect should be entered in the Personnel Date field.)
8. In the area labeled Tmsht/Dept Org Code, the new **Department Org Code** should be entered in the new value field.
9. The new FOAP and the effective date of the FOAP should also be entered in the Combo Home Org/FOAP Change section.
10. In the Routing Queue section, click on the magnifying glass next to each Approval Level to select appropriate users based on the department/division.
11. If needed, comments may be included in the **Comment Box**.
12. Click **Save**.
13. Review the data entry form for errors. If no errors exist, click **Submit**.