



ST. JOHN'S
UNIVERSITY

Terminate
Part-Time/Per Diem Employees
EPCF

What is the “Terminate Student (TERSTU)” EPCF?


- This process is used to terminate non-full-time employees (i.e., Student workers/Temporary Hires/part-time employees) who are no longer working for your department, have graduated, or have transferred to another department.
- In order to ensure your employee does not have access to information systems beyond their termination date it is imperative that dept. managers notify HR/Payroll by completing the TERSTU EPCF.
- Even if the employee is continuing in another department the employee must be terminated from your department before they can be rehired via EPCF in the next department.

LOGIN PAGE

[HELP](#) [EXIT](#)

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 (St. John's Central password).**

Login

Forgot PIN?

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Then, Click "Login"

Accessing The EPCF Main Menu

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

Search [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

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

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Then, click on “**EPCF Main Menu**” to access your TERSTU EPCF.

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
“EPAF Originator
Summary” to set-up
your
“Default Routing
Queue”!

EPCF Originator Summary

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

No transactions found in your queue.

Click on
"Default Routing
Queue".

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	Required Action
Not Selected	Not Selected
Not Selected	Not Selected
Not Selected	Not Selected
Not Selected	Not Selected
Not Selected	Not Selected

Save and Add New

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- Return LOA FT Admin of Faculty, RETLOA
- Terminate Student, TERSTU**
- Hire Continuing - Returning Adjunct, HCAD1
- Faculty Chair Stipend, CHAIR
- Faculty Overload, OVERLO
- Extend Banner Access, BANEXT
- Reading Writing One-time Pay, RW-PAY
- One-Time Stipend Payment, 1PAY
- International Employees, INTADM
- International Faculty, INTFAC

[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

Select the Appropriate Category here & click "Go".

EPAF Default Routing Queue - Microsoft Internet Explorer provided by St. John's University

https://apollotest.stjohns.edu/tban8/bwpkepaf.P_UpdateDefaultRouting

File Edit View Favorites Tools Help

User Login 1 http--www.edu1world St. John's University inside... Suggested Sites Get more Add-ons Comments Free Hotmail Home (2) Home http--intranet.stjohns.edu...

EPAF Default Routing Queue

Personal Information **Employee** Finance

Search

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Terminate Student, TERSTU


Approval Queue

Approval Level	User Name	Required Action	Remove
10 - (DEPT) Dept. Approval	<input type="text"/>	Approve	<input type="checkbox"/>
90 - (APPLY) HR Applier	<input type="text"/>	Apply	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>

EPAF Originator Summary
Return to EPAF Menu

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Once the appropriate category has been selected, the approval levels will automatically populate.

Click on the  in order to select the appropriate person who will be approving/applying the EPCF.

Once finished, click "Save and Add New Rows"

HR Applier: Lisa Tillmon

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
EPCF**” to create the
new student EPCF.

New EPCF Person Selection - Microsoft Internet Explorer provided by St. John's University

http://149.68.15.117:7778/tban8/bwpkefaf.P_ChoosePerson

File Edit View Favorites Tools Help

New EPCF Person Selection

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.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

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Internet | Protected Mode: On 100%

9:50 AM
10/17/2013

*Enter **X-Number** Here,
then press **TAB** button*

*Remove pre-filled date and replace with
Termination Date.*

*Select **(TERSTU)** Approval Category here, and then click
"Go".*

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 Doe, X01234567

Query Date: Oct 17, 2013

Approval Category: Terminate Student, TERSTU

Terminate Employee's Active Position, TERMP

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job									<input type="radio"/>

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type Go

Select "All Jobs" to bring up all Active Jobs.

New EPAF
[Return to EPAF Menu](#)

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Terminating Student Workers

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

Search

[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: May 02, 2014
Approval Category: Terminate Student, TERSTU

Terminate Employee's Active Position, *TERMP*

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	S00741	00	Regular Student Worker I-V	151, Enrollment Mgmt V.P.	Sep 04, 2013	May 31, 2014	May 17, 2014	Active	<input type="radio"/>

Select the job that will be terminated here

Then, click "Go"

[New EPAF](#)
[Return to EPAF Menu](#)

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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 Doe , X01234567
Transaction: **Query Date:** Oct 17, 2013
Transaction Status:
Approval Category: Terminate Student, TERSTU

Save

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

Terminate Employee's Active Position, S01969-00 College Work Study Student

Item	Current Value	New Value
Job Status: *(Not Enterable)	T	<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*	10/17/2013	<input type="text"/>
Personnel Date: MM/DD/YYYY(Not Enterable)	10/17/2013	<input type="text"/>
Job Change Reason: (Not Enterable)		<input type="text"/>

Sections will be pre-filled by the system.

Terminate PEAEMPL, S01969-00 College Work Study Student

Item	Current Value	New Value
Employee Status: *(Not Enterable)	A	<input type="text"/>
Last Work Date: MM/DD/YYYY*	10/17/2013	<input type="text"/>
Term Reason Code:	GR, Graduation (Students only)	<input type="text"/>
Termination Date: MM/DD/YYYY*	10/17/2013	<input type="text"/>

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

Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Dept. Approval	DMARTINE David Martinez	FYI
20 - (APPROV) HR Approval	LTILLMON Elisha Tillmon	Approve
90 - (APPLY) HR Applier	MTHODE Marilyn Thode	Apply

Electronic Personnel Change Form - Microsoft Internet Explorer provided by St. John's University

http://149.68.15.117:7778/tban8/bwpkepaf.P_ChooseJobDriver

Last Work Date: MM/DD/YYYY* 10/17/2013

Term Reason Code: GR, Graduation (Students only)

Termination Date: MM/DD/YYYY* 10/17/2013

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Dept. Approval	DMARTINE	David Martinez	FYI
20 - (APPROV) HR Approval	LTILLMON	Elisha Tillmon	Approve
90 - (APPLY) HR Applier	MTHODE	Marilyn Thode	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Save

Return to Top

Approval Types | Routing Queue | Transaction History

New EPAF | EPAF Originator Summary
Return to EPAF Menu

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

Enter any necessary comments here.

Once complete, click “**Save**” and then “**Submit**”

Electronic Personnel Change Form

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

✓ The transaction has been successfully submitted.

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:** May 02, 2014

Transaction Status:

Approval Category: Terminate Student, TERSTU

Look for this message to confirm that your transaction was successful and that the student was terminated!

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

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[Jump to Bottom](#)

* - indicates a required field.

Terminate Employee's Active Position, S01969-00 College Work Study Student

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="05/02/2014"/>
Personnel Date: MM/DD/YYYY(Not Enterable)		<input type="text" value="07/31/2014"/>
Job Change Reason: (Not Enterable)		<input type="text"/>

After Submission of the EPCF:

- All employees that have been terminated via the TERSTU EPCF must be rehired via EPCF (with the exception of those who are becoming either FT/PT Admin, Staff, or Faculty) if they return to work at a later date.
- Keep in mind that you can monitor your progress of the TERSTU via the History tab under your EPCF main menu.
- Once you see the status of **“Completed”** you will know that the TERSTU has been applied in Banner system and that student has been officially terminated.