Processing a Termination or Retirement

Processing a termination or retirement is carried out through the Change Employment Status ePAF as soon as the last work day is known. Before you begin, you will need the following:

- Termination letter
- Effective date (see no. 5 below)

Note that if the employee is leaving your department to transfer to another department within UF, or changing jobs within your department, the Hiring From Within UF checklist will assist you with determining the action required. To assist all University of Florida employees with the exit process, an Employee Exit Checklist is also available.

Note: Do not use this instruction guide for placing an employee on DROP (employee should contact a University Retirement Specialist at University Benefits and Retirement at 392-2477 or retirement@ufl.edu).

Procedure

To access this function, use the following navigation: NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.

1. Click the Start a new ePAF link.
2. Click the Change Employment Status link.
3. Enter the employee ID into the Empl ID field.
4. Click the Search button.
5. Enter the Effective Date (or use the Choose a date button).

Notes: For a termination, the effective date should be the day after the employee's last work day. For a retirement, the effective date should be the day after the employee's last work day.

6. Click the Look up Action button.
7. Select the appropriate Action.
8. Click the Look up Reason button.
9. Select the appropriate Action.
10. Click the Next >> button.
11. If there are documents pertaining to the sabbatical, click on the Document button and follow the directions according to the Uploading Documents to ePAFs instruction guide.
12. Enter comments in the Your Comment field to assist the approval process.
13. Click the Submit button.
14. Click the Yes button.
15. Notice the Form and Approval Status is shown on this page. This shows you the current status of the ePAF.

Notes:
- For TEAMS or faculty resignations, you will need to submit the employee's letter of resignation.
- For a non-reappointment, you will submit the Notice of Non-reappointment.
- The Employee Exit Checklist must always been completed with a termination.

These resources (and more) are located on the Hiring and Additional Pay toolkit.
Additional Help

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Recruitment and Staffing at 352-392-2477.