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.

![Diagram of accessing eTerm](image)

**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](http://elearning.columbia.edu).
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.

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.

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 1st level approver for review. If you initiated the eTerm and are also a level 1 approver, the transaction auto-approves (skips the 1st 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)
2nd 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.