

## Submitting Job End EPAF

**Revision Date:** 04/2020  
**Responsible Department:** Student Employment Office

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### Purpose:

This procedure explains how to submit a job end EPAF such as a Student Resignation, Student End of Assignment/Job End, and Student End of Assignment/Graduation EPAF. You can also refer to [epaf.unm.edu](http://epaf.unm.edu) for questions and help with EPAFs.

### Available to:

Hiring Coordinators, Department HR, Supervisors

### Roles Needed:

EPAF-Originator of Student Employment Transactions

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 <b>New EPAF</b>	
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: <ul style="list-style-type: none"> <li>- <b>Student Resignation, JU0001</b> *Used when a student resigns at any time</li> <li>- <b>Student End of Assignment/Job End, JU0002</b> *Used when the job is over or at the end of the semester</li> <li>- <b>Student End of Assignment/Graduation</b> *Used when a student is graduating</li> </ul>	
6	Click <b>Go</b>	
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 <b>Go</b>	
9	Section: System removal of end date Leave this section alone – you do not need to do anything.	On the Student Resignation EPAF
10	Section: End Current Job In the <b>New Value</b> column enter the following information: <ul style="list-style-type: none"> <li>• ‘<b>Jobs Effective Date</b>’ enter the students true last paid date</li> <li>• ‘<b>Personnel Date</b>’ enter the students true last paid date.</li> </ul> *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

<b>11</b>	<p>Section: Routing Queue</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• The second approver is student employment. Under user name type in: <b>Beti2626</b> and the click in the box to the right. Elizabeth Jacquez Amador will come up.</li> <li>• The approver for payroll is just FYI. You can select anyone from their list when clicking on the magnifying glass.</li> <li>• The fourth approver: click on the magnifying glass, only one option should populate. Click on 'Applier, Epaf (EAAPPLIER)</li> </ul> <p>Those are the only 4 approvers you need to have.</p>	<p><b>Elizabeth Amador</b> is the new Student Employment Manager.</p>
<b>12</b>	<p>Section: Comment 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.</p>	<p>Comments are not required.</p>
<b>13</b>	<p>Click <b>Save</b></p>	
<b>14</b>	<p>Click <b>Submit</b></p>	<p>The EPAF will be sent to your departments queue first. Once your department approves it, it will show up in the student employment queue.</p> <p>*If the EPAF is approved you will not be notified by us.</p> <p>*If the EPAF is 'Returned for Correction' Student Employment will leave a note on the EPAF and also send the EPAF originator an email.</p>