Processing a Termination or Retirement

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

- Termination documentation (letter, email, etc.)
- Effective date: Last date the departing employee will be/was in your department

Note that if the employee is leaving your department to transfer to another department within UF, or changing jobs within your department, the Hires Checklist will assist you with determining what applicable documents, if any, may be necessary to complete for the transfer hire. An Employee Exit Checklist is also available.

Note: To enter DROP, the employee must contact a UFHR Retirement Specialist at University Benefits at 352-392-2477 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 workday. For a retirement, the effective date should be the day after the employee’s last workday.

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. Click on the Document button and follow the directions according to the Uploading Documents to ePAFs instruction guide to upload termination documentation.
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 termination documentation. If the employee did not provide a written document, please contact Employment Operations for additional instructions.
- 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 Employment Operations & Records at 352-392-2477.