

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:	Enter your User ID (X-Number or SS#)
PIN:	and PIN (St. John's Central password).
Login Forgot PIN?	

RELEASE: 8.5.2

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Then, Click "Login"



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Accessing The EPCF Main Menu

Personal Information Alumni and Friends Student Financial Aid Employee	
Search Go	RETURN TO MENU SITE MAP HELP E
Employee Toolbox	
Information for new employees; Enter/update Emergency Contact; Enter/update Address; Enter/update	W4; Enter/update Direct Deposit; Confidentiality Agreement; Online
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, Miscellaneou	us deductions; Change your beneficiary information; Update/View t
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.

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

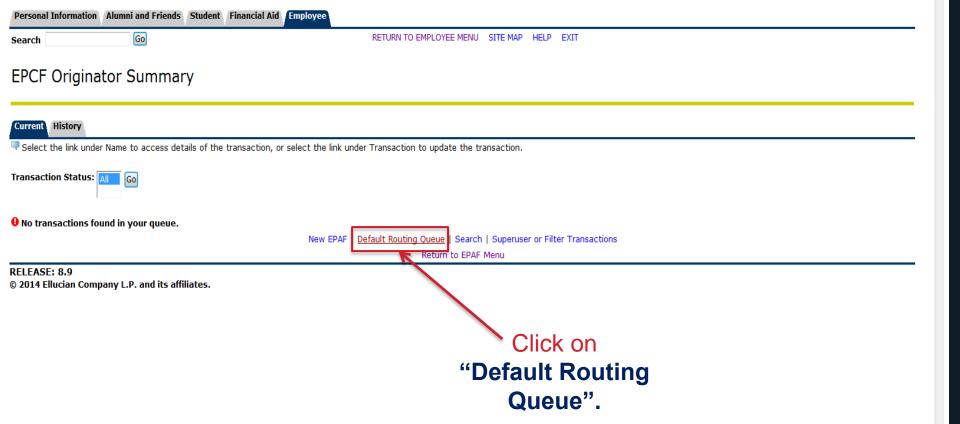


Personal Information Alumni and Friends Student Financial Aid Employee

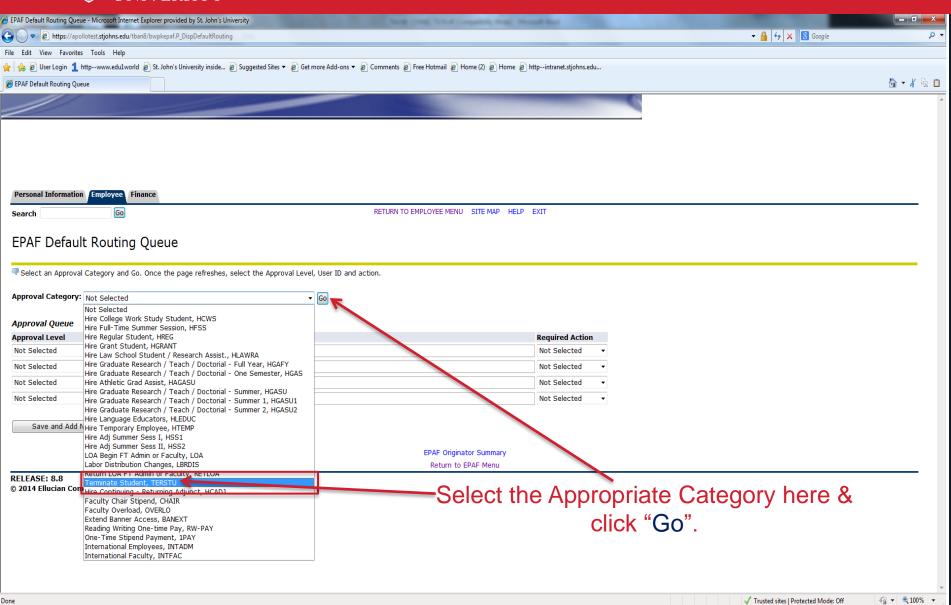


"EPAF Originator
Summary" to set-up
your
"Default Routing
Queue"!



