

## Terminating a Student Position ePAF

All Federal Work Study student terminations will be handled by the Office of Financial Aid. These instructions are for terminating Non-Federal Work Study students.

- 1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
- 2) Click on the Employee tab > ePAF Main Menu > New ePAF.
- 3) Input the Z# or use the search function to search by name.
- 4) Query date defaults to the date you are starting the form and can be left as is.
- 5) On the Approval Category field, select code **STTNRM** to terminate/remove a student from a position, then click Go.
- 6) Select the position you would like to terminate then click Go.
  - a. If you do not see the position number listed, that position has already been terminated.
- 7) Input the Jobs Effective Date which is the last day of the pay period (listed in the "To" column on the payroll calendar). If the student has not/will not post any hours for the current pay period, you can use the end date of the previous pay period as your effective date.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="00042"/>

Last Day of Pay Period

- 8) Scroll down to the Routing Queue and select the routing information shown below, if necessary. If you have set up default routing for this type of ePAF, your approver should have pre-populated.

Approval Level
97 - (PRSTUD) Payroll Student

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- 9) If you are ready to send the ePAF, click on Submit. Any warning messages can be ignored, but any ERROR messages must be corrected. If you receive an error message, make the necessary corrections, click Save then Submit.