How To TERMINATE Hourly Student/Temp Job

1. Go to Employee Self Service Banner: https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you've forgotten your PIN, click on the Forgot PIN button.

3. Once logged in, click on EMPLOYEE.

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

5. Click on NEW EPAF.

- Enter the employee's Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating a terminating EPAF for.
- Enter the end date of the terminating job (the last day the employee works) in the Query Date field. **Please note that the Query Date field always defaults to today's date, therefore it is very important that you enter the actual JOB END DATE in this field.** **Term date must be after the last paid date**
- Choose Approval Category: **Terminate Student/Temp Employee Job, (TERMNB)**
- Click "Go"

Personal Information	Student	Financial Aid	**Employee**

Search [____] Go

RETURN TO EMPLOYEE

New EPAF Person Selection

a. Employee's Campus ID

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * [_____] [_____] 🔧 🔍

b. Last day to work

Query Date: MM/DD/YYYY * [05/28/2021]

Approval Category: * [SM - Terminate Student/Temp Employee Job, TERMNB ▾]

Go

⚠ There are no active jobs based on the Query Date.

All Jobs

c. Correct Approval Category

EPAF Approver Summary | EPAF Originator Summary

- Click "All Jobs" to ensure that all active positions are displayed.
- Select the employee's active position and suffix you are terminating. (If your employee has more than 1 job on campus, it is important that you **select the right one!**
- Click "Go"

NOTE: If an employee has more than one job, a separate EPAF must be created for EACH active position the employee has.

• The employee's name, title, and termination date (effective date) is shown. Your routing queue should be set up to automatically default. If not, complete the Approval Queues by clicking on the hourglass to select the appropriate approver's name.   Click "Save" (Also located at the bottom of the screen).

Transaction: 10332   **Query Date:** Dec 31, 2014
Transaction Status: Waiting   **Last Paid Date:** Oct 15, 2014
Approval Category: Terminate Non-Benefit Job, TERMNB

[Save] [Submit] [Delete]

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Job Status Change, SP07SW-00 $7.25/Student Asst/HR, Last Paid Date: Oct 15, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/27/2014	12/31/2014
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *(Not Enterable)	900	300

Your term date has been defaulted in.

Routing Queue

Approval Level	User Name		Required Action	Remove
40 - (HRPRE) HR Preview	MMARTINEZ	Merlinda R Martinez	FYI	
60 - (IT) IT	SKENNEDY	Shauna Diane Kennedy	FYI	
99 - (PAYROL) Payroll	SKREBS	Sandra Sue Krebs	Apply	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	

- Click **Save and Submit** to finalize your change and to send your EPAF for approval.

| Personal Information | Student | Financial Aid | Employee |

Search [_____] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

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

Name and ID:	Minnie Mouse, M20212546	**Job and Suffix:**	SI36SW-00, $7.25/Tutor
Transaction:	201	**Query Date:**	Jun 10, 2014
Transaction Status: Pending		**Last Paid Date:**	
Approval Category: Terminate Student/Temp Job, TERMJB			

If errors occur, review the Errors and Warning Messages Section at top of the EPAF. (Ignore the Warning Messages, correct the Error Messages) If no errors exist, your transaction has successfully submitted. Please see other EPAF Procedure Guides for creating different types of EPAFs.