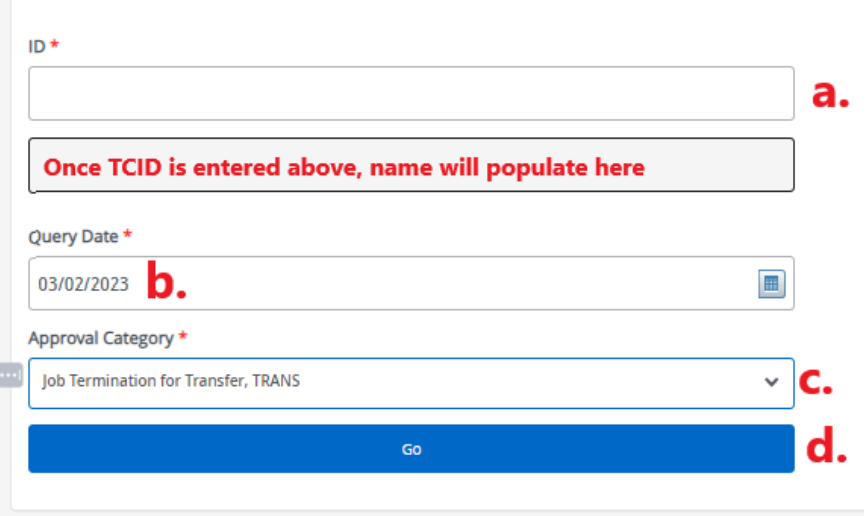
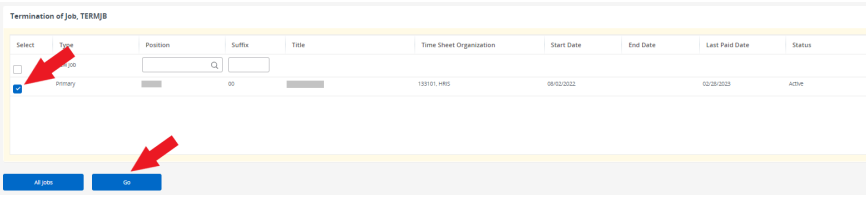
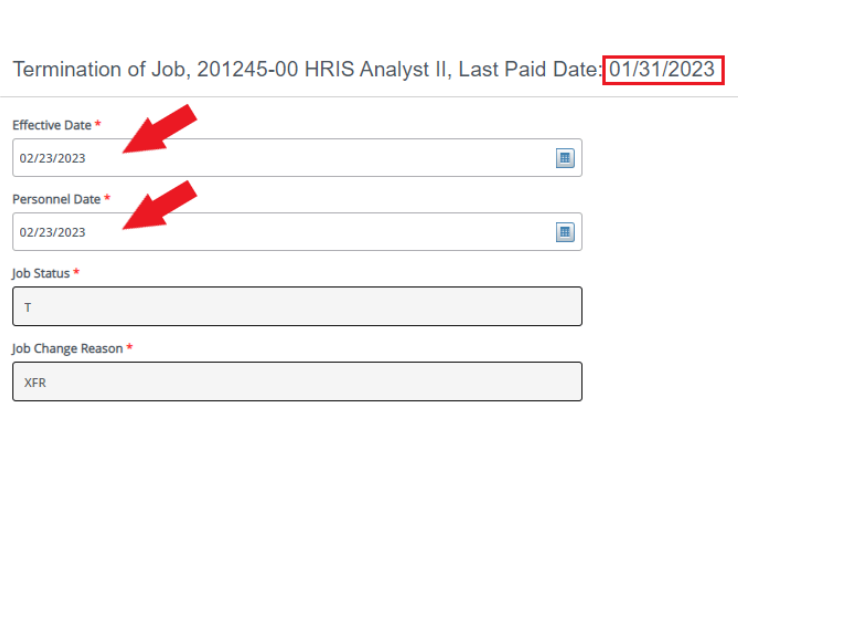


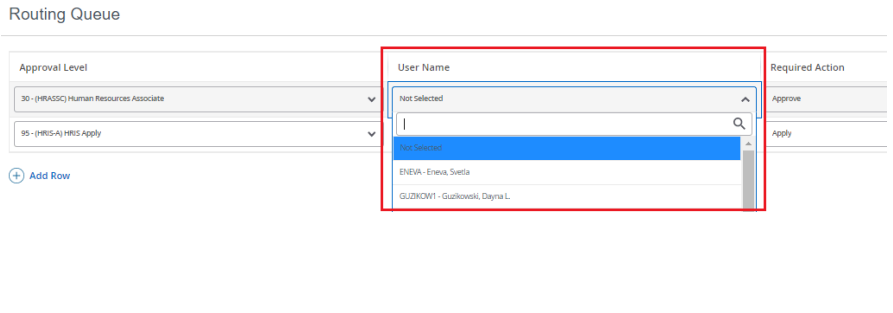
Job Termination for Transfers, TRANS

This ePAF will terminate a job with the intent to transfer the employee to another job at the College. Please note that a separate follow up transaction (either via ePAF or PageUp) will have to be submitted in order to move the employee into the new job.

