How Do I Submit a Termination with the Special Use Term EPAF (Electronic Personnel Action Form)
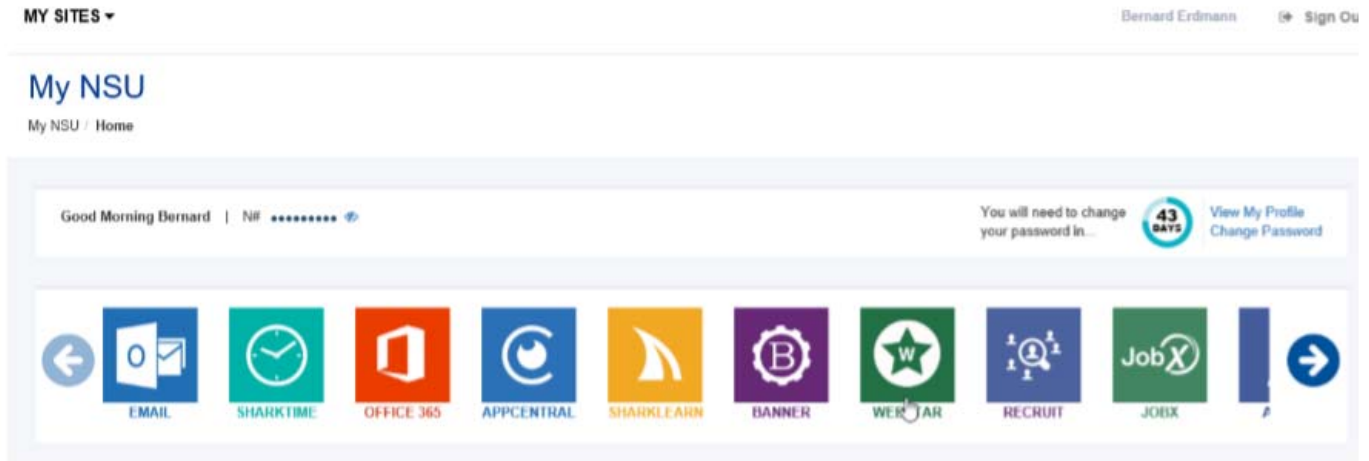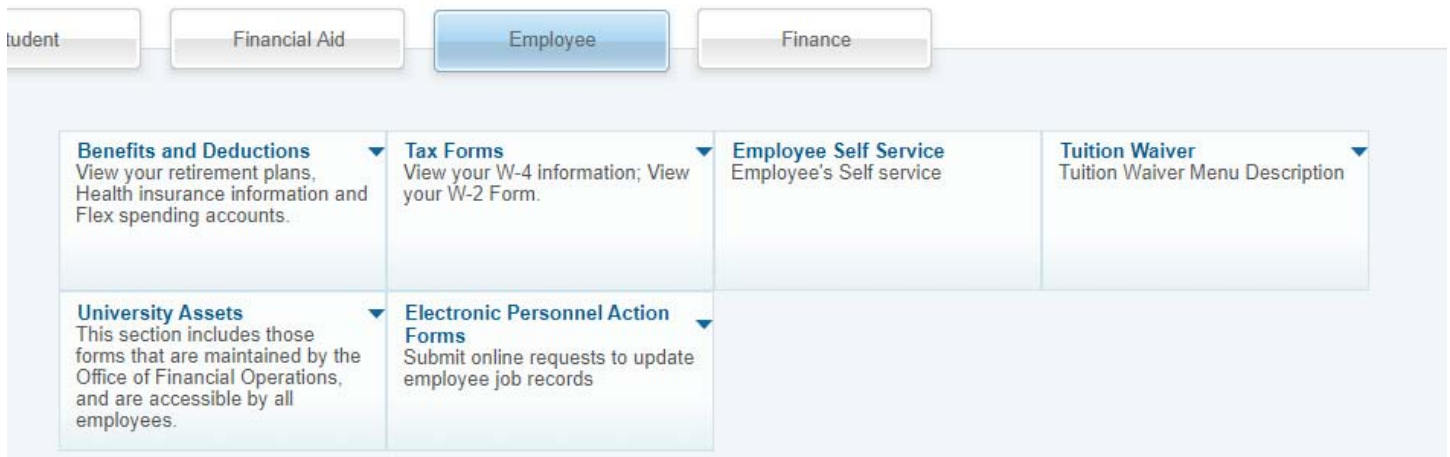
1. Log onto **SharkLink** with your system credentials:
2. Click on the link **Webstar:**

