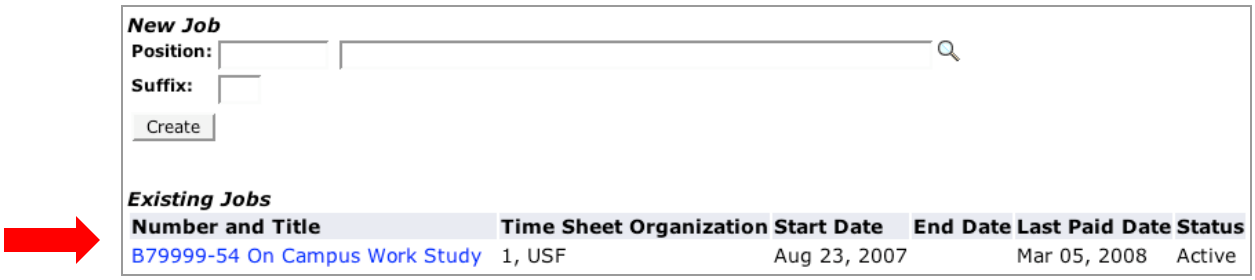
Guide to EPAF Appendix A: EPAFS for Student Assignments

Student Assignment Termination

Step 1
Define Employee, Query Date, and Approval Category

Notes
Query Date = last day of pay period in which assignment is terminated
Approval Category = "STUTER, Student Assignment Termination"

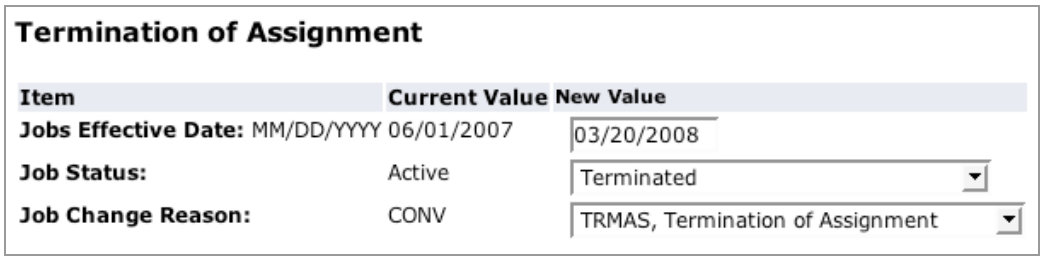


Step 2
Job Selection

Click on the link to the job that is to be modified.

Step 3
Enter Main Job Information

Notes
Most of the screen populates. Confirm the data and select appropriate **Job Change Reason**. (see drop-down list)



For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part I "EPAFs for Student Assignments."