# Approver Cheat Sheet: Termination of Employment

**Definition of Employee Termination of Employment (TERME):** This Cheat Sheet applies to the official termination of an employee from USF. Please note that if an Employee has more than one active assignment, you would need to use a Term of Assignment EPAF to terminate those 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 immediately.

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

## Items to Review:

<table>
<thead>
<tr>
<th>Completed</th>
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<tr>
<td>✓</td>
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1. **Is the Position number and Suffix correct?**

2. **Is the Jobs Effective Date correct?** This is the last day of employment. Termination date on EPAF must be on or after the "Last Paid Date."

3. **Personnel date** field should only be entered if the termination date is RETRO-active.

4. All other **Fields** such as “Termination Date and Last Day Worked” will prepopulate based on the Jobs Effective Date. If any dates need to be updated, you can re-enter them.

5. **Verify the Term Reason Code** is correct:
   - AE: Voluntarily: Accepted Other Employment
   - RE: Voluntary Resignation- Other (Attending School, Moving out of Area)
   - VL: Voluntary Other
   - DT: Involuntary: Death
   - IV: Involuntary (Layoff)

6. **Review the Approval Queue.** Does the Grants or any other Approver need to be entered?

7. **Review Comments.** Does it match the values entered above? If not, please return this EPAF for correction.
8. If all values look correct, click APPROVE.