3. From the **Webstar page**, select the button **Employee**:
4. From the **Employee page**, select the button **Electronic Personnel Action Forms**:

5. From the **Electronic Personnel Action Forms page**, select the button **Supervisor Change, Terminate Job/Employee**

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NOTE: Steps 6 through 11 are for setting up Default Approvers routing (the individuals in HR Shared Services who should approve change requests). This is a one-time setup so proceed to Step 12 if previously completed.
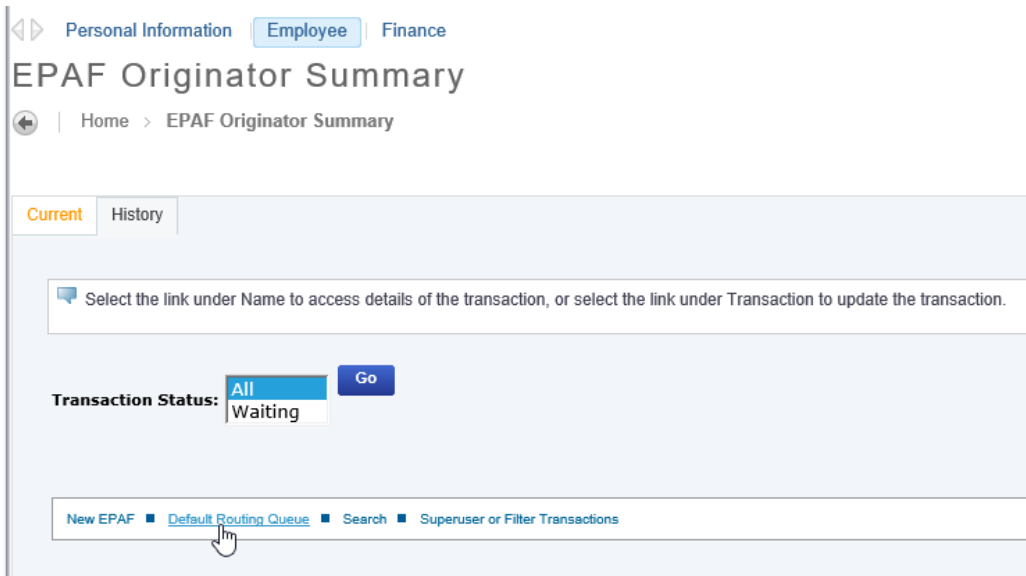
6. Click on the link **EPAF Originator Summary:**

*The page **EPAF Originator Summary** is displayed.*

7. Click on the link **Default Routing Queue**:

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*The page **EPAF Default Routing Queue** is displayed.*

8. In the dropdown box **Approval Category**, select the option **Special Use Term EPAF**, then click the option button **GO**:
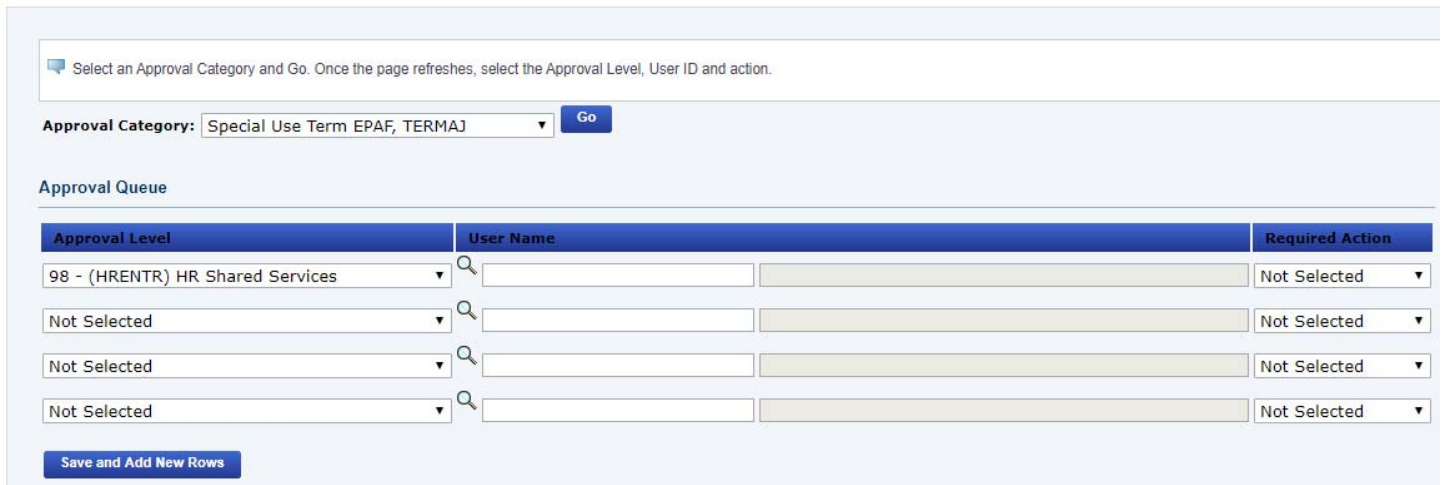
9. The page displays the required approval levels for Supervisor Changes. On the **Approval Level** row titled **(HRENTER) HR Shared Services**, click the search icon to open the popup box:

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10. The popup box opens and **HR Shared Services** User Name selections are displayed. Select the HR Shared Services Rep for your Center, then click the option button **Select**.

11. The popup box closes and the value selected is populated in the field **User Name**.

12. When all selections have been made click the option button **Save and Add New Rows**:

*The selected options are saved and the top of the page displays the message: **Your change was saved successfully:***

13. Click the link **Return to EPAF Menu** at the bottom of the page to return to the **EPAF Menu** page.

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14.   To create a **Special Use Term EPAF** request, select the link **New EPAF**:

The page ***New EPAF Person Selection*** *is displayed:*

If the NSU ID of the Employee to be changed is known, enter it in the field **ID**. To search by employee name, click the search icon.

15.   When the search icon is selected , the page **Person Search** is displayed. Check the option box **Employee**, enter the relevant name criteria (use % as a wildcard) in the **Name** boxes and click the option button **Go**:

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Person Search

Home > Person Search

> Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

❗ **Enter either a First Name and or Last Name or an ID or a SSN/SIN/TIN.**

Search Criteria

Employee: ☑

Last Name: %Cerrato

First Name: [　　　　　　　]

Or

ID: [　　　　　]

Or

SSN/SIN/TIN: [　　　　　]

Records per Page: 25 ▾

[Go]

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16.   The screen displays the page **Person Search Results**. Click on the NSU ID of the appropriate employee, or click the link EPAF Person Search to generate a new search:

Home > Person Search Results

> To choose a person, select a link under ID.

EPAF Person Search

Return to EPAF Menu

Jump to Bottom

▲ ID ▼	▲ Last Name ▼	▲ First Name ▼	Middle Name	Birth Date	Name Type
N01355898	Aguilar Cerrato	Karen	E		
N0003558	Cerrato	Charles	M		
V00005191	Cerrato	Michelle			

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EPAF Person Search

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17.   The page **New Person Selection** is displayed with the **NSU ID** and **Name** of the selected employee. From the dropdown box **Approval Category**, select the option **Supervisor Change EPAF** and click the option button **Go**:

* - indicates a required field.

ID: ***** N00074975   Pamela G Katzir

Query Date: MM/DD/YYYY***** 06/02/1995

Approval Category: *****   Special Use Term EPAF, TERMAJ   ▼

Go

18.   Enter the Last Work Date and the Termination Date:

a. *Last Worked= to the date AFTER The Last Paid Date. If the Adjunct does not have a Last Paid Date use the date after their Hire Date.*

b. *Termination Date= Last Worked Date*

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Pamela G Katzir, N00074975

Transaction: Query Date: 06/02/1995

Transaction Status: Last Paid Date:

Approval Category: Special Use Term EPAF, TERMAJ

Save

Approval Types ■ Routing Queue ■ Comments ■ Transaction History

New EPAF ■ EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom
* - indicates a required field.
Special Use Term EPAF

Item	Current Value	New Value
Employee Status: *****(Not Enterable)	Active	T
Term Reason Code: *****(Not Enterable)		97
Last Work Date: MM/DD/YYYY*****		06/02/1995
Termination Date: MM/DD/YYYY*****		06/02/1995

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19. If a Default Routing Queue is not completed, you will select an approver each time an EPAF is actioned.

20. Click the option button **Save**. The page displays the message **Your change was saved successfully**.
21. Click the option button **Submit**:

*The screen displays the message **The transaction has been successfully submitted***

22. To submit additional Adjunct Terminations, click **New EPAF** and begin the process again

23. To cancel a submission, email hr4u@nova.edu