# Approver Cheat Sheet: Employee Termination of Assignment

## Definition of Employee Termination of Assignment (TERMA):
This Cheat Sheet applies to the termination of an employee’s current assignment from a specific department. If the employee is Terminating from the University, please submit a Term of Employment EPAF type (TERME). Please note that you would need to use a Term of Assignment EPAF type to terminate any additional overload assignments first before you can submit a Term of Employment EPAF.

## Timing:
Generally, EPAFs are due about two weeks before the end of a pay period. The Payroll Submission Schedule can be found at: [https://myusf.usfca.edu/abs/payroll/pay-schedules](https://myusf.usfca.edu/abs/payroll/pay-schedules). If this EPAF is submitted AFTER the deadline, please notify Payroll as an FYI.

## Contact Information for EPAF Support:
HRIS@usfca.edu

### Items to Review: | Completed [✓]
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1. Is the Position number and Suffix correct? |  
2. Is the Jobs Effective Date correct? If this employee is moving to another position number, please ensure there is no break in service. (For example, if the EE ‘s new assignment starts on 1/1, please use the Term date of 12/31) |  
3. Personnel date field should only be entered if the termination date is RETRO. |  
4. Confirm the data and select appropriate Job Change Reason for the Termination. |  
5. Review the Approval Queue. Does the Grants or any other Approver need to be entered? |  
6. Review Comments. Does it match the values entered above? |  
7. If all Values look correct, click APPROVE however if Values need to be revised, please click Return for Correction with Comments stating why. |  
