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”

---

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Financial Aid</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID: *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query Date: MM/DD/YYYY</td>
<td>05/28/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval Category: *</td>
<td>SM - Terminate Student/Temp Employee Job, TERMNB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Employee’s Campus ID
- b. Last day to work
- c. Correct Approval Category
• 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).
• Click **Save and Submit** to finalize your change and to send your EPAF for approval.

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.