

*NPTRM – Non-Paid Termination

Used to terminate a non-paid job (Chaplain, Emeritus, ROTC, etc.).

	Non-Paid	Emeritus
		*** Only Campus HR Offices should terminate Emeritus jobs based upon receipt of death notification. ***
Access NOAEPAF		
	Enter Key Block Information:	
	Name/ID	
	Query Date	Termination Date
	Approval Category	Deceased Date
	Position/Suffix	*NPTRM (where * represents the campus GSC=C, KSC=K, PSU=P, SYS=S, UNH=U)
		Use Suffix: drop down arrow to access List of Employee's Jobs (NBIJLST) and the job to be terminated.
NEXT BLOCK		
	TERM	
	Jobs Detail Eff Date	Same as Query Date
	Personnel Date	Same as Query Date
	Job Status	T
	Job Change Reason	TTERM for Term Voluntary or TDEAD for Deceased
	Contract Begin Date	TDEAD
	Contract End Date	Leave blank
		Leave blank
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		