

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: <ul style="list-style-type: none"> - '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: <ul style="list-style-type: none"> • '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	<p>Section: Routing Queue</p> <ul style="list-style-type: none"> • 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) <p>Those are the only 4 approvers you need to have.</p>	<p>Elizabeth Amador is the new Student Employment Manager.</p>
12	<p>Section: Comment</p> <p>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>*If you believe there may be issues please leave a contact number or preferred email to speed up process*</p>	<p>A comment or document is required for both of these EPAFs. The department needs to provide us with a reason/examples of why they are being terminated.</p>
13	<p>Click Save</p>	
14	<p>Click Submit</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>