UNM

Submitting a Student Separation During Probabtion and Student Discharge for Cause EPAF SOP

Department: Student Employment

06/04/2018

Step #	Action Items	Notes/Comments
1	Log onto my.unm.edu -> Employee Life Tab -> Click on Enter Lobo Web -> Click on Electronic Personnel Action Forms	
2	Click **New EPAF**	
3	Enter the students UNM ID number in the first box	Click in the second box: the students name will auto populate
4	Leave query date as is	
5	Approval category: click on the dropdown arrow, scroll down and click on one of the following options depending on the situation for the student: - **'Student Separation During Probation, JU0004'** ***Used when a student is being terminated during their probation period. (2 months after start date student is still on probation)** - **'Student Discharge for Cause, JU0005'** ***Used when student is discharged due to unsatisfactory performance, misconduct, or for other reasons deemed to constitute proper cause by the University.**	
6	Click **Go**	
7	Select the position you are wanting to take action on. Click on the empty circle of the position.	Students might have multiple positions within a department.
8	Click **Go**	
9	Section: System removal of end date Leave this section alone – you do not need to do anything.	
10	Section: End Current Job In the **New Value** column enter the following information: • '**Jobs Effective Date'** – The date the student was terminated • '**Personnel Date'** – The date the student was terminated	
11	Section: Routing Queue • The first approver is the person who approves EPAFs for your department. You can type their user name or click on the magnifying glass to search for them • The second approver is student employment. Under user name type in: **Beti2626** and the click in the box to the right. Elizabeth Jacquez Amador will come up. • The approver for payroll is just FYI. You can select anyone from their list when clicking on the magnifying glass. • The fourth approver: click on the magnifying glass, only one option should populate. Click on 'Applier, Epaf (EAAPPLIER) Those are the only 4 approvers you need to have.	**Elizabeth Amador** is the new Student Employment Manager.
12	Section: Comment	A comment or document is required for both of these EPAFs. The department

	If you want to add a comment or explain anything this is where you will add that. You can also leave your contact information there.	needs to provide us with a reason/examples of why they are being terminated.
13	Click **Save**	
14	Click **Submit**	The EPAF will be sent to your departments queue first. Once your department approves it, it will show up in the student employment queue. *If the EPAF is approved you will not be notified by us. *If the EPAF is 'Returned for Correction' Student Employment will leave a note on the EPAF and also send the EPAF originator an email.

*You can also refer to Epaf.unm.edu for questions and help with EPAFs.