

Submitting a Separation EPAF

Revision Date: 04/2020

Responsible Department: Student Employment Office

Purpose:

The process show you how to submit a Separation During Probation or a Student Discharge for Cause.

Available to:

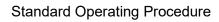
Hiring Coordinators, Department HR, Supervisors

Roles Needed:

EPAF-Originator of Student Employment Transactions

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

Step#	Action/Page Name	Comments/Options
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 *The dates cannot exceed the students last paid date.	The dates should be the same in order to reflect the student true last paid date. Ex. Effective date: 05/11/2020 Personnel date: 05/11/2020





11	Section: Routing Queue	Elizabeth Amador is the new
	The first approver is the person who approves EPAFs for your	Student Employment Manager.
	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 Output Description:	
	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)	
	- ruen ene ene population on Apparet, Epar (Eran i Ellert)	
	Those are the only 4 approvers you need to have.	
12	Section: Comment	A comment or document is required
	If you want to add a comment or explain anything this is where you will	for both of these EPAFs. The
	add that. You can also leave your contact information there.	department needs to provide us
	*If you believe there may be issues please leave a contact number or	with a reason/examples of why they
13	preferred email to speed up process* Click Save	are being terminated.
14	Click Submit	The EPAF will be sent to your
'-	Chek Subinit	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.