

# ePAF Training

## Creating a University Separation (TERMEM) ePAF

### Purpose

This training guide provides step-by-step instructions for creating a **University Separation (TERMEM) Electronic Personnel Action Form (ePAF)** in Banner Self-Service. The TERMEM ePAF is used when an employee is **completely separating from the University** and their **primary job is being terminated**.

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### Scope

This procedure applies to all authorized ePAF originators, proxies, and approvers responsible for processing employee separations.

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### Important Definitions

- **TERMEM (University Separation):** Used to terminate an employee's **primary job** when they are no longer employed by the University.
- **TERMJB (Termination of Job Record):** Used to terminate a **primary job, secondary job or supplement** (e.g., cell phone allowance) when the employee **will remain employed** by the University.

 Selecting the incorrect approval category may delay processing or result in the ePAF being returned for correction.

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## Step-by-Step Instructions

### Step 1: Access Electronic Personnel Action Forms

1. Log in to **Banner Self-Service**.
2. Navigate to **Electronic Personnel Action Forms (ePAF)**.
3. Select **New ePAF**.

## Electronic Personnel Action Forms

### EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

### EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

### New EPAF

Allows you to create a new transaction.

### Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

### EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

## Step 2: Enter or Generate Employee ID

1. In the **Enter or Generate New ID** section:
  - o Enter the employee's **UAH ID**, or
  - o Use the search option to locate the employee
2. Verify the correct employee record is displayed with HRIS.

### Enter or Generate New ID

ⓘ \* indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Application.

ID \*

## Step 3: Enter Query Date

1. Enter the **Query Date**.
  - o The Query Date **must match the employee's termination date**.
  - o By default, this field populates with the ePAF creation date—update it if needed.

 The Query Date drives the job and data that populate in the termination record.

Refer to termination ePAF definitions on page 1

## Step 4: Select Approval Category

1. From the **Approval Category** dropdown, select:  
**All Employees - University Separation (TERMEM)**.
  - o TERMEM - University Separation
  - o TERMJB - Termination of Job Record
2. Select **Go** to continue.

Query Date \*

 

Approval Category \*

 

**Go**

Refer to termination ePAF definitions on page 1.

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## Step 5: Select Job to Terminate

1. The next screen will display the employee's job(s).
2. Identify the employee's **primary job**.
3. Check the **Select** box next to the primary job to be terminated.
4. Verify the job details for termination are correct.
5. Select **Go** to proceed.

Termination of Job Record, TERMJB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Primary	405205	00	HR Receptionist	306001, Human Resources	08/07/2019		12/31/2019	Active

**All Jobs** **Next Approval Type** **Go**

**Important - Secondary Jobs:** If **secondary jobs** (additional job records or supplements) are listed for the employee, **each secondary job must be terminated separately using the approval category TERMJB before** submitting the **TERMEM** ePAF for the primary job. Do not include secondary jobs on a TERMEM transaction.

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## Step 6: Confirm Effective Dates

1. Review and confirm that:
  - o **Jobs Effective Date** reflects the employee's termination date.
  - o **Personnel Date** reflects the employee's separation date.

2. If the termination occurred **prior to the current pay period**, update the **Personnel Date** accordingly to reflect the actual separation date.

⚠ Incorrect dates can impact pay, benefits, and downstream processing.

Termination of Job Record, 405205-00 HR Receptionist, Last Paid Date: 12/31/2019

Jobs Effective Date *	<input type="text" value="01/26/2026"/> <input type="checkbox"/> Remove  Old Value: 05/27/2025
Personnel Date *	<input type="text" value="01/26/2026"/> <input type="checkbox"/> Remove  Old Value: 05/27/2025
Job Status (Not Enterable) *	<input type="text" value="T"/> Old Value: Active
Job Change Reason (Not Enterable) *	<input type="text" value="BB"/> Old Value: PU, Payroll Default Update

## Step 7: Select Termination Reason Code

1. Select the appropriate **Termination Reason Code**.
2. **Do NOT select any termination reason codes with an “X” preceding the description.**
3. If you are unsure which code to use, refer to the ePAF code listing on at <https://www.uah.edu/hr/hris/codes>

⚠ Use of inactive or incorrect termination codes will result in the ePAF being returned for correction.

All Employees - University Separation, 405205-00 HR Receptionist, Last Paid Date: 12/31/2019

Jobs Effective Date *	<input type="text" value="01/26/2026"/> <input type="checkbox"/> Remove  Old Value: 05/27/2025
Employee Status (Not Enterable) *	<input type="text" value="A"/> Old Value: Active
Term Reason Code *	<input type="text" value="Not Selected"/>
Termination Date *	<input type="text" value="01/26/2026"/> Old Value:

## Step 8: Routing and Submission

1. Review the **approval routing** to ensure it is appropriate.
2. Add required comments or notes if applicable.
3. Select **Save** to validate the transaction.
4. Submit the ePAF for approval.

Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (C/D/D) CP/Dir/DeptHead/Res Mgr/Dean	ACKERSP - Ackers, Patricia A.	FYI	<a href="#">Remove</a>
20 - (HUMRES) Human Resources-Approve	VOM0001 - Maclin, Vonda O.	Approve	<a href="#">Remove</a>
30 - (PAYROL) Payroll	GIBBSD - Gibbs, R Diane	FYI	<a href="#">Remove</a>
50 - (HRIS) HRIS - Apply	VDG0002 - Green, Valerie D.	Apply	<a href="#">Remove</a>

[\(+ Add Row](#)

Comments

Add Comment

Remaining Characters : 4000

[Save](#)

## Step 9: Confirmation and Monitoring

1. Confirm the ePAF status is **Pending**.
2. Monitor the transaction through:
  - o **EPAF Originator Summary**, or
  - o **EPAF Approver Summary** (if applicable).
3. Respond promptly to any requests for additional information or corrections.

## Additional Guidance - TERMJB Job Assignment Terminations

You may follow the **same steps outlined above** to submit a **job assignment or secondary job termination** using the **TERMJB** approval category. When submitting a **TERMJB** ePAF, a **termination reason code is not required**.

## Common Errors to Avoid

- Selecting **TERMJB** instead of **TERMEM** for full University separations
- Using termination reason codes marked with an **X**
- Entering an incorrect Query Date or Personnel Date
- Terminating the wrong job record

## Contact Us!

For questions or issues related to termination ePAFs, contact **HRIS** for assistance at [epafdocuments@uah.edu](mailto:epafdocuments@uah.edu).

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