What you need to do	What you will see
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Job Termination for Transfer, TRANS. Click Go. 	
<p>STEP 2: Select the job that the employee will be transferring from.</p> <p>Click Go to navigate to the Electronic Personnel Action Form.</p>	
<p>STEP 3: Input Job End Date information.</p> <p>To input a termination date in the future: Enter the termination date of the job into BOTH the Effective Date and Personnel Date fields.</p> <p>To input a termination date in the past: The date fields will differ. In the Effective Date field, enter the same date as the Last Paid Date. (The system will not allow the effective date to occur after the last paid date.) In the Personnel Date field, enter the actual last day of work.</p>	

STEP 4: Input Routing Queue.

Routing Queue will vary depending on ePAF type. Click on the User Name dropdown to enter the approver for each approval level.



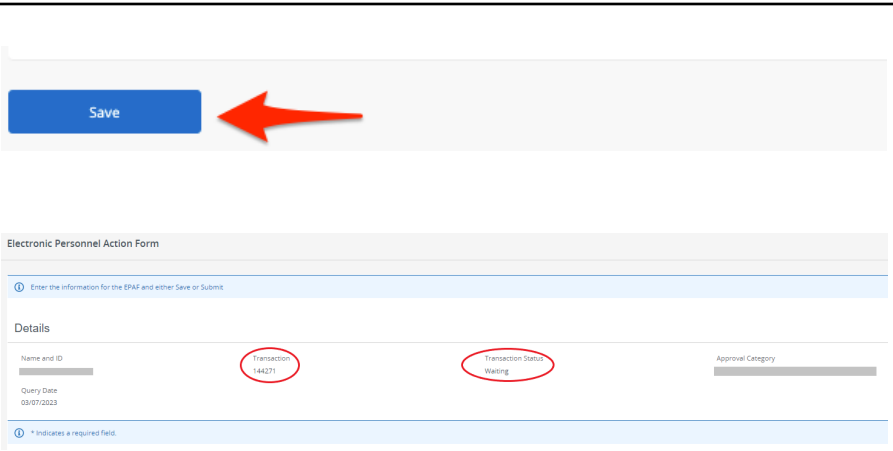
The screenshot shows a table titled "Routing Queue" with columns for "Approval Level", "User Name", and "Required Action". Two rows are visible, both with "Apply" as the required action. The "User Name" dropdown menu is open, showing a search bar and a list of users including "Not Selected", "Not Selected", "ENEA - Eneva, Svetla", and "GLIZKOWI - Guzikowski, Dagna L". A red box highlights the dropdown menu.

STEP 5: Save the ePAF.

Click the Save button located at the bottom of the screen

*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



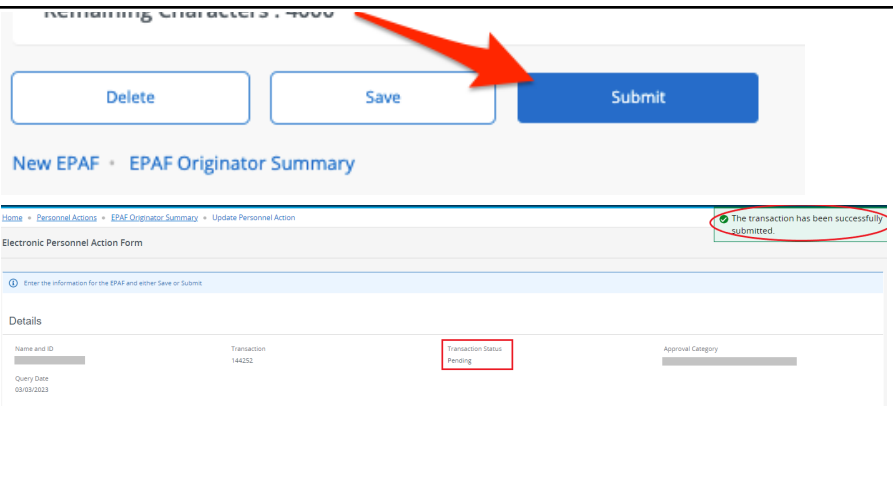
The screenshot shows a blue "Save" button with a red arrow pointing to it. Below it is the "Electronic Personnel Action Form" header and a "Details" section. The "Transaction" field contains the number "144211" and the "Transaction Status" field contains the word "Waiting". Both fields are circled in red.

STEP 6: Submit the ePAF.

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.



The screenshot shows a "Submit" button with a red arrow pointing to it. Below it is the "New EPAF - EPAF Originator Summary" header and the "Electronic Personnel Action Form" details section. The "Transaction" field is "144252" and the "Transaction Status" field is "Pending". A notification in the top right corner says "The transaction has been successfully submitted." and is circled in red.