

*CTERM - Part-Time/Full-Time Temp/Casual Termination

Used by UNH to Terminate UNH Part-Time/Full-Time Temp/Casual Hourly Employees Only

Used by GSC, KSC, PSU, & SYS to Terminate both Part-Time/Full-Time Temp/Casual Hourly & Salary Employees

		On-Time Termination	Late Termination
Access NOAEPAF			
Enter Key Block Information:			
Name/ID			
Query Date	Termination Date	*** If the Termination Date is the same as the hiring Job Begin Date and no money is to be paid to the employee, UNH users must notify UNH HR to change the Rate to \$0. ***	First day of pay period following the last completed pay period
Approval Category		*CTERM (where * indicates campus: GSC=C, KSC=K, PSU=P, SYS=S, UNH=U)	
Position/Suffix		Use Suffix: drop down arrow to access List of Employee's Jobs (NBIJLST) and the job to be terminated.	
NEXT BLOCK			
TERMIN			
Jobs Detail Eff Date		Same as Query Date	
Personnel Date		Same as Query Date	Actual Termination Date
Job Status		T	
Job Change Reason		TTERM	
Contract Begin Date		If the Current Value of the Contract Begin date is... ... blank, leave blank. ... earlier than the TERMIN Jobs Detail Eff Date, leave blank. ... later than the TERMIN Jobs Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.	
Contract End Date		If the Current Value of the Contract End Date is... ... blank, leave blank. ... earlier than the TERMIN Job Detail Eff Date, leave blank ... later than the TERMIN Job Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.	
SAVE, Routing Information			
Transaction Comments, SAVE			
Submit Transaction			