Creating an EPAF for a Termination

1. Log on to **Banner Self Service**
   a. User ID: This is your Banner ID
   b. Password: This is your self-service pin number, the same number you use to access your pay stub.
2. Select **Employee Services**
3. Select **Electronic Personnel Action Form**
4. Select **New EPAF**
5. Enter the Banner ID of the person you want to create an EPAF If you don't know the person's ID, click on the magnifying glass, then enter the name. Click on the Banner number of the employee
6. Today's date will default in the Query Date field. You can override this date. (Date must be in MM/DD/YYYY format).
7. Select **Terminate an Employee** from the Approval Category drop down menu (Terminating a Position)
8. Once the ID, Query Date, and Approval Category are selected, click **go**.
9. The employee's current position will be listed. Select the radio button next to the position to take action.
10. Click **Go**
11. Enter **Jobs Effective Date**
12. Enter **Job Status**, (Terminated is default)
13. Enter **Job Change Reason**
14. Enter the **Employee Status** (Terminated is default)
15. Enter the **Last Work Day**
16. Select a **Term Reason Code**
17. Enter a **Termination Date**
18. Enter information in **Routing Queue**, if you have set this up in NTRROUT it will automatically default to the appropriate names.
19. Click on **Save**
20. Click **Submit**
    ✓ The transaction has been successfully submitted.