

## Fillable Paper [EPAF](#) Directions

### Step 1: Employee/Person Selection

Please type in the requested information. The PeopleSoft ID Number is the employee ID number that replaces the A-number. In PeopleSoft an employee ID number can have multiple assignments in certain circumstances. These assignments are identified by a different record number. Please enter the record number so that the action you are requesting is applied to the correct assignment. If you do not know the PeopleSoft ID number or record number, please contact your HCM Representative to assist you.

Please enter the remaining information in this section.

### Step 2: Action Requested and Effective Date

Actions and reasons are in drop down lists. Please select only one action from the list and then only one reason from the associated drop down. On the same line next to the action and action reason is the effective date. Please enter the Effective Date. The effective date is the date that the change is to start in mm/dd/yyyy format (you also need to add the "/").

### Step 3: Comments

For Faculty, EPAF preparers need to include the following in the in Step 3: Comments:

- School: (NJMS, RSDM, RWJMS, SHP, SN, SPH)
- Action: (At-Will Termination, Deceased, Layoff, Non-reappointment, Resignation, Retirement, Termination-Cotermious, Termination for Cause, Transfer between Schools)
- Degree: (MD, DO, DMD, DDS, RN, etc.)
- FTE:
- Tenure Status: NT, TT, TE (This would be the tenure status just prior to the separation)
- Salary Table: (FA, FP, FN, FS, FE, FD, FJ, FX)
- Salary Grade:
- Last Academic Base Salary:
- No longer AAUP-RBHS, AAUP-AFT or NJEA Eligible or N/A (for Faculty Administrators and faculty less than 0.10 FTE)
- Vacation Day Pay Out: \_\_\_\_ Days
- Change to Volunteer Appointment - New title (XYZ) [if applicable, attach appropriate documentation]

#### **Step 4: Internal Approval Routing**

Please type the name and phone number of the Originator, Department Approval, Budget Approval, and any optional approvals you need.

#### **Step 5: Steps for Separations**

Additional documentation will be needed for separating employees who accrue time in the University's Absence Reporting System.

Separations require the following documentation to complete processing:

- The Paper EPAF
- Acknowledgement that the [BC-10](#) form has been given to the departing employee.
- Separation letter (signed) and other supporting documentation as indicated above.
- Days to be paid out upon separation for Faculty (reported in the Comments section of the EPAF Form).

Urgent "Separation" and other EPAF actions need to be communicated to your HR Generalist, Faculty Coordinator, and/or HCM Representative quickly so they can notify Payroll. Please call and email them the EPAF and other supporting documentation as indicated above.

#### **Final Steps**

Please submit complete packages to HCM via the [HCM Personnel Transactions & General Inquiries](#) portal **and** upload to PC for RH approval.