

# \*STERM – Status Employee Termination

If the employee is moving to another Status job a MOVE EPAF must be entered; do not enter an \*STERM EPAF.

		On-Time Termination	Late Termination
<b>Access NOAEPAF</b>			
Enter Key Block Information:			
Name/ID			
Query Date	Termination Date	First day of pay period following the last completed pay period	
	*** <b>If the Termination Date is the same as the hiring Job Begin Date and no money is to be paid to the employee, UNH users must notify UNH HR to change the Rate to \$0.</b> ***	*** <b>Notify USNH Payroll when entering a Late Termination as overpayment may have occurred.</b> ***	
Approval Category	*STERM; (where * represents the campus GSC=G, KSC=K, PSU=P, & SYS=S and UNH=U)		
Position/Suffix	Use Suffix: drop down arrow to access List of Employee's Jobs (NBIJLST) and the job to be terminated.		
<b>NEXT BLOCK</b>			
<b>TERMIN</b>			
Jobs Detail Eff Date	Same as Query Date		
Personnel Date	Same as Query Date	Actual Termination Date	
Job Status	T		
Job Change Reason	See list below.		
Contract Begin Date	If the Current Value of the Contract Begin date is... ... blank, leave blank. ... earlier than the TERMIN Jobs Detail Eff Date, leave blank. ... later than the TERMIN Jobs Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.		
Contract End Date	If the Current Value of the Contract End Date is... ... blank, leave blank. ... earlier than the TERMIN Job Detail Eff Date, leave blank ... later than the TERMIN Job Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.		
<b>SAVE, Routing Information</b>			
<b>Transaction Comments, SAVE</b>			
<b>Submit Transaction</b>			

**Terminating Defer Pay Employees**

**Both EPAF originators and approvers should use extra caution when initiating a termination EPAF for employees with defer pay balances to double check that the effective date on the EPAF is not the same as the last paid date on the job.** Generally speaking, it is a good business practice for campuses to work with Campus and System Payroll offices when making any changes to the job of an employee who defers their pay. These are complicated transactions and it is helpful to keep Payroll in the loop of any changes. If you need to terminate an employee who defers their pay, please \*do not\* generate a termination EPAF with an effective date that is equal to the last paid date. When this occurs, the defer pay balance becomes ‘trapped’ and it takes a great deal of work, and sometimes HR IT assistance, to resolve this problem. The correct action is to use an effective date that is greater than the last paid date. **Please remember a new last paid date can be applied to a job after an EPAF has been initiated and before it is completed, therefore the last paid date should be confirmed before the EPAF is approved.**

**Campus HR Approvers** may need to take additional action in response to the Status Termination EPAF including but not limited to: removal of Operational Title from PPACMNT; payout of earned time, traditional vacation, or vacation leave as per policy; adjustment of PEAEMPL record to Part-Time/Full-Time Temp/Casual ECLS [70/74/75] and HOME Orgn [XCASEX]; and termination of benefits.

**Valid Job Change Reasons for Termination Records**

Coding of the following Job Change Reasons will be used extensively in categorizing the type of terminations for reporting purposes.

Code	Description	Notes
TACTV	Term – Active Employee	Used for employees who have multiple positions and are only terminating one position, but will still maintain a benefits eligible position with USNH
TDCWC	Term Due to Chronic Works Comp	To be used if an employee is unable to return to work 18-months following a work-related illness or injury.
TDEAD	Term – Deceased	To be used to end an NBAJOBS record when an employee is deceased.
TDLTD	Term Due Long Term Disability	To be used when an employee has been unable to return to work for 6 months and has been approved for long-term disability.
TDRIF	Term Due Reduction in Force	To be used when an employee is being terminated as a result of a formal Reduction in Force. Please see USNH policy.
TEMIL	Term Due to Ext'd Military Lv	To be used when an employee is “leaving” USNH to provide active military service for an extended period. Please see USNH policy.
TFEXP	Term Due Funding Expiration	To be used when an employee is terminating from an appointment due to funding expiration, such as a grant appointment.
TINVT	Term – Involuntary	To be used when an employee is being terminated for cause.
TJBAB	Term Due to Job Abandonment	To be used when an employee fails to attend to his/her appointment.
TLAYF	Term - Leave Due to Layoff	To be used if an employee is terminated for reason of Layoff. Please see USNH policy.
TLOAI	Term Due to LOA from Instit	To be used when an employee has been granted a Leave of Absence from the Institution.
TRETR	Term Due to Retirement	To be used when the employee is retiring from the institution. Formal determination of the eligibility for retirement rests with the USNH System Benefits Office.
TTERM	Term - Voluntary	To be used when an employee is resigning from status service.

**If You Are Unable to See Current Values during EPAF ENTRY**

If you are terminating a Job that has a Timesheet Orgn assignment that is not part of your security profile, you will be unable to view the Current Values on the EPAF. Subsequently, you will not recognize that Contract Dates may exist on the job that require attention. If you encounter Error Messages associated with Contract Dates, they can be resolved as follows:

<b>Error</b>	<b>Resolution</b>
Contract Begin Date must be earlier than Contract End Date	Set the Contract Begin Date equal to the Termination Jobs Detail Eff Date You will get this error if you adjust the Contract End Date to a date PRIOR to the Contract Begin Date and fail to reset the Contract Begin Date as well.
Contract End Date must not be later than Base Job End Date	Set the Contract End Date equal to the Termination Jobs Detail Eff Date