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)?

The PAC eTermination functionality is used to submit terminations for voluntary resignations for both administrative and academic personnel. Releases, layoffs, and other non-voluntary terminations must still be processed via PAF.

Process an eTermination

Log in to PAC:

1. Open a browser and navigate to [my.columbia.edu](http://my.columbia.edu)
2. Click “Log In Now”
3. Enter your UNI and Password
4. Click “Login.” You are now on the Faculty and Staff page
5. Navigate to the HR Manager Resources tab
6. Click the “Go to PAC” link in the People @ Columbia section on the page

Submit an eTermination:

1. Using the menu, navigate to: Manager Self-Service > Job and Personal Information > Terminate Employee

2. Click **Select** to choose the terminating employee from the Department Personnel list displayed
3. Input the Termination Date into the field. 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
4. Select the termination reason from the drop down field
   a. Additional termination reasons may appear in the dropdown (until removed from view). However, use only the **Resignation** options or the **Appointment / Position Ended** option
5. Enter the total amount of vacation and personal days due. For example, if there are 9 vacation days accrued and has 2 unused personal days, the total entered equals 11
   a. For officers, enter whole and half days
   b. For support staff, enter whole days and hours
6. Enter a comment (optional)
7. Attach supporting documentation. Ensure all required documents are attached to the termination. Examples of the types of documents you may want to attach are the resignation letter, the final Administrative Officer vacation tracking sheet, or the final Support Staff timesheet
   a. Click ‘Upload’
   b. Click ‘Choose File’ to locate document in your computer
   c. Click ‘Upload’ to attach document
   d. The document name appears next to “Attached File”
   e. Click ‘View’ to view the document just attached (optional – to confirm)
8. Click **Submit** to submit the termination
9. Click **OK** to confirm the submission
10. The transaction routes into workflow to the approvers
Processing eTerms, cont.

Approve an eTermination:

Level 1 Approval (Department Level)
If you initiated the eTerm transaction and are also a Level 1 approver, the transaction will auto approve and route to the Level 2 approver.

Level 2 Approval (School/Admin Unit Approval)
1. Access the Worklist to locate the eTermination Approval item for your review. The worklist can be accessed directly from the email received or if you are already logged into PAC, from the link on the upper right side of the screen or menu path: Main Menu > Worklist
   a. TBH Admin Level 2 will receive only administrative termination transactions
   b. TBH Academic Level 2 will receive only academic termination transactions
2. Select the eTermination Approval transaction from the list
3. Enter a comment (optional)
4. Click ‘View’ to view attachment
5. Click the ‘Approve’ button
6. The transaction routes for Level 3 approval or HRPC

Note: If you are both a Level 1 and Level 2 eTerm Approver, the transaction will route directly to Level 3 Approval after you approve it at Level 1.

Processing eTerms, cont.

CUMC Academic Personnel: CUMC Faculty Affairs will be the Level 2 eTerm Approver for academic personnel.

Level 1 Approval (Department Level)
If you initiated the eTerm transaction and are also a Level 1 approver, the transaction will auto approve and route to the Level 2 approver.

Level 2 Approval (School/Admin Unit Approval)
1. Access the Worklist to locate the eTermination Approval item for your review. The worklist can be accessed directly from the email received or if you are already logged into PAC, from the link on the upper right side of the screen or menu path: Main Menu > Worklist
   a. TBH Admin Level 2 will receive only administrative termination transactions
   b. TBH Academic Level 2 will receive only academic termination transactions
2. Select the eTermination Approval transaction from the list
3. Enter a comment (optional)
4. Click ‘View’ to view attachment
5. Click the ‘Approve’ button
6. The transaction routes for Level 3 approval or HRPC

Level 3 Approval (Final Approver)
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 HRPC.

CUMC Academic and Administrative Personnel: CUMC Payroll is the Level 3 eTerm Approver for both administrative and academic personnel. Level 3 administrative approvals at CUMC includes levels 2 & 3.
After final approval, the transaction will be reviewed at 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 CUMC Mail Closing Date for CUMC transactions. 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, the “Termination Report” can be run via the HR Manager Resources tab in myColumbia. It displays details of terminated employees (through e-Term or paper PAF) based upon the department range and “From and To dates” entered.