

# 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.