Employee Data Management
Terminating an OPS Employee via ePAF+

Overview:

Understanding How to Terminating an OPS Employee via pPAF

This tutorial includes the basic steps for terminating an OPS employee in your department using the electronic Personnel Action Form Plus (ePAF+) module.

The ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. standard hours change and salary change). Do not submit multiple ePAFs for the same effective date.

Procedure

Scenario:
In this topic, you will learn the steps to terminate an OPS appointment using ePAF+.

Key Information:
Employee Name/ID
Last Day in Pay Status
Step | Action
--- | ---
1. | Click the **Human Resources 9.0** link. [Human Resources 9.0](#)
2. | Click the **Manager Self Service** link. [Manager Self Service](#)
3. | Click the **ePAF+** link. [ePAF+](#)
4. | Click the **Enter ePAF+ Transactions** link. [Enter ePAF+ Transactions](#)

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**The Florida State University**

**OMNI - Human Resources**

**Search/Action Page**

**EmpID:**

Last Name:
First Name:
Position:
Department:

- Terminated Appointment
- Search Criteria

**HR Transaction Search Type**

- HR Appointment - All Employees
- HR Appointment - Manager/Dept/Rep
- Positions - All Vacant
- Positions - Vacant - Mgr/Dept Rep

Search

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Step | Action
--- | ---
5. | Enter the desired employee's ID into the **EmpID** field.
6. | Click the **Terminate Appointment** option.
7. | Enter the desired information into the **Last Day in Pay Status** field.
8. | Click the **Search** button.
Step | Action
--- | ---
9. | Select the employee name link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>Action Reason</strong> list.</td>
</tr>
<tr>
<td>11.</td>
<td>Select the <strong>Voluntary Separation</strong> from the Action Reason drop-down. <strong>Voluntary Separation</strong></td>
</tr>
<tr>
<td>12.</td>
<td>Enter the desired information into the <strong>Originator Comments</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Submit</strong> button. <strong>Submit</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Return to Transaction Search / Action Page</strong> link. [Return to Transaction Search / Action Page]</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>Home</strong> link. [Home]</td>
</tr>
</tbody>
</table>
| 16.  | **Congratulations!**  
You have completed the topic.  
**End of Procedure.** |