ePAF Terminations

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Welcome - Introductions

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Agenda

- Welcome/Introduction
- Features
- Forms
- Set up
- Demonstration
  - TERMJ
  - TERME
- Examples
- Reminders
- Links
- Questions
What is it?

• Decentralized Terminations
  – You now will have the ability to terminate “ALL” employee types through the Electronic Personnel Action form

• Two Types
  – TERMJ – Termination of Job Only
    • i.e. Terminating of an Overload Job
  – TERME – Termination of Employment
    • i.e. Employee leaving the University
Features

- No more paper PAFs for Termination
  - Paper PAFs to VPs (only faculty)
- Ability to terminate all employee types “on-line”
- Future dated terminations
- Faster turnaround
- Ability to view “real time” status
ePAF Forms

- Electronic Approval Routing Rules (NTRROUT) - The purpose of this form is to establish “YOUR” routing queue for certain types of Electronic Personnel Action form (ePAF).

- Electronic Personnel Action (NOAEPAAF) – this form is used as an electronic version of the Personnel Action Form.
  - Update Labor Distribution (already in production)
  - Terminations (NEW)

- Electronic Approval Error Message (NOIEMSG) - displays errors or warnings generated when a transaction is submitted on the NOAEPAAF form.
Information Forms

- **Employee Jobs Form (NBAJOBS)** - maintains information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information.

- **Employee Information Form (PEAEMPL)** - The Employee Form establishes information about an employee's terms of employment.
Set Up

- Electronic Approval Routing Rules (NTRROUT)
  - Each current & future termination change will be approved and applied by the HR Operations area.
  - Needs to be done before you perform your first decentralized termination.
NTRROUT - Electronic Approval Routing Rule

N=position control, T=validation/rule, R=rule/process

• Open **NTRROUT** - Electronic Approval Routing Form.
  • Your eID will be displayed
  – In the Approval Category, type in either
  • You will need to set this up for both termination types
    – TERME
    – TERMJ
  – Next Block
  – Type in HROAPR in Level Code, HREPAF in User ID, and select Approval in Required Action field.
  – Insert a new Record
  – Type in HROAPL in Level Code, HREPAF in User ID, and select Apply in Required Action field.
  – Save the record.
Termination (TERMJ)

- NOAEPF
  - Current/Future Terminations for Employees
    - PAF Deadline schedule
  - Jobs Only
  - Separation reason need in comments
    - Classified and Faculty
**TERMJ**
(Job Only)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Proxy For:</th>
<th>ID:</th>
<th>Generate ID:</th>
<th>Query Date:</th>
<th>Last Paid Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approval Category:</th>
<th>Approval Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMJ</td>
<td>Term J</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Field Name</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jobs Effective Date</td>
<td>09-DEC-2006</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job Status</td>
<td>T</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td>Job Change Reason</td>
<td>SEP</td>
<td>SEP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver Action:</th>
<th>Queue Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
## Error and Warning messages

<table>
<thead>
<tr>
<th>Approval Type</th>
<th>Error Type</th>
<th>Errors and Warnings Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMJ</td>
<td>ERROR</td>
<td><em>ERROR</em> The future dated Job record must be deleted before ending Job.</td>
</tr>
</tbody>
</table>
Termination
(TERME)

• NOAEPAF
  – Current/Future Terminations for Employees
    • PAF Deadline schedule
  – Job and Employment
  – Separates from the University
  – PAF Reference Guide
  – Final timesheet
  – Overload jobs will cause error
TERME
(Employment)

Pending Change
Proxy For:

ID: V00231000 MR Dayron A Smith

Transaction:

Generate ID:

Query Date: 11-JAN-2007

Last Paid Date: 09-DEC-2006

Approval Category: TERME Term Emp

Position: 552770 Trainer & Instructor III

Approval Type: TERMJ Term J

Suffix: 00

Transaction
Default Earnings
Job Labor Distribution
Routing
Other Information and Comments

Applied Status

Field Name

Current Value

New Value

Jobs Effective Date 09-DEC-2006

Job Status T

Job Change Reason SEP

Jobs Status

Job Status

Job Change Reason

Jobs Status

Job Status

Job Change Reason
Examples

- John Doe has:
  - Primary Job in ORG - ABCD
    - Jane Smith is the PA for ABCD
  - Overload Job in ORG – EFGH
    - John Smith is the PA for EFGH
- Neither John or Jane can do a TERME
  - Only TERMJ
Examples

• John Doe has:
  – Primary & Overload Job in ORG - ABCD
    • Jane Smith is the PA for ABCD
• If John is leaving the University, Jane would have to complete two transactions.
  – TERMJ for the Overload Job
  – TERME to separate the Primary Job and John’s employment
Reminders

• Do “NOT” complete an ePAF when the employee is transferring to another department within the University
  – Classified and Faculty
• Last Work Day
  – i.e. Employee’s last day of work is on Friday the 8th, you should use 9th (end of pay period) as the last day
• Multiple Jobs/Multiple Transactions
• Employees will be back in the time files for the pay period we are paying leave
  – Two Pay Periods
• Last Pay Date
• Contact HR if there is a future effective date
Links

- **VCU eServices**
  - [http://www.eservices.vcu.edu](http://www.eservices.vcu.edu)

- **HR Banner Buzz/Training:**
  - [http://www.hr.vcu.edu/banner.htm](http://www.hr.vcu.edu/banner.htm)

- **Payroll:**
  - [http://www.hr.vcu.edu/payroll/index.htm](http://www.hr.vcu.edu/payroll/index.htm)

- **Forms**
  - [http://www.hr.vcu.edu/forms/index.htm](http://www.hr.vcu.edu/forms/index.htm)
Thank you for your attention!

Questions???