St. John's University

Terminate
Student Workers
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

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

RELEASE: 8.10.1
© 2014 Ellucian Company L.P. and its affiliates.

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

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

4

ST. JOHN'S UNIVERSITY

| 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
Act as a Proxy

RELEASE: 8.9
© 2014 Ellucian Company L.P. and its affiliates.

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

🔍 105% ▾

↻

ST. JOHN'S UNIVERSITY

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

Search [   ] [Go]

EPCF Originator Summary

Current **History**

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

Transaction Status: [All] [Go]

🚫 **No transactions found in your queue.**

New EPAF | **Default Routing Queue** | Search | Superuser or Filter Transactions
Return to EPAF Menu

RELEASE: 8.9
© 2014 Ellucian Company L.P. and its affiliates.

Click on
"Default Routing Queue".

🌐 Internet | Protected Mode: On   🔍 100%

ST. JOHN'S UNIVERSITY

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

EPAF Default Routing Queue

Personal Information | **Employee** | Finance

Search [ ] Go

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

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

Approval Category: Terminate Student, TERSTU ▼ Go

Approval Queue

Approval Level	User Name		Required Action	Remove
10 - (DEPT) Dept. Approval ▼	🔍		Approve ▼	☐
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

Once finished, click "Save and Add New Rows"

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

EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.8
© 2014 Ellucian Company L.P. and its affiliates.

HR Applier: Lisa Tillmon

8

ST. JOHN'S UNIVERSITY

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
Act as a Proxy

RELEASE: 8.9
© 2014 Ellucian Company L.P. and its affiliates.

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

Enter **X-Number** Here

"Query Date" is the **Termination Date**.

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

ST. JOHN'S UNIVERSITY

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

File   Edit   View   Favorites   Tools   Help

New EPCF Job Selection

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
🔍	New Job									⦿

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

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

[Next Approval Type] Go

New EPAF
Return to EPAF Menu

RELEASE: 8.8

9:58 AM
10/17/2013

11

Terminating Student Workers

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: 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
🔍	New Job									●
	Primary	S00741	00	Regular Student Worker I-V	151, Enrollment Mgmt V.P.	Sep 04, 2013	May 31, 2014	May 17, 2014	Active	○

[All Jobs]

[Go]

Select the job that will be terminated here

Then, click "Go"

New EPAF
Return to EPAF Menu

RELEASE: 8.9.0.3
© 2014 Ellucian Company L.P. and its affiliates.

12

ST. JOHN'S UNIVERSITY

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

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

File Edit View Favorites Tools Help

Electronic Personnel Change Form

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
Jobs Effective Date: MM/DD/YYYY*		10/17/2013
Personnel Date: MM/DD/YYYY(Not Enterable)		10/17/2013
Job Change Reason: (Not Enterable)		

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	
Last Work Date: MM/DD/YYYY*		10/17/2013
Term Reason Code:		GR, Graduation (Students only)
Termination Date: MM/DD/YYYY*		10/17/2013

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	Ellisha Tillmon	Approve
90 - (APPLY) HR Applier	MTHODE	Marilyn Thode	Apply

Internet | Protected Mode: On

10:01 AM
10/17/2013

13

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

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

File   Edit   View   Favorites   Tools   Help

Electronic Personnel Change Form

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	Ellisha 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

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

Enter any necessary comments here.

Approval Types | Routing Queue | Transaction History

Save

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

Return to Top

New EPAF | EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.8

Internet | Protected Mode: On   100%

14

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

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

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

[Save]

Look for this message to confirm that **your transaction was 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 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)		T
Jobs Effective Date: MM/DD/YYYY✱		05/02/2014
Personnel Date: MM/DD/YYYY(Not Enterable)		07/31/2014
Job Change Reason: (Not Enterable)		

🔍 115% ▾

15

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.