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.