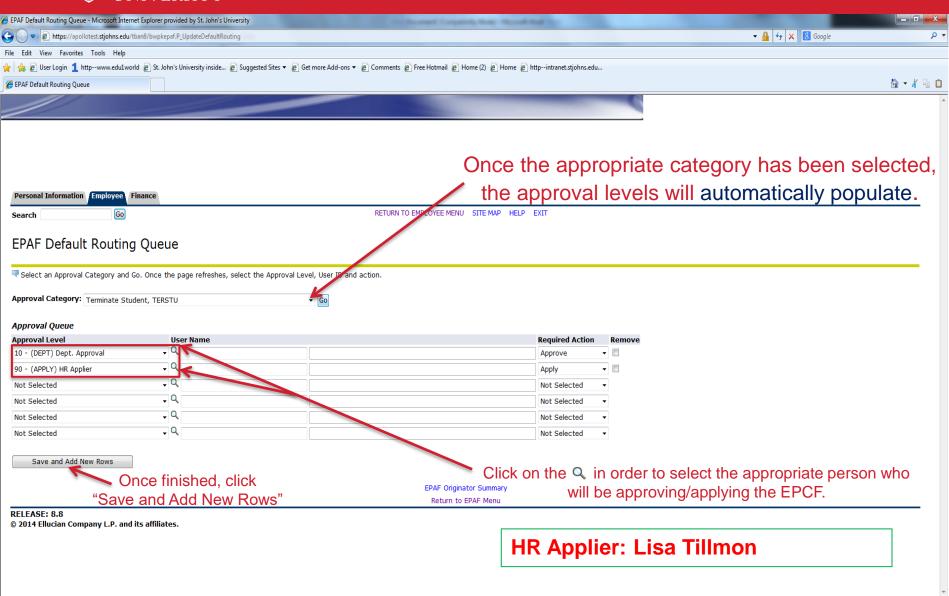






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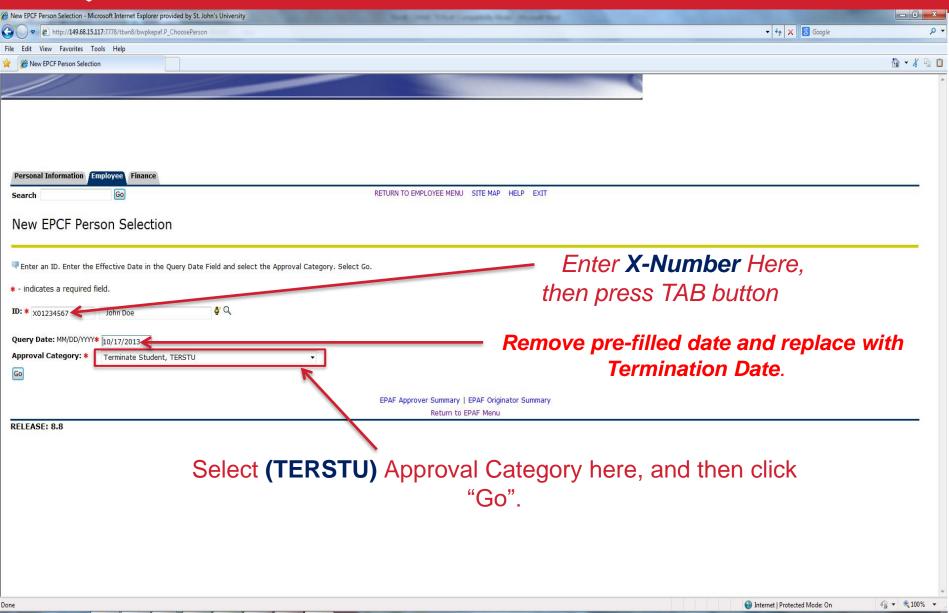
√ Trusted sites | Protected Mode: Off



Personal Information Alumni and Friends Student Financial Aid Employee		
Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT	
Electronic Personnel Change Form		
EPAF Approver Summary		
EPAF Originator Summary		
New EPAF EPAF Proxy Records		
EPAF Proxy Records		
Act as a Proxy		
RELEASE: 8.9		

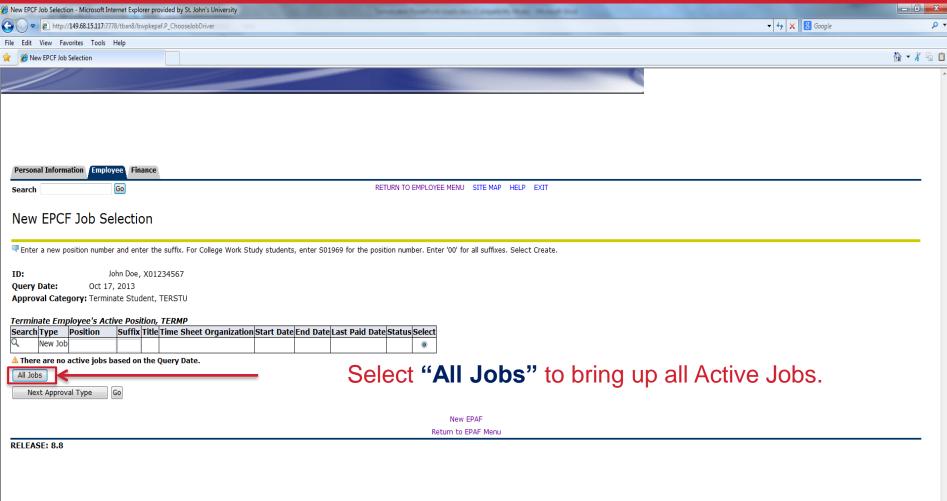
Click on the "New EPCF" to create the new student EPCF.





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Terminating Student Workers



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

	Terminate Employee's Active I distribution TERM											
	Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Selec	t
	Q	New Job									0	
		Primary	S00741	00	Regular Student Worker I-V	151, Enrollment Mgmt V.P.	Sep 04, 2013	May 31, 2014	May 17, 2014	Active	(0))
					Г							

All Jobs

Select the job that will be terminated here

Then, click "Go"

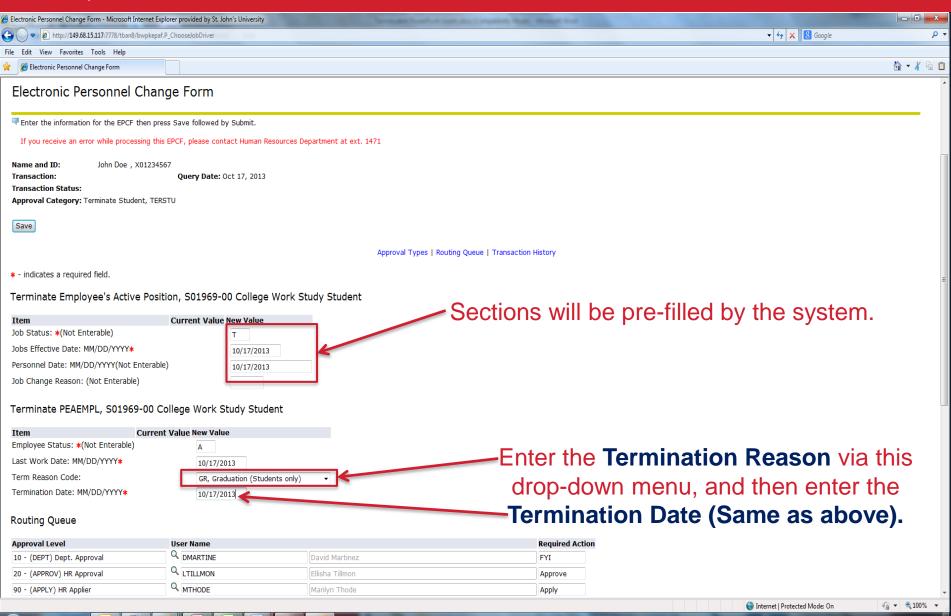
New EPAF

Return to EPAF Menu

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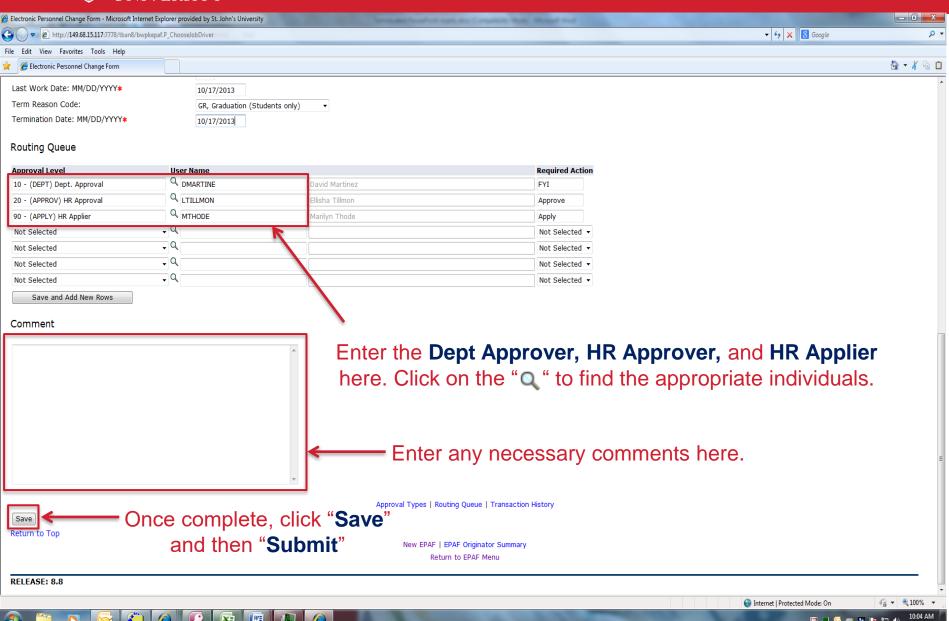
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Jobs Effective Date: MM/DD/YYYY∗

Job Change Reason: (Not Enterable)

Personnel Date: MM/DD/YYYY(Not Enterable)

Personal Information Alumni and Friends Studen	t Financial Aid Employee
Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic Personnel Cha	inge Form
Enter the information for the EPCF then pr	ress 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, X014011 Transaction:	Query Date: May 02, 2014
Transaction Status:	Look for this message to confirm that your transaction was
Approval Category: Terminate Student, TE	
Save	successful and that the student was terminated!
	Approval Types Routing Queue Comments Transaction History New EPAF EPAF Originator Summary
	Return to EPAF Menu
Jump to Bottom	
* - indicates a required field.	
Terminate Employee's Active Pos	sition, S01969-00 College Work Study Student
⚠ User does not have access to view cur	rent values.
Item	Current Value New Value
Job Status: *(Not Enterable)	Т

05/02/2014

07/31/2014



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.