Off-Boarding Employees

# "Off-Boarding Employees"

• **Off-boarding** is as equally important as on-boarding in the lifecycle of an employee. Although the process of off-boarding is essentially a 'good-bye' rather than a 'hello,' the management of this progression affects all parties involved; the employee exiting, the employer, and the existing employees of the company.

"The Termination Process"

•Payroll has developed an electronic process to terminate FT employees who are no longer working for the University. This process in the UIS is called "Terminate FT Employee" (TEREMP) EPCF. **Employees who are transferring to another department should not be processed with this EPCF.**

•In order to ensure that employees do not have access to information systems beyond their termination date, it is imperative that Department Managers notify HR/Payroll by completing the "Terminate Full Time Employee" TEREMP EPCF.

Access University Information System
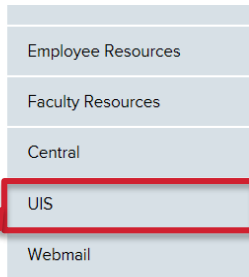
The EPCF menu can be accessed via the University Information System (UIS), which can be accessed directly from the www.stjohns.edu website by selecting **"MySJU"** and then clicking **"UIS"**
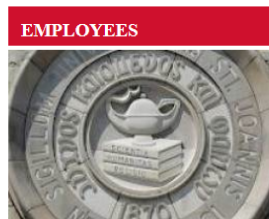
LOGIN PAGE

User Login

St. John's Information System

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. **Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).**

If you are a new Freshmen or Transfer, your ID is your student identification number (X number), which can be found on your acceptance letter and confirmation form.
Please make sure you type your X number with a capital X.

Your initial PIN is your birthday entered in a six digit format (mmddyy), with no spaces or hypens. For example, if your birthday is January 1, 1995 your PIN will be 010195.
Upon successful login, please change your PIN within the Personal Information Menu.

If you have forgotten your pin, please type in your User Id, then click the Forgot PIN? button.

When you are finished, please Exit and close your browser to protect your privacy.

User ID: [   ]
PIN: [   ]

**Enter your User ID (X-Number or SS#)
and PIN/PASSWORD.**

[Login]   [Forgot PIN?]

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Then, Click "Login"

🔍 105% ▾

Accessing The EPCF Main Menu

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee**

Search [ ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Employee Toolbox
Information for new employees; Enter/update Emergency Contact; Enter/update Address; Enter/update W4; Enter/update Direct Deposit; Confidentiality Agreement; Online forms

Employee Web Profile
View/update employee information as you want published in the official SJU web site.

Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Change your beneficiary information; Update/View tuition remission

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History
View time off balances and history

Time Sheet
Enter/update time sheet

PFP Summary for Supervisors

Marketing & Communication Job Tracking
((for use of the Offices of Marketing and Communication, and Printing and Distribution)

P & D Online
(Enter and track Work Orders with Printing and Distribution Services Department)

Customer Service Menu

EPCF Main Menu

Employee Career Portal

Employee Workshops
Register for HR/CTE Classes

Veterans Classifications

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Click on the **"Employee Tab"** to bring up this list of menu items.

Then, click on **"EPCF Main Menu"** to access your Timesheet Menu.

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee**

Search [ ] [Go]

Electronic Personnel Change Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

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Click on the **"New EPAF"** to create the Terminate Employee EPCF.

105%

Personal Information	Employee	Finance

Search [   ] Go   RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

New EPCF Person Selection

Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Select Go.

* - indicates a required field.

Enter X-Number of Terminated Employee here

ID: ***** [X01401157] [John Q. Doe]

"Query Date" is the Termination Date.

Query Date: MM/DD/YYYY***** [04/01/2016]
Approval Category: ***** [Terminate Full Time Employee, TEREMP ▼]

[Go]

⚠ There are no active jobs based on the Query Date.

[All Jobs]

Then click "Go".

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

Select the Terminate Full Time Employee (TEREMP) Approval Category here.

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Personal Information | **Employee** | **Finance**

Search [   ] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

New EPCF Job Selection

Enter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: John Q. Doe, X01401157
Query Date: Apr 01, 2016
Approval Category: Terminate Full Time Employee, TEREMP

Terminate Job / Position, TERMP

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									⦿

⚠ There are no jobs based on the Query Date.

[Active Jobs] ⟵ Select **"All Jobs"** to bring up all Active Jobs for the employee.

[Go]

New EPAF
Return to EPAF Menu

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Personal Information | **Employee** | Finance

Search [_____] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

New EPCF Job Selection

💬 Enter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: John Q. Doe, X01401157
Query Date: Apr 01, 2016
Approval Category: Terminate Full Time Employee, TEREMP

Terminate Job / Position, TERMP

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									⦿
	Primary	S03418	00	Student Employment Specialist	261, Human Resources	Jan 01, 2016			Active	○

[Active Jobs]

[Go]

Select the job that will be terminated here

Then, click "Go"

New EPAF
Return to EPAF Menu

Done   Internet | Protected Mode: On   🔍 125%

ST. JOHN'S UNIVERSITY

Electronic Personnel Change Form

💬 Enter the information for the EPCF then press Save followed by Submit.

If you receive an error while processing this EPCF, please contact Human Resources Department at ext. 1471

Name and ID: John Q. Doe, X01401157
Transaction: **Query Date:**   Apr 01, 2016
Transaction Status: **Last Paid Date:**
Approval Category: Terminate Full Time Employee, TEREMP

Save

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

❋ - indicates a required field.

Terminate Job / Position, S03418-00 Student Employment Specialist

Item	Current Value	New Value
Job Status: ❋	Active	Terminated ▾
Jobs Effective Date: MM/DD/YYYY❋	01/01/2016	04/01/2016
Personnel Date: MM/DD/YYYY	01/01/2016	04/01/2016
Job Change Reason:		JTERM, Job Termination ▾

Terminate Employment

Item	Current Value	New Value
Employee Status: ❋	Active	Active ▾
Last Work Date: MM/DD/YYYY❋		04/01/2016
Term Reason Code:		Not Selected ▾
Termination Date: MM/DD/YYYY❋		04/01/2016

Routing Queue

Approval Level   User Name   Required Action

Sections will be pre-filled by date used in the "Query Date" field.

*Enter the **Last Work Date**. (This date is usually the same as the Termination Date).*

*Enter the **Termination Reason** via this drop-down menu, and then enter the **Termination Date (Same as above).***

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Terminate Employment

Item	Current Value	New Value
Employee Status: *	Active	Active ▼
Last Work Date: MM/DD/YYYY*		04/01/2016
Term Reason Code:		Not Selected ▼
Termination Date: MM/DD/YYYY*		04/01/2016

HR Approver – Please contact HR Services (Karen Crowley (ext. 1502) or Nancy Santos (ext. 2445) for correct name to select.

Benefits – select Mirian Cepeda

HR Applier – select Lisa Tillmon

Routing Queue

Approval Level		User Name		Required Action
10 - (DEPT) Dept. Approval	🔍			FYI
20 - (APPROV) HR Approval	🔍			Approve
21 - (BENE) Benefits	🔍			FYI
90 - (APPLY) HR Applier	🔍			Apply
Not Selected ▼	🔍			Not Selected ▼
Not Selected ▼	🔍			Not Selected ▼
Not Selected ▼	🔍			Not Selected ▼
Not Selected ▼	🔍			Not Selected ▼

[Save and Add New Rows]

Enter the **Dept Approver, HR Approver, Benefits** and **HR Applier** here. Click on the " 🔍 " to find the appropriate individuals.

Comment

Owed 5 vacation days

Enter any necessary comments here.

[Save]

Once complete, click "**Save**" and then "**Submit**"

Return to Top

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Internet | Protected Mode: On   125%

ST. JOHN'S UNIVERSITY

Personal Information | **Employee** | Finance

Search [_____] [Go]   RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

Electronic Personnel Change Form

✔ Your change was saved successfully.

Look for this message to confirm that your transaction was successful.

💬 Enter the information for the EPCF then Save followed by Submit

If you receive an error while processing this EPCF, please contact Human Resources Department at ext.1471

Name and ID: John Q. Doe, X01401157   **Job and Suffix:** S03418-00, Student Employment Specialist
Transaction: 105309   **Query Date:** Apr 01, 2016
Transaction Status: Waiting   **Last Paid Date:**
Approval Category: Terminate Full Time Employee, TEREMP

Then click "submit".

[Save] [Submit] [Delete]

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

✱ - indicates a required field.

Terminate Job / Position, S03418-00 Student Employment Specialist

Item	Current Value	New Value
Job Status: ✱	Active	Terminated ▼
Jobs Effective Date: MM/DD/YYYY✱	01/01/2016	04/01/2016
Personnel Date: MM/DD/YYYY	01/01/2016	04/01/2016

Done   Internet | Protected Mode: On   125%

Personal Information | **Employee** | **Finance**

Search [ ] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

Electronic Personnel Change Form

✓ The transaction has been successfully submitted.

When you receive this message, your EPCF has been submitted to the next person in the "**Routing Que**".

💬 Enter the information for the EPCF then Save followed by Submit

If you receive an error while processing this EPCF, please contact Human Resources Department at ext.1471

Name and ID:	John Q. Doe, X01401157	**Job and Suffix:**	S03418-00, Student Employment Specialist
Transaction:	105309	**Query Date:**	Apr 01, 2016
Transaction Status:	Pending	**Last Paid Date:**	
Approval Category:	Terminate Full Time Employee, TEREMP		

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

✱ - indicates a required field.

Terminate Job / Position, S03418-00 Student Employment Specialist

Item	Current Value	New Value
Job Status: ✱	Active	Terminated
Jobs Effective Date: MM/DD/YYYY✱	01/01/2016	04/01/2016
Personnel Date: MM/DD/YYYY	01/01/2016	04/01/2016
Job Change Reason:		JTERM, Job Termination

Done   🌐 Internet | Protected Mode: On   🔍 125%

After Submission of the EPCF:

• Keep in mind that you can monitor your progress of the TEREMP via the History tab under your EPCF main menu.

• Once your EPCF has the status of **"Completed",** the transaction been applied in the Banner system and the employee has been officially terminated.

Important HR Policy Information

Policy 125 – Separation from Employment

Section: Employment

Responsible office: HR Services

Policy 127 – Exit Interviews

Section: Employment

Responsible Office: HR Services

Policy 620 - Benefits for Retired Employees

Section: Benefits

Responsible Office: HR/Benefits