

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.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 8.6

3. Once logged in, click on EMPLOYEE.

Personal Information Student Financial Aid **Employee**

Search

Main Menu

Welcome, Courtney M. Grimes, to the MSU Web World! Last web

- [Personal Information](#)
Update addresses or contact information; Change your PIN.
- [Student](#)
Register, View your academic records.
- [Financial Aid](#)
Review Financial Aid status and awards.
- [Employee](#)
Benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

RELEASE: 8.6

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

Personal Information Student Financial Aid **Employee**

Search [RETURN TO](#)

Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Electronic Personnel Action Forms](#)
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, benefit statement.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information and W2 statements.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)

RELEASE: 8.10.1

5. Click on NEW EPAF.

MSU BARBER

Personal Information Student Financial Aid **Employee**

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Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

RELEASE: 8.9

- 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 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: *

Query Date: MM/DD/YYYY* b. Last day to work

Approval Category: * c. Correct Approval Category

There are no active jobs based on the Query Date.

- 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”

Personal Information Student Financial Aid **Employee**

Search Go

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New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Minnie Mouse, M20212546
Query Date: Jun 10, 2014
Approval Category: Terminate Job, TERMJB

Change Job Status, TERM

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>								<input type="radio"/>
	Primary	SI36SW	00	\$7.25/Tutor		13700, Human Resources	Jun 10, 2014			Active	<input checked="" type="radio"/>

All Jobs

Go

New EPAF

f. Employee's Active Job



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](#)

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* - 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

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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: SI365W-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.