



This *Quick Guide* details how to submit terminations using eTerminations (eTerm) in PAC.

## Access eTerm

1. Navigate to [my.columbia.edu](http://my.columbia.edu).
2. Select the **HR Manager** tab on top of the page.
3. Scroll down and select the **People at Columbia (PAC)** icon and log in with your UNI and Password.
4. Select the **Manager Self-Service** tile, then select the **HR Transactions** tile. **Terminate Employee** is in the left menu.



### What is a Termination?

A **Voluntary Termination** is a *Resignation* initiated by administrative or academic personnel and these types of terminations can be submitted using eTerm.

An **Involuntary Termination** is a *Discharge, Layoff, Release or Non-Renewal* initiated by the University. These types of terminations are processed via PAF.

**Note:** Separations due to *Retirement or Death* are processed via PAF and not submitted via eTerm.

### What is eTermination (eTerm)?

eTermination is the PAC module used to submit electronic terminations for **voluntary resignations for both administrative and academic personnel**. Releases, layoffs, and other non-voluntary terminations must still be processed via Personnel Action Form (PAF).

For a video demo of eTerm, access the [eTermination in PAC video module](#) in the *PAC Manager Self-Service* course in the [Enterprise Learning Management System](#).

## Process an eTermination

Begin by entering the termination date. Then select the **Reason for Termination**, the amount of **vacation and personal days due** to be paid out and **attach required documentation**. Click **Submit** to send the transaction into workflow.

Enter the **Termination Date**. The termination date is the first day the employee is no longer with the University. Ensure the termination date is correct as the field defaults to today's date.

Click **Select** next to the terminating employee's name from the list.

Select the **Reason for Termination** from the drop-down selections.

**Comments** are optional.

Click **Submit**.

Enter the total amount of **Vacation/Personal Days Due**. For example, if there are 9 vacation days accrued and 2 unused personal days, the total entered equals 11

- For officers, enter whole and half days
- For support staff, enter whole days and hours

Attach **Supporting Documentation**. Ensure all required documents are attached to the termination. Examples include: a resignation letter, the final Administrative Officer vacation tracking sheet, or the final Support Staff timesheet.

- Click **Upload**. Click **Choose File** to locate document in your computer
- Click **Upload** to attach document. The document name appears next to "**Attached File**". Click **'View'** to view the document just attached (optional – to confirm)

**Example:** Click **Submit** to route the transaction into workflow for approval.

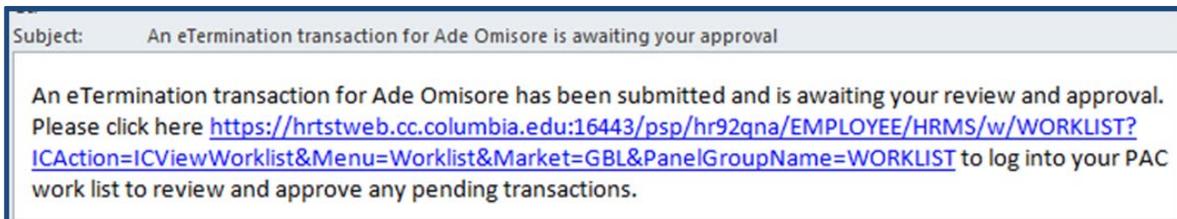
## Approve an eTermination

Approvers access the **Worklist** to review and approve PAC transactions. Click **Terminations** from the left menu to view submitted transactions. Then, click the **Employee Name link** to view the transaction.



Department	Department Name	Type of Trans	Effective Date	Name	Recycled?	From	Date From	Date Initiated	Link	FT/PT	Job Code	Work Item
41	School	Termination Approval	06/03/2022		<input type="checkbox"/>	Juudwqwawq,Njzm Gwciq	07/14/2022	06/03/2022	1330780...022-06-03	P	510100	Level 2 Approver
41	Inst	Termination Approval	07/15/2022		<input type="checkbox"/>	Jurxmq,Prjpdjbj Dlgw	07/15/2022	07/15/2022	1331255...0_2022-07-15	P	510100	Level 2 Approver

You can also access the transaction via the email notification.



Review the entered details of the transaction and click **View** to see any attached documents.

Click **Approve** to approve the transaction and send it through the workflow.

Click **Recycle** to send the transaction back for updating. If a level 2 or level 3 approver recycle a transaction, it is sent to the level 1 approver. Note that eTerm transactions cannot be recycled to the Initiator.

Click **Deny** to cancel a transaction. Transactions should **only** be denied if the termination effective date is incorrect. Then create a new one with the correct effective date.

**Important!** If changes other than effective date are needed, update the information directly in the recycled transaction and do not deny and create a new one. Doing so may cause access issues with the newly created transaction.

## eTerm Workflow Details

### Level 1 Approval (Department Level)

Submitted transactions route to the 1<sup>st</sup> level approver for review. If you initiated the eTerm and are also a level 1 approver, the transaction auto-approves (skips the 1<sup>st</sup> level approver) and routes to the level 2 approver.

If reviewing a transaction at level 1 and you hold *both* Level 1 and Level 2 eTerm approver roles, the transaction will route directly to Level 3 Approval after you approve it at Level 1.

### Level 2 Approval (School/Admin Unit Level)

2<sup>nd</sup> level approvers review the transaction next. Depending on your TBH approver profile and department access, you can view certain transactions.

- TBH Admin Level 2 approvers (eTerm approvers) will receive only administrative termination transactions.
- TBH Academic Level 2 approvers (eTerm approvers) will receive only academic termination transactions.

**CUIMC Academic Personnel:** CUIMC Faculty Affairs are the Level 2 eTerm Approver for academic personnel.

### Level 3 Approval (Final Approver) and HRPC

**CUIMC Academic and Administrative Personnel:** CUIMC Payroll is the Level 3 eTerm Approver for both administrative and academic personnel. Level 3 administrative approvals at CUIMC includes levels 2 & 3.

**Morningside Academic Personnel:** The Provost's Office is the Level 3 eTerm Approver for academic personnel.

**Morningside Administrative Personnel:** There is no Level 3 Approver required for administrative terminations at Morningside. Once the Level 2 Approver has approved the transaction, it will be submitted directly to the HRPC.

After final approval, the transaction routes to the HRPC. Once processed, you will receive an email confirmation.

### eTermination Timing

To ensure that terminations are processed in a timely fashion and to avoid overpayments, Level 2 Approval must be completed by the HRPC Mail Closing Date for Morningside transactions and the CUIMC Mail Closing Date for CUIMC transactions. View the campus specific [Payroll Calendar](#) for dates. This will ensure that the final approvers have time to review and approve the terminations prior to the payroll processing.

### Termination Report

To view details of processed terminations including the termination reason and effective date, generate the HR Manager **Termination Report** from the HR Manager Resources tab in myColumbia. It displays details of terminated employees (through e-Term or paper PAF) based upon the department and From and To dates entered.