ePAF Frequently Asked Questions (FAQs)

Q: How do I correct an ePAF that has already been submitted?
A: Call HR Operations and ask that the ePAF be returned for correction. Make changes to the ePAF, write comments if necessary, and re-submit the ePAF.

Q: When do I submit a TERME ePAF?
A: Submit a TERME ePAF when the employee leaves the University. Once you submit a TERME ePAF, HR Ops will terminate employee's benefits.

Q: What happens when PEAEMPL is terminated?
A: Once TERME ePAF is submitted and the ePAF is applied to Banner, PEAEMPL is terminated and as a result employee’s access to Banner, VCU email, EID etc will be revoked. Employee information will no longer appear on People Search.

Q: When do I submit a TERMJ ePAF?
A: PA/FA should submit a TERMJ ePAF when the employee is NOT leaving the university. Here are some situations when TERMJ ePAF should be submitted -
  - An employee transfers in to a position in another department
  - An employee goes to another position within the same department
  - An employee’s overload job is terminated
  - Terminating an hourly/student worker position when you know the employee is going to return
  - Terminating adjuncts/work study before expected end date
  - Terminating Special rate/secondary job before their contract expires

Q: How do I see the error message?
A: Click Next Block to see the error message on the NOIEMSG form. If you are unable to view the error message, call HR operations for assistance.

Q: Which Termination code should I use when I submit a TERMJ ePAF when an employee moves to another position within VCU?
A: If a person is going from one position in your department to another position within or outside your department (but still within VCU), pick the most accurate termination reason from the list. For example, if a person moves from an hourly to a classified position, it could be because the employee got a better job. In that case, select “1T09 – Resign: Better Job.” Each case is different, which calls for a careful review and picking the appropriate code.

Q: Which termination code should I use when a student or hourly employee is terminated at the end of spring semester and will return in fall?
A: Select “1T01 – Resign: Other.”

Q: What do I do when multiple ePAFs were created for the same transaction for the same employee?
A: To find out how many ePAFs are created for the same employee:
  - Go to NOAEPAF form.
  - Type the employee ID, click on the Transaction field, and then click on the drop-down arrow next to the Transaction field.
  - A pop-up will display all the ePAFs for this employee and his/her employment statuses.
  - If there are multiple ePAFs for the same employee and for the same transaction, review the status.
  - Double-click on the transaction number that you want to review.
  - Click Next Block.
  - Review the transaction. If the transaction is in Waiting status and if you want to delete the transaction, click Options ➔ Delete ePAF. To make changes to ePAFs in any other status other than Waiting, contact HR Operations.
Q: How do I delete any unnecessary ePAFs that are in Waiting status?
A: Call HR Operations if you need to make changes, cancel or void any ePAFs in Pending or Approved status.

Q: How is an unwanted ePAF deleted?
A: If an ePAF is in Waiting status, it can be deleted by the person who created the ePAF. ePAFs for all other statuses (Pending, Approved, Partially Complete) can be voided or cancelled by HR Operations.
Q: What termination code should be used for retirements?
A: The Benefits office will send you an email with the relevant termination code (example: 4T83: Retire – Service VRS).

Q: Which ePAF is used to submit for an employee who moves to the VCU Health System?
A: TERME ePAF. Please also remind the employee’s timekeeper to submit his/her final timesheet.

Q: When are Comments entered?
A: Comments are very important and can be a timesaver. Any information that will be helpful should be keyed in the “Comments” section. Here are some examples of how comments can be useful:

- When an employee leaves the University and moves to another state agency… HR transfers employee leave balances to that state agency.
- When an employee leaves the University and will become an affiliate… HR will pay out leave balances and take steps to process the affiliate transaction.
- If an employee is overpaid or any pay adjustments are needed… HR informs Payroll so that appropriate adjustments can be made.
- If an employee moves from a benefits-eligible job and is going to a non-benefits eligible job at VCU… HR will pay out leave balances and terminate benefits.
- If an employee moves from 12-month to 9-month faculty at VCU… HR will pay out his leave balances and his terminate benefits.
- For any other information you would like to let HR know… HR will follow-up with necessary parties.

Q: What is the Personnel Date?
A: The personnel date is the true action date. In most cases, it is equal to the effective date.

*Example:* If the employee was terminated on July 7, which you didn’t know about until July 12 and if the payroll was already run, you can submit the TERM ePAF with an effective date of July 9 (last paid date) and key the personnel date as 7-July-2010. This action will let Payroll know that the person was overpaid for two days. More than 90% of the time, the personnel date will be same as effective date. For more information, see General ePAF Statuses and Glossary.
Q: What should be the effective date to terminate an employee at the end of pay period?
A: Use the date of “09” or “24” when you wish to terminate an employee at the end of pay period. *Do not* use “10” or “25” when the person leaves in the previous pay period as this action will cause the employee get paid for that day.

Q: How do I terminate an employee’s job when payroll has already started to run?
A: If payroll has started and the employee is not being terminated on the 9th or 24th, call HR Operations for assistance.

Q: What if a TERME has been submitted instead of a TERMJ?
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Q: Which query date do I use for TERME and TERMJ ePAF?
A: Query date is the “as of” date. For TERME and TERMJ ePAF, always use today’s date because the Termination ePAF is used to terminate current job. When the current value is populated, that is the indicator of the appropriate query date for the ePAF. **NOTE:** The Current Value should never be blank when you create/submit the ePAF.

**HR Contact Information**

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<th>ePAF Processing: 827-1770</th>
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<td>Benefits: 827-1723</td>
<td>Banner Security: 827-0495</td>
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<td>Payroll: 828-0740</td>
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See also the listing of [HR Generalist and HR Operations Staff